



**RITCHIE COUNTY  
OFFICE OF EMERGENCY SERVICES**

**EMERGENCY OPERATIONS PLAN**

**2012**

**RITCHIE COUNTY EMERGENCY OPERATIONS PLAN**  
**TABLE OF CONTENTS**

Note: The title for each section acts as a link to jump to that section.

*Introductory Materials*

Forward

Promulgation Statement

Record of Changes

*Basic Plan*

Situation and Assumptions..... 1

Concept of Operations..... 4

Roles and Responsibilities..... 8

Direction and Control..... 10

Continuity of Government..... 11

Administration and Logistics..... 13

Plan Development and Maintenance..... 15

Authorities..... 15

Authorization..... 18

List of Appendices..... 18

    Appendix 1: Sample Emergency Proclamation..... 19

    Appendix 2: After-Action Report..... 21

    Appendix 3: Glossary..... 29

*Annexes*

A. Direction and Control..... A-1

B. Communications..... B-1

C. Notification and Warning..... C-1

D. Public Information..... D-1

E. Evacuation..... E-1

    Appendix 1: Evacuation Planning Checklist..... E-21

F. Sheltering..... F-1

G. Health and Medical.....	G-1
H. Resource Management.....	H-1
Appendix 1: Resource Definitions – 120 Resources	
Appendix 2: Data Collection Sheets	
Appendix 3: Resource Ordering Form (ICS 259-3)	
I. Damage Assessment.....	I-1
Appendix 1: Damage Assessment Reports/Forms from WVEOP.....	I-13
J. Law Enforcement.....	J-1
K. Fire Service.....	K-1
L. Public Works.....	L-1
Appendix 1: Debris Management.....	L-9
Appendix 2: Emergency Generator Forms.....	L-21

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## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### FORWARD

This plan provides Ritchie 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 *Ritchie County Emergency Operations Plan* has been developed and maintained by the Ritchie County Office of Emergency Services (RCOES). Originally, the RCOES coordinated with county government departments as well as in-county and neighboring jurisdictions to ensure an overall compatibility of operations. Recently, Ritchie County has 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 the functional annexes. This hazard analysis has been continually updated and its latest version is contained in the *Ritchie 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 RCOES 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 RCOES ensures that all revisions to the plan are coordinated with the original planning partners.

8-8-2012

Date



RCOES Director

# RITCHIE COUNTY EMERGENCY OPERATIONS 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 effects 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 includes 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 8<sup>th</sup> day of August, 2012.

Judy M. Watson  
Commissioner

Kanada Williamson  
Commission President  
[Signature]  
Commissioner

Attest: Susan Scott  
County Clerk

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### RECORD OF CHANGES

This document serves as a record of the changes and revisions made to the *Ritchie 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
2012	<ul style="list-style-type: none"><li>• Integrated NRF elements into appropriate annexes.</li><li>• Integrated WVEOP elements into appropriate annexes.</li><li>• Created “annex front pages” to assist in user-navigation of the plan.</li><li>• Updated ICS references throughout plan.</li><li>• Integrated the concept of the EOC as a MACS into the plan.</li><li>• Upgraded public information considerations through the JIC/JIS.</li></ul>	RCOES



## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### BASIC PLAN

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>NRF Base Plan (Roles and Responsibilities, Concept of Operations)</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>EOP Basic Plan</li> </ul>
<b>Purpose</b>	<p>This plan provides an efficient, standardized response capability for Ritchie County during emergencies and major disasters. It predetermines, where possible, actions to be taken by the responsible elements of the governments within Ritchie County and its municipalities. The plan outlines an effective response to actual disaster occurrences and provides for recovery in the aftermath of an emergency.</p>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>Ritchie County Commission</li> <li>Ritchie County Office of Emergency Services (RCOES)</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>WV Div. of Homeland Security &amp; Emergency Mgmt. (WVDHSEM)</li> <li>US Department of Homeland Security (USDHS)</li> </ul>
<b>Authorities</b>	<ul style="list-style-type: none"> <li>See VIII. Authorities for more details.</li> <li>WV Code, Chapter 15, Article 5, as amended.</li> <li>WV Executive Order 20-04, December 23, 2004.</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li><i>National Incident Management System</i>, USDHS, as amended.</li> <li><i>National Response Framework</i>, USDHS, as amended.</li> <li><i>Local and Tribal NIMS Integration: Integrating the NIMS Into Local and Tribal Emergency Plans and Standard Operating Procedures</i>, Version 1.0, USDHS, 2005.</li> <li><i>National Oil and Hazardous Substances Pollution Contingency Plan</i>, USEPA.</li> <li><i>Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans: Comprehensive Preparedness Guide (CPG)-101</i>. USDHS, March, 2009.</li> <li><i>Emergency Response Guidebook</i>, USDOT, 2008.</li> <li><i>Hazardous Materials Emergency Planning Guide</i>, NRT-1, National Response Team, 2001.</li> <li><i>Developing a Hazardous Materials Exercise Program</i>, NRT-2, National Response Team, 1991.</li> <li><i>WV Enhanced State Hazard Mitigation Plan</i>, WVDHSEM.</li> <li><i>WV Emergency Operations Plan</i>, WVDHSEM, as amended.</li> <li><i>Ritchie County Hazard Mitigation Plan</i>, Mid Ohio Valley Regional Council.</li> </ul>

## I. SITUATION AND ASSUMPTIONS

### A. Situation

#### 1. Appraisal of the Threat

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

i. Weather-related emergencies

- Floods
- Severe wind and tornadoes
- Winter storms
- Drought

ii. Forest and grass fires (wildfires)

iii. Subsidence

iv. Moderate earthquakes

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

i. Hazardous materials incidents/accidents

ii. Structural fires

iii. Dam failures

iv. Explosions

v. Industrial accidents

vi. Transportation accidents

vii. Water and air contamination

viii. 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 Ritchie County is 453.51 square miles with a population of 10,208 (2009 estimate).

b. Harrisville is the county seat and has a population of 1,842 (2000 Census).



- c. Other communities within the county are:
  - i. Auburn
  - ii. Cairo
  - iii. Ellenboro
  - iv. Pennsboro
  - v. Pullman
  
- d. Education
  - i. Elementary: Creed Collins, Ellenboro, Harrisville, and Smithville
  - ii. Middle/High School: Ritchie County Middle/High School
  
- e. The economy of Ritchie County can be classified into two (2) major categories: light industrial and recreational.
  
- f. Transportation
  - i. US Routes: 50
  - ii. State Routes: 16, 31, 74
  
- g. Media
  - i. Newspapers: *The Ritchie Gazette* – Harrisville, *Pennsboro News* – Harrisville (Pennsboro)
  - ii. Radio (AM): 630 (St. Mary's), 910 (Marietta), 1050 (Parkersburg)
  - iii. Radio (FM): 90.1 (Clarksburg), 91.9 (Belpre), 92.7 (Clarksburg), 93.9 (St. Mary's), 95.1 (Parkersburg), 96.9 (Williamstown), 97.1 (Sutton), 100.1 (Vienna), 100.9 (Harrisville), 102.1 (Marietta), 103.1 (Parkersburg), 105.7 (Salem), 106.5 (Clarksburg)
  - iv. Television: WBOY, WDTV, WTAP
  
- h. Climatology
  - i. Temperature
    - Mean Annual Average: 54° F
    - January: 20° F (low), 38° F (high)
    - July: 65° F (low), 84° F (high)

- ii. 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 Ritchie County.
- 2. In addition to hazards listed above, catastrophic events, including but not limited to a large 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.

## II. CONCEPT OF OPERATIONS

### A. Basic Policies

1. The responsibility of the Ritchie County Commission and the Ritchie County Office of Emergency Services (RCOES) is to protect life and property from the effects of hazardous events.
  - a. The ultimate authority to activate this plan rests with the Ritchie County Commission. Such activation will most likely be based on recommendations from the RCOES or other emergency services providers.
  - b. The Chief Executive Official (CEO) of incorporated 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 RCOES 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 Ritchie 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 concept that incident management activities should take place with 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 Organizations (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.
6. From an operational standpoint, the NIMS outlines the management of an emergency/disaster response with three (3) components: the 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 Ritchie 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 has 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 RCOES, 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.
  - i. Federal representatives should coordinate with state and local jurisdictions to establish the Joint Field Office (JFO) if federal assistance has been requested or deployed.
  - ii. 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 include:
  - a. IS-402 (ICS for Local Elected Officials)
  - b. IS-702 (Public Information)
  - c. IS-703 (Resource Management)
4. Several agencies throughout Ritchie County offer training opportunities, such as the RCOES, the Ritchie 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 RCOES 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 RCOES maintains an exercise schedule with the appropriate sections of the WVDHSEM.

### **III. 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. Ritchie 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 RCOES 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. Ritchie County Office of Emergency Services

- 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 the 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 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 RCOES, 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.

#### **IV. DIRECTION AND CONTROL**

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

EOC is the primary and centralized location for multi-jurisdictional 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.

## **V. CONTINUITY OF GOVERNMENT**

### **A. General**

- 1. Each element of Ritchie County's government is responsible to have taken or take actions to:
  - a. Pre-designate 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. Ritchie County OES
    - a. RCOES Director
    - b. RCOES Deputy Director
    - c. In the event that 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 Ritchie 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 has been designated and is presently not at risk; also, essential records have been prioritized by all governmental offices throughout Ritchie 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 of 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.

## VI. ADMINISTRATION AND LOGISTICS

### A. Administration

1. Administration of emergency management activities in Ritchie County is conducted on a daily, non-emergency basis by the RCOES.
2. During the response and recovery phases, the emergency management program is coordinated by the RCOES 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 Ritchie 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”**: See II.A.3. and II.C.
  - 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 RCOES Director should schedule a critique of the emergency response actions. The RCOES 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 RCOES 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 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.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. This plan has been developed by the RCOES in accordance with guidance provided by the WVDHSEM and the US Department of Homeland Security.
- B. The RCOES Director should ensure that this plan is periodically updated. A minimum of four (4) 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 RCOES is responsible for distributing plan updates.

## **VIII. 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 to 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 21<sup>st</sup> 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.

**IX. AUTHORIZATION**

_____	_____
County Commission President	Date
_____	_____
Commissioner	Date
_____	_____
Commissioner	Date

**X. LIST OF APPENDICES**

- Appendix 1: Sample Emergency Proclamation
- Appendix 2: After-Action Report
- Appendix 3: Glossary

## **APPENDIX 1 TO THE BASIC PLAN**

### **SAMPLE EMERGENCY PROCLAMATION**

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

#### **I. 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.

#### **II. NOTIFICATION OF PROCLAMATION DECLARATION**

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

## EMERGENCY PROCLAMATION

Ritchie County, West Virginia \_\_\_\_\_, 20\_\_\_\_

WHEREAS Ritchie 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 Ritchie County.

NOW, THEREFORE, we, the Ritchie 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 Ritchie 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 Ritchie 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.

\_\_\_\_\_  
Ritchie County Commission President

\_\_\_\_\_  
Ritchie County Commissioner

\_\_\_\_\_  
Ritchie County Commissioner

## APPENDIX 2 TO THE BASIC PLAN

### AFTER-ACTION REPORT

This *After Action Report* format is to be employed by all committed or supporting agencies/departments acting in an assistance role during an emergency.

- I. It is essential that agencies/departments compile and maintain a systematic means of recording the activities of management and staff alike in order to assure:
  - A. A means of determining the sequence of causative events and corrective actions.
  - B. A means of determining responsibility or liability in the event of suits, judgments, and other court actions arising from an emergency.
  - C. A means of furnishing other supporting agencies/departments with substantiating documentation should the need arise.

- II. The following outline will be utilized by all agencies as a means of standardization for all such documentation and record keeping.

- A. General

1. A description of the emergency, including location, times, dates, and other jurisdictions involved.

- B. Operations

1. Strength – Include a description of personnel committed from a given agency/department.

	<u>Date</u>	<u>Agency/Department</u>	<u>Number(s)</u>
Administrative			
Clerical			
Managerial			
Other			
TOTAL			

2. Operations Summary – Include all significant events on a time-phase basis.
      - a. Planning – Preparation
      - b. Alerting – Warning

- c. Operations – Response
- d. Post Operations – Recovery

- 3. Communications – Operations, means, and equipment
- 4. Training – Prior and subsequent to emergency (indicate in what specialized areas)

C. Administration

- 1. Public information and education activities
- 2. Special affairs, problems
- 3. Internal morale and discipline problems
- 4. Losses, casualties

D. Supplies and Equipment

- 1. Special supplies or equipment used, requested, or anticipated
- 2. Value of same

E. Problems

- 1. Personnel
- 2. Information, planning, etc.
- 3. Operations
- 4. Organization
- 5. Training
- 6. Supplies and equipment
- 7. Communications
- 8. Other

F. Lessons Learned and/or Recommendations for the Future

III. List of Attachments

Attachment 1 – Emergency Response Cost Summary



## APPENDIX 2 TO THE BASIC PLAN

### AFTER-ACTION REPORT

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- 8. Other

F. Lessons Learned and/or Recommendations for the Future

III. List of Attachments

Attachment 1 – Emergency Response Cost Summary

## APPENDIX 3 TO THE BASIC PLAN

### GLOSSARY

#### DEFINITIONS

#### 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 incident are 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.

**Assignments** – Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the incident action plan.

**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).

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

**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 operating centers, and training, and for the payment of personnel salaries, 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** – Places, which contain strategic offensive military forces. Such as, SAC Bomber Bases, ICBM Fields, Missile Submarine Support Bases.

**Credible Threat** – 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 and 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 relocatee.

**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 a 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 designate 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 the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP)** – The field location at which the primary tactical-level, on-scene incident command functions 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 and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

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

**Mutual Aid 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 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 or 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 natural 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 principles 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 fora 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 informal 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, publication 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 states 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 organized 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 execution of service and site-restoration plans; the reconstitution 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 of an incident. Response includes immediate actions to save lives, protect property, and meet basic

human needs.

Response also includes the execution of emergency operations plans and of 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 the 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 NIMS, 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 NIMS 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 combination 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 of 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 population or influence a government of 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 742f(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 Communication 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 Agency
24. FOG	Field Operations Guide
25. GIS	Geographic Information System
26. HAZMAT	Hazardous Materials
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 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. WEAON	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

## EMERGENCY RESPONSE COST SUMMARY

*Please print or type unless otherwise noted*

I. Location of Incident: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

II. Name of Department/Service Completing this Report: \_\_\_\_\_

Chief's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Business Phone: \_\_\_\_\_

III. Total Cost Involved in Response to "Incident" (total from following pages):

A: Equipment/Replacement \$ \_\_\_\_\_

B: Equipment/Operations \$ \_\_\_\_\_

C: Supplies \$ \_\_\_\_\_

D: Personnel \$ \_\_\_\_\_

E: Other \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

IV. I certify that the above expenses are actual, or if shown as estimates, are as accurate as possible.

\_\_\_\_\_  
Chief's Signature Date

V. Return to: Ritchie County Office of Emergency Services

P. O. Box 516, Pennsboro, WV 26415

### A. ITEMIZED EQUIPMENT/REPLACEMENT COSTS

[illegible]

Department Name: \_\_\_\_\_ Incident: \_\_\_\_\_

## B. ITEMIZED EQUIPMENT/OPERATIONS COSTS

[illegible]

Department Name: \_\_\_\_\_ Incident: \_\_\_\_\_



### C. ITEMIZED SUPPLIES COSTS

[illegible]

Department Name: \_\_\_\_\_ Incident: \_\_\_\_\_

#### D. ITEMIZED PERSONNEL COSTS

[illegible]

Department Name: \_\_\_\_\_ Incident: \_\_\_\_\_

### E. ITEMIZED OTHER COSTS

**Please list the type and amount of other costs**

[illegible]

Department Name: \_\_\_\_\_ Incident: \_\_\_\_\_

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX A: DIRECTION AND CONTROL

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"><li>• ESF #5: Emergency Management</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• Annex A: Direction and Control</li></ul>
<b><i>Purpose</i></b>	<p>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 Ritchie County EOC; and neighboring county, state, and/or federal multi-agency coordination systems is also addressed.</p>
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Office of Emergency Services (RCOES)</li><li>• Potential Incident Commanders from Local Response Agencies</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Local Fire Service</li><li>• Local Law Enforcement</li><li>• Local Health and Medical Organizations</li><li>• Local Public Works Organizations</li><li>• Ritchie County Schools</li><li>• WV Div. of Homeland Security &amp; Emergency Mgmt. (WVDHSEM)</li><li>• American Red Cross (ARC)</li><li>• US Department of Homeland Security (USDHS)</li></ul>

## **I. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Many of the hazards which exist in Ritchie County have the potential for causing disasters of such magnitude as to make centralized command and control desirable or essential.
2. The Ritchie County Emergency Operations Center (EOC) is located in the same facility as the county 9-1-1 center at 4317 Lamberton Road in Pennsboro and serves as the county's primary EOC.
3. In the event the primary EOC is unavailable, the Ritchie County Office of Emergency Services (RCOES) 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**

1. Emergency responders are properly trained to implement and operate the Incident Command System (ICS).
2. Prior to the activation of the EOC, all operating/responding departments and mutual aid forces will report to the staging area at the Incident Command Post (ICP).
3. 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.
4. Once activated, the county EOC will operate on a 24-hour basis in three (3) shifts.
5. Upon activation, the county EOC will be occupied by the Operations Section, Communications Section, and the Administrative Section, who will work to implement the policy decisions and guidance as provided by the Executive Section.
6. All other components of the county's emergency management and response systems will operate from their normal facilities according to plans and Operating Guidelines (OGs).

## II. CONCEPT OF OPERATIONS

### A. General

1. The county EOC is a key component to successful response and recovery operations.
  - a. This plan posits a centralized EOC to facilitate the development of emergency response policy.
  - b. Within the EOC, decision-makers should work together to utilize resources and personnel as efficiently as possible and to lessen duplication of effort.
  - c. The EOC may also serve as the central point for obtaining, analyzing, reporting, and retaining Situation Reports (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.
2. 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)

1. In Ritchie County, the ICS should be used to manage near-term *and* long-term emergency operations. The ICS should be established during all emergency situations.
2. The highest-ranking officer of the jurisdictional department/agency on-scene should serve as the Incident Commander (IC).
  - a. Situations in which a fire service representative may serve as the IC include (but are not limited to) the following:
    - i. Structure fires,
    - ii. Brush fires,
    - iii. Motor vehicle accidents (with extrication),
    - iv. Aircraft accidents, or
    - v. Hazardous material incidents.

- b. Situations in which a law enforcement representative may serve as the IC include (but are not limited to) the following:
    - i. Investigations,
    - ii. Motor vehicle accidents (no extrication),
    - iii. Terrorist (domestic or foreign) incidents (until resources from higher levels of government arrive), or
    - iv. School-related incidents (non-fire).
  - c. Incident command may transfer to the Emergency Medical Services (EMS) if the incident is a mass casualty situation.
  - d. Representatives from other agencies may also serve as the IC under certain specialized circumstances or if command is transferred to them.
  - e. 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.
  - f. 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.
3. The IC may determine the need for a command staff and general staff based on the situation.
- a. The “command staff” would be comprised of the IC and selected of the following: the Command Staff Public Information Officer (PIO), the Safety Officer (SO), and the Liaison Officer (LNO). The responsibilities for each of these positions are outlined in the “Roles and Responsibilities” section of this annex.

- b. The “general staff” may be assigned and organized by the four (4) remaining major functional elements of the ICS (in addition to “command”): Operations Section, Planning Section, Logistics Section, and Finance and Administration Section. General staff positions may be activated if or as an incident expands in size to provide for effective incident management.
    - i. 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.
    - ii. If the Operations Section is activated, the section chief should come from the jurisdiction with the greatest level of involvement.
    - iii. 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: single resources, task forces, or strike teams.
4. 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.)
    - a. The IC should ultimately be responsible for the development of the IAP.
    - b. 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.

- c. If the operations section of the general staff is activated, the Operations Section Chief should bear the responsibility of implementing the IAP.
5. The IC should establish a tracking 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.)
  6. 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.
    - a. The IC may also ensure that communications are sufficient with off-scene agencies, such as hospitals, support agencies, etc.
    - b. These responsibilities may be delegated to the Command Staff PIO.
  7. 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 RCOES 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.
  8. 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.
  9. 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.)

10. When an incident becomes multi-agency or multi-jurisdictional, the IC may choose to transition to the Unified Command System (UCS) to allow agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact efficiently.
  - a. The Unified Commander (UC) should represent the jurisdiction or the functional agency with the greatest involvement.
  - b. 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)

1. The decision to activate the primary EOC or transfer operations to an alternate EOC can be made by the RCOES Director or the county commission. The RCOES Director should also formally deactivate the EOC.
  - a. Activation may be by request of the IC or by the RCOES Director based on advanced warning of a hazard event to coordinate public information and resource deployment for a prolonged hazard event (e.g. flood, severe winter storm, etc.), or based on suggestions from higher levels of government.
  - b. The RCOES Director should serve as the manager of the activated EOC.
  - c. Deactivation may be accomplished in stages. The RCOES 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.
  - d. The RCOES Deputy Director may fulfill the responsibilities of the RCOES Director in relief, if the director is unavailable, or at the request of the director.

2. EOC staff should be organized into the Executive Section, Operations Section, Communications Section, and Administrative Section.
  - a. The *Executive Section* should be responsible for all policy decisions relating to the emergency management of the incident. Staff members include:
    - i. County Commissioners
    - ii. Prosecuting Attorney
    - iii. Mayors affected municipalities (if operating jointly with the county)
    - iv. RCOES Director
    - v. Ritchie County Public Information Officer (PIO)
  - b. 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 members include:
    - i. Fire Service Coordinator
    - ii. Law Enforcement Coordinator
    - iii. EMS Coordinator
    - iv. Public Health Representative
    - v. Hospital Representative
    - vi. Public Works Representative(s)
    - vii. American Red Cross Representative
    - viii. Ritchie County Schools Representative
  - c. 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:
    - i. Communications Officer
    - ii. 9-1-1 Center Supervisor
    - iii. Dispatchers

- d. 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:
  - i. Resources Coordinator
  - ii. Damage Assessment Coordinator
  - iii. Messenger(s)
  - iv. Plotter(s)
3. The RCOES 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 RCOES.
4. EOC staffing on a 24-hour basis should be accomplished in three (3) shifts.
5. 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.
6. 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 EOC's communications personnel, the Command Staff PIO (if activated), or the IC directly to establish a communications link to relay updated status information.
7. 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.
8. 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

1. 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.
2. 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.
3. If desired, the IC (or UC) and the RCOES Director should coordinate the transition to area command and the associated level of EOC support.

E. State and Federal Support

1. State

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

- a. *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.

- b. 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 ICP, 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).
  - i. 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.
  - ii. 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.
- c. 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.
- d. ESF #5 personnel are responsible for the facilitation of requests for further federal assistance.

### III. ROLES AND RESPONSIBILITIES

#### A. Roles

1. The highest-ranking officers of jurisdictional responding departments should assume the role of IC.
2. The EOC assumes a support role and assists the on-scene ICP as is necessary.
3. 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. Ritchie County Office of Emergency Services

- 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. Sample IC responsibilities are listed below.

2. Support Agencies

a. Local Fire Service

- i. Assume an appropriate role in the ICS.
- ii. See ICS staff position responsibilities below.
- iii. See specific fire service responsibilities in Annex K.

b. 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.

c. 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.

d. Ritchie 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.

e. 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.

f. American Red Cross (ARC)

- i. Serves as an EOC staff member in the Operations Section.
- ii. See below for additional responsibilities.



- g. US Department of Homeland Security (USDHS)
  - i. Coordinates ESF #5 operations.
  - ii. Receives resource requests from the WVDHSEM.
- 3. 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 resource 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 directly implementing the IAP in the hazard zone and those 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 activated.

c. Safety Officer

- i. Ensure the general safety of the response by monitoring incident operations, including personnel tracking.
- ii. Advise the IC on all matters related to operational safety, including the health and safety of responding personnel.
- iii. Implement procedures to ensure on-going assessment of hazardous environments, coordination of multi-agency safety efforts, and the continual development of measures to promote responder safety.
- iv. To the extent possible, stop and/or prevent unsafe acts during incident operations.
- v. 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 resource 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).
4. Emergency Operations Center Staff Positions
- a. Executive Section (including county commissioners)
    - i. Guide policy decisions relating to the response to an emergency incident.
    - ii. Issue a local emergency proclamation and request a state proclamation, if necessary.
    - iii. Coordinate local government resources (with the resources section).
    - iv. Direct the use of available funds during emergency situations.

- v. Approve and order public protective measures, if necessary.
  - vi. Maintain communications with higher levels of government (SEOC, JFO).
- b. Ritchie 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 RCOES Director.
  - iv. See Annex D for additional responsibilities.
- c. Operations Section
- i. Fire Service Coordinator
    - Obtain the following SITREPS:
      - Fire control,
      - Casualty handling,
      - Victim treatment and transportation, and
      - Emergency site operations.
    - Brief EOC staff as necessary.
  - ii. Law Enforcement Coordinator
    - Obtain the following SITREPS:
      - Traffic flow and overall control,
      - Perimeter security,
      - Incident investigation (if necessary), and
      - Emergency site operations.
    - Brief EOC staff as necessary.

- iii. EMS Coordinator
  - Obtain the following SITREPS:
    - Casualty information,
    - Distribution of medical personnel, and
    - Need for medical supplies.
  - Brief EOC staff as necessary.
- iv. Public Health Representative
  - Obtain the following SITREPS:
    - Health hazards,
    - Food and water inspection,
    - Shelter facility inspection, and
    - Public health advisories.
  - Brief EOC staff as necessary.
- v. Hospital Representative
  - Obtain the following SITREPS:
    - Medical facilities,
    - Medical support facilities,
    - Distribution of medical personnel, and
    - Need for medical supplies.
  - Brief EOC staff as necessary.
- vi. Public Works Representative
  - Obtain the following SITREPS:
    - Road and bridge conditions,
    - Need for debris clearance,
    - Physical barrier placement,
    - Need for address identification,
    - Utility services, and
    - Salvage depot operations.

- Brief EOC staff as necessary.
- vii. American Red Cross Representative
- Identify sheltering needs.
  - Activate ARC shelter volunteers.
  - Coordinate with the county PIO to publicize the opening and availability of shelters.
  - Coordinate with the Resources Coordinator to procure resources needed by shelters.
- viii. Ritchie County Schools Representative
- Maintain status of schools.
  - Coordinate the resource needs of schools with other facets of the response (through other EOC staff members).
- d. Communications Section
- i. In general, see Annex B for additional responsibilities.
- ii. Communications Officer
- Support the communications needs of EOC staff.
  - Brief EOC staff as necessary.
- iii. 9-1-1 Center Supervisor
- Relay messages, if appropriate, between the EOC staff and on-scene ICP.
  - Supervise dispatchers in the 9-1-1 Center.
- iv. Dispatchers
- Operate in accordance with existing guidelines and protocols.
  - Disseminate messages as requested and required.

- e. 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 RCOES Director.
  - vi. Prepare SITREPS and, in coordination with the RCOES Director, transmit upward to the state.
  - vii. Support the administrative needs of other EOC staff.

#### **IV. DIRECTION AND CONTROL**

- A. Field response units should always establish the ICS upon arrival at the scene. The IC should be the 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.
- B. The RCOES 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 RCOES Director and any other EOC staff position *deemed necessary by the RCOES 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.
- C. Direct tactical and operational responsibilities rest with the IC. The EOC is a support entity.

## **V. CONTINUITY OF GOVERNMENT**

- A. Lines of succession of EOC staff positions are maintained by the RCOES.
- B. 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.

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

#### **1. Reporting Requirements**

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

#### **2. EOC Forms and Records**

- a. Message forms should be used for all information coming to the EOC via telephone or radio.
- b. Staff sending or receiving messages should maintain an individual message log recording every message sent or received.
- c. An individual within the Administrative Section should coordinate message flow within the EOC. (\*NOTE: Communications Section personnel focus on more technical, equipment-related issues.)

- 3. EOC function and operation is controlled through an Operating Guideline (OG) maintained by the RCOES that includes the layout, duties of staff, security, message forms, the notification roster, etc.



**B. 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 (also sign out when departing).
  - b. Media representatives should be directed to the designated media briefing points.
    - i. The media should not be permitted access to the operations area(s) of the EOC.
    - ii. The RCOES Director and the county PIO should be responsible for designating media briefing times and locations.
2. The fully activated EOC has all necessary elements to efficiently provide logistical and administrative support to responding departments or agencies.
  3. 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.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOES Director is responsible for reviewing and updating this annex on a regular basis.
- B. This annex is subject to revision at times when the rest of this plan is being reviewed.

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX B: COMMUNICATIONS

<b><i>Related Federal ESFs</i></b>	ESF #2: Communications
<b><i>Related State Annexes</i></b>	Annex C: Communications
<b><i>Purpose</i></b>	The purpose of this annex is to outline communications procedures and capabilities to be employed in the event of an emergency or disaster in Ritchie County.
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Office of Emergency Services (RCOES)</li><li>• Doddridge Ritchie Central Communications</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Local Amateur Radio Operators</li><li>• WV Div. of Homeland Security &amp; Emergency Mgmt. (WVDHSEM)</li><li>• US Department of Homeland Security (USDHS)</li></ul>
<b><i>Authorities</i></b>	<ul style="list-style-type: none"><li>• WV Code, §7-1-3cc, as amended</li><li>• WV Code, §15-3, as amended</li><li>• WV Code, §15-5-21, as amended</li><li>• WV Executive Order No. 13-07</li></ul>
<b><i>References</i></b>	<ul style="list-style-type: none"><li>• <i>National Response Framework</i>, USDHS, as amended.</li><li>• <i>National Plan for Telecommunications Support in Non-Wartime Emergencies</i>, Office of Science and Technology Policy (OSTP), as amended.</li><li>• <i>National Emergency Communications Plan</i>, USDHS, July 2008.</li><li>• <i>Voice Radio Communications Guide for the Fire Service</i>, US Fire Administration, October 2008.</li><li>• <i>West Virginia Emergency Operations Plan</i>, WVDHSEM, as amended.</li><li>• <i>WV State Interoperability Plan</i>, as amended.</li></ul>

## **I. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. The Doddridge Ritchie Central Communications and Emergency Operations Center (EOC) are located in the same facility at 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.

## **II. 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. Information should be disseminated, as necessary, to emergency organization representatives present in the EOC.

3. Central communications comprises the Communications Section of the EOC. The Communications Officer (CO) is responsible for serving as the link between central communications and EOC personnel.
    - a. The Ritchie County Office of Emergency Services (RCOES) Director designates the EOC Communications Officer.
    - b. The Incident Commander (IC) should designate on-scene communications personnel and assign tasks to them.
  4. 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.
  5. 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 also choose not to delegate this task to the Command Staff PIO. He/she 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 apprise the RCOES Director of emergency situations per EOC notification guidelines.
2. The RCOES 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 RCOES 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 Center Capabilities (including alternate facility designation)

1. In the event that 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.
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 management personnel (and the RCOES 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 – A IP-Based telephone system used by law enforcement agencies to transmit data on a statewide and nationwide basis.
  - e. West Virginia State Police – Only monitoring capabilities are present in central communications.
  - f. Ritchie 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.
  - i. These agencies are working diligently to provide the system in all areas of the state.
  - ii. 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.

- b. 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.
- c. The state's mobile operations center and other equipment may be available to provide mobile communications throughout the state.
- d. 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 Infrastructure Protection/National Communications System (DHS/IAIP/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.
- b. The FECC coordinates the federal telecommunications industry's response in the incident area.
  - i. 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.
  - ii. The FECC may be located at either the Regional Response Coordination Center (RRCC) or in the Joint Field Office (JFO), as dictated by incident needs.
- c. The FECC coordinates with state communications officials to ensure federal communications requirements do not conflict with state needs.
- d. Local officials access the FECC through the WVDHSEM.

### **III. 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 follows 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 EOC sections.

#### **B. Ritchie County Office of Emergency Services**

1. Coordinate, as necessary, with central communications when activating the EOC.
2. Designate the Communications Officer and alternates.
3. Relocate the EOC if necessary.

#### **C. Doddridge Ritchie Central Communications**

1. Dispatch responders.
2. Appropriately relay communications messages.
3. Relocate 911 Center if necessary

#### **D. Local Amateur Radio Operators**

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

#### **E. WV Division of Homeland Security and Emergency Management**

1. Supports local requests for communications resources.
2. Manages MIARRS and the SEOC, when activated.



3. Identifies state communications (and telecommunications) needs.
4. Maintains communications Operating Guidelines (OGs) for the state.
5. Coordinates, as necessary, with federal personnel.

F. US Department of Homeland Security

1. Coordinates ESF #2 operations.

#### **IV. 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.

#### **V. CONTINUITY OF GOVERNMENT**

- A. See Basic Plan.
- B. The RCOES Director designates the Communications Officer as well as alternates to the position; therefore, a line of succession is not necessary.

#### **VI. 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 RCOES 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

- i. Using standard lightning protective techniques during severe weather can guard against lightning.
    - ii. Wind and other hazards can damage antennas, but these can be quickly replaced. With sufficient warning, protective measures can be taken.
  - b. Telephone
    - i. Jammed circuits are possible during emergency situations since telephone use increases dramatically. To prevent an overload condition from jamming available 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.
    - ii. Priority of service restoration should be negotiated by the appropriate telephone company and the EOC.
  - c. Cellular Telephone
    - i. Cellular towers can be damaged by a variety of hazards, including high winds, significant snowfall, and significant rainfall.
    - ii. With sufficient warning, protective measures can be taken.
    - iii. 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)
    - i. 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.
- 3. Security
  - a. 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.

- b. If available, local law enforcement can provide security to central communications/EOC (and alternate facilities).
- c. The RCOES 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 employee working in Central Communications Inc.

4. Training

- a. CCI should ensure that 911 dispatchers are properly trained.
- b. Additional, response-oriented training and practice may be required and may be scheduled as necessary by the RCOES Director.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Communications Officer should be responsible for assisting the RCOES 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.

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX C: NOTIFICATION AND WARNING

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"><li>• ESF #2: Communications</li><li>• ESF #5: Emergency Management</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• Annex B: Notification and Warning</li></ul>
<b><i>Purpose</i></b>	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 Ritchie County during emergency conditions.
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Office of Emergency Services (RCOES)</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Doddridge Ritchie Central Communications</li><li>• Local Media Outlets</li></ul>
<b><i>Authorities</i></b>	<ul style="list-style-type: none"><li>• Public Law (PL) 93-288, Section 202, as amended</li></ul>

## **I. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. The Ritchie County warning point is located at the central communications facility at 4317 Lamberton Road in Pennsboro.
2. The following print and broadcast media are available locally.
  - a. Emergency Alert System (EAS): WXIL (FM 95)
  - b. Newspaper: *The Ritchie Gazette* – Harrisville, *Pennsboro News* – Harrisville (Pennsboro)
  - c. Radio (AM): 630 (St. Mary's), 910 (Marietta), 1050 (Parkersburg)
  - d. Radio (FM): 90.1 (Clarksburg), 91.9 (Belpre), 92.7 (Clarksburg), 93.9 (St. Mary's), 95.1 (Parkersburg), 96.9 (Williamstown), 97.1 (Sutton), 100.1 (Vienna), 100.9 (Harrisville), 102.1 (Marietta), 103.1 (Parkersburg), 105.7 (Salem), 106.5 (Clarksburg)
  - e. Television: WBOY, WDTV, WTAP
3. EOC staff members are accessible by landline telephone, cellular phone, and/or pager.
4. According to Census 2000 information, approximately 1.1% of Ritchie County's population (approx. 112 persons) speaks a language other than English at home. (\*NOTE: This does not mean that they cannot understand English.)
5. 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 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.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. Warnings can be disseminated by one (1) or a combination of the following:
  - a. National Oceanic and Atmospheric Administration (NOAA) weather radio,
  - b. AM and FM commercial radio stations,
  - c. Cable television providers,
  - d. Commercial television stations,
  - e. EAS,
  - f. Siren and Public Address (PA) system-equipped emergency vehicles.
  - g. WARN system could also be used as Doddridge County all ready has this system.
2. 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.
2. Support agencies can be notified as follows.
  - a. Mid Ohio Valley Health Department: WV Bureau for Public Health, Centers for Disease Control (CDC), telephone, cellular phone, or emergency services providers
  - b. American Red Cross: Telephone, pager, or cellular phone
  - c. Ritchie County Schools: Telephone or emergency services providers
  - d. Nursing homes: Telephone or emergency services providers
  - e. Covered facilities: Telephone or emergency services providers
3. The RCOES Director should be notified of the following situations:
  - a. Weather alerts, watches, or warnings;
  - b. Hazardous material spills, releases, or fires (including biohazard threats and vehicle accidents);

- c. Confirmed explosions (other than small transformers);
  - d. Confirmed explosive devices located;
  - e. Reports (and/or confirmation) of wide areas of air, water, or soil contamination or odors;
  - f. Multiple reports received or illness in a specific area of the county;
  - g. Aircraft incidents;
  - h. Whenever there is a request from the US Environmental Protection Agency (USEPA) or WV Division of Environmental Protection (WVDEP) for action;
  - i. Reports of widespread electricity outages;
  - j. Terrorism alerts received via teletype;
  - k. Major structure fires (including multiple buildings, schools, nursing homes, hospitals, apartment complexes, industrial sites, etc.);
  - l. Train derailments; and
  - m. Search or rescue operations.
4. The RCOES Director should notify additional EOC staff members via telephone, cellular phone, or pager.
5. Notifications to the State
- a. Prior to the activation of the EOC, the RCOES Director should notify the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM).
  - b. Once the EOC is activated, the Communications Section of the EOC should assume the responsibility for maintaining communications with the State EOC (SEOC).
  - c. The SEOC should be notified on any significant changes in emergency conditions.
  - d. Eteam should be used whenever possible to notify the state (especially since Eteam posts can be viewed throughout West Virginia). Additional means of notifying the state include telephone, facsimile, or email.

**C. Special Needs Populations**

- 1. Warnings for the hearing impaired can be via print media, crawlers on television stations, or by door-to-door notifications from responders.

2. 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.

### III. ROLES AND RESPONSIBILITIES

#### A. Roles

1. Those that receive the notifications outlined in this annex should ensure full notification of their personnel.
2. Doddridge Ritchie Central Communications and RCOES are the primary agencies responsible for disseminating warnings.



**B. Responsibilities**

**1. Primary Agencies**

- a. Ritchie 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, Weapon/Nlets, etc.
  - iii. Notify the RCOES Director of significant emergency incidents.
- b. Local Media Providers
  - i. Publishes emergency press releases as requested by the RCOES.
  - ii. Relays accurate information to the public.

**IV. DIRECTION AND CONTROL**

- A. The shift supervisor in central communications should ultimately coordinate the warnings that are issued by the center.
- B. The RCOES Director should maintain control over the warning information released from either the RCOES or EOC.

**V. CONTINUITY OF GOVERNMENT**

- A. The following agencies serve as the warning point for Ritchie County:
  - 1. Doddridge Ritchie Central Communications,
  - 2. Ritchie County Sheriff's Department, and
  - 3. RCOES.

B. RCOES Director

1. RCOES Director
2. Designated on-call EOC staff person
3. The RCOES 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).

**VI. ADMINISTRATION AND LOGISTICS**

A. Administration

1. Individual agencies should maintain their own internal protocols for documenting the receipt of warnings.
2. RCOES 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 telephone, cellular phone, 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) – A federally-coordinated warning system using commercial and public radio and television stations to broadcast emergency warnings to the general public.
  - c. WARN system could also be used as Doddridge County all ready has this system.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOES Director and the Central Communications Director should collaborate in the maintenance and improvement of this annex.
- B. The annex should be reviewed, updated, and modified as necessary, but not less than annually.

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX D: PUBLIC INFORMATION

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"><li>• ESF #5: Emergency Management</li><li>• ESF #15: External Affairs</li><li>• Public Affairs Support Annex</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• Annex M: Public Information</li></ul>
<b><i>Purpose</i></b>	<p>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 (or at a remote location) if necessary.</p>
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Public Information Officer (PIO)</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Office of Emergency Services (RCOES)</li><li>• WV Division of Homeland Security &amp; Emergency Management (WVDHSEM)</li><li>• US Department of Homeland Security (USDHS)</li></ul>
<b><i>Authorities</i></b>	<ul style="list-style-type: none"><li>• WV Code, Chapter 15, Article 5</li></ul>
<b><i>References</i></b>	<ul style="list-style-type: none"><li>• <i>West Virginia Emergency Operations Plan</i>, WVDHSEM, as amended.</li><li>• <i>National Response Framework</i>, USDHS, as amended.</li></ul>

## **I. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Ritchie 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, 16 radio stations, and three (3) television stations in or near Ritchie County that may provide instructions during emergencies.
4. Additional media outlets outside of Ritchie County may also be utilized to provide emergency instructions.
5. The Ritchie County Office of Emergency Services (RCOES) 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 location of special needs individuals within their community.

## **II. 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, Ritchie 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 of the 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 RCOES 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 power and may thus 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 Ritchie 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). Ritchie 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 Ritchie County JIC serves as the county's primary source for public information.
2. The county commissioners (with input from the RCOES Director and Ritchie 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 RCOES 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.

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Ritchie 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 populations.

#### **B. Ritchie 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 Ritchie 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.

#### **IV. DIRECTION AND CONTROL**

- A. Whenever it is deemed necessary by the county commissioners (with input from the RCOES 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 RCOES 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 RCOES Director. The RCOES 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.

## **V. CONTINUITY OF GOVERNMENT**

- A. Backups to the county PIO are appointed by the RCOES 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 in 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 RCOES Director and Executive Section.

## **VI. 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. Logistics**

- 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.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOES 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 RCOES Director should forward changes to the appropriate agencies.

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX E: EVACUATION

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"><li>• ESF #1: Transportation</li><li>• Mass Evacuation Incident Annex</li></ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"><li>• Annex E: Evacuation and Re-entry</li><li>• Annex Y: Urban to Rural Migration</li></ul>
<b>Purpose</b>	<p>This annex was developed to help provide for an orderly and coordinated evacuation of the people of Ritchie 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.</p>
<b>Primary Agencies</b>	<ul style="list-style-type: none"><li>• Potential Incident Commanders</li><li>• Local Government</li></ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"><li>• Local Law Enforcement</li><li>• Local Fire Service Providers</li><li>• Ritchie County Office of Emergency Services (RCOES)</li><li>• Ritchie County Schools</li><li>• WV Div. of Homeland Security &amp; Emergency Mgmt. (WVDHSEM)</li><li>• WV Department of Transportation (WVDOT)</li><li>• US Department of Transportation (USDOT)</li></ul>
<b>Authorities</b>	<ul style="list-style-type: none"><li>• WV Code, §15-5-6</li><li>• WV Code, §15-5-8</li><li>• Pets Evacuation and Transportation Standards Act of 2006</li></ul>
<b>References</b>	<ul style="list-style-type: none"><li>• <i>Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans: Comprehensive Preparedness Guide (CPG)-101</i>. USDHS, March, 2009.</li><li>• <i>WV County Profiles</i>, Workforce WV, <a href="http://www.wvbep.org/bep/lmi/CNTYPROF/DEFAULT.HTM">http://www.wvbep.org/bep/lmi/CNTYPROF/DEFAULT.HTM</a>.</li><li>• <a href="http://www.City-Data.com/">http://www.City-Data.com/</a></li></ul>

## I. SITUATION AND ASSUMPTIONS

### A. Situation

1. There are three (3) types of evacuations that may occur in Ritchie County.
  - a. **Mass Evacuation:** An evacuation is termed a “mass evacuation” when all of Ritchie 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 that evacuating population will pass through or shelter in Ritchie County.
  - b. **Partial Evacuation:** An evacuation is termed a “partial evacuation” when a portion of Ritchie 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 Ritchie 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 transportation; 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.

## **II. 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 Ritchie 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 Ritchie 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. Tornadoes or straight line winds may damage homes, forcing people to evacuate.
  - ii. All of Ritchie 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 temperature 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. hours) to very long (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. Ritchie County is very rural with steep mountainous regions and susceptible to wildfires.
- iii. Areas in Ellenboro, Harrisville, and Pennsboro 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 Ritchie 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 Ritchie County.
- v. Sheltering will likely not be necessary if a large portion of the population of Ritchie 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 Ritchie 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 Evacuation

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 Ritchie 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.
3. Field and/or EOC personnel should coordinate with the Ritchie County Humane Society to ensure that pets left in the evacuated area are provided with basic needs.

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 Command 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 Ritchie County’s population must be evacuated, the Ritchie County Commission should maintain direction and control.
- iii. The evacuation would most likely be coordinated from the Ritchie 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 Ritchie 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 is 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 Ritchie 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 Ritchie 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 RCOES 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 Ritchie 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 Ritchie 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 resources include the Ritchie 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 Routes

1. The following evacuation routes provide a means for residents of Ritchie County to evacuate or for residents of an affected area to "pass through" Ritchie County while evacuating.
  - a. Primary Route: US 50
  - b. Suggested Secondary Routes: SR 16, 31, and 74
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. Protecting the local population, however, is a higher priority than catering to a migrating population.
  - 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 WVDOH) 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 Ritchie 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 RCOES is generally responsible for ensuring that this list is compiled. The RCOES 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. Ritchie County contains five (5) 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 66 beds in Ritchie 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 Ritchie County. (Source: WV County 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

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 companion 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 fixed facility is involved in the incident), WVDHSEM personnel, WV Bureau for Public Health (WVBPH) 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 if 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.

### **III. 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. Ritchie 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 Ritchie 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. Ritchie 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. Ritchie 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 RCOES 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 RCOES 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.

**IV. 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 at 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.

## **V. CONTINUITY OF GOVERNMENT**

- A. Lines of succession for all EOC staff positions are maintained by the RCOES.
- B. If a transition in command must occur within the Incident Command 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).

## **VI. 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 RCOES 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 RCOES 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 Ritchie 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.).

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOES 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.

**VIII. LIST OF APPENDICES**

Appendix 1: Evacuation Planning Checklist



## APPENDIX 1 TO ANNEX E

### EVACUATION PLANNING CHECKLIST

CONTROL ACTIVITY	CONVENTIONAL MEASURES (To be applied in all instances)	CONTINGENT MEASURES (To be considered only if conventional measures prove inadequate)	CONTRAPRODUCTIVE MEASURES (To be avoided)
	ALWAYS	SOMETIMES	NEVER
ROUTE ASSIGNMENT	<ul style="list-style-type: none"> <li>• Use all available outbound resources</li> <li>• Balance flow to minimize clearance time</li> <li>• Inspect all evacuation routes</li> <li>• Develop contingency plans</li> <li>• Provide clear instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Revise risk/reception assignments</li> <li>• Redefine risk areas</li> </ul>	<ul style="list-style-type: none"> <li>• Discourage individuals with personal reception area destinations</li> </ul>
DEPARTURE SCHEDULING	<ul style="list-style-type: none"> <li>• Broadcast traffic information</li> <li>• Encourage off-peak departures</li> <li>• Operate support services around the clock</li> <li>• Schedule departures of autoless and critical workers</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule departure of all risk-area residents on a geographic basis (begin with densely populated core and work outward)</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare off-again, on-again schedules with short time frames (i.e. hour-by-hour)</li> <li>• Use arbitrary scheduling rules (i.e. even/odd license plates)</li> <li>• Develop schedules requiring individual vehicle inspection</li> </ul>
ROAD CAPACITY EXPANSION	<ul style="list-style-type: none"> <li>• Use shoulders where feasible</li> <li>• Adjust signal timing</li> <li>• Post adequate signs</li> <li>• Encourage first auto use</li> </ul>	<ul style="list-style-type: none"> <li>• Establish wrong-way flow</li> <li>• Adopt vehicle occupancy restrictions on separate rights-of-way</li> </ul>	
ENTRY CONTROL FOR OUTBOUND ROUTES	<ul style="list-style-type: none"> <li>• Identify key control points</li> <li>• Assign officers to key merging points</li> <li>• Use barricades of heavy equipment where necessary to deny access and force geographic schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Station police officers at barricades</li> <li>• Use police officers to meter flow of freeway entrance ramps</li> </ul>	<ul style="list-style-type: none"> <li>• Use moveable barricades (i.e. saw horses or cones) without police presence</li> <li>• Establish systems requiring individual vehicle inspection</li> </ul>
PERIMETER CONTROL ON INBOUND ROUTES	<ul style="list-style-type: none"> <li>• Establish control points on all routes (at reception/risk boundary and reception area outskirts)</li> <li>• Layout ample holding areas adjacent to control points</li> <li>• Intercept and interrogate all inbound traffic</li> </ul>		<ul style="list-style-type: none"> <li>• Use road shoulders for holding area parking</li> </ul>
FLOW MAINTENANCE	<ul style="list-style-type: none"> <li>• Prepare personnel deployment plans</li> <li>• Undertake dynamic surveillance of traffic patterns and redirect accordingly</li> <li>• Patrol all segments of evacuation routes (particularly bottleneck intersections)</li> <li>• Respond to all incidents, clearing stalled and disabled vehicles and reinstate flow ASAP</li> </ul>		<ul style="list-style-type: none"> <li>• Stop traffic flow to answer individual questions or redirect misrouted vehicles</li> </ul>
DESTINATION	<ul style="list-style-type: none"> <li>• Review reception area parking plans</li> <li>• Direct vehicle flow to parking area</li> <li>• Supervise parking activities</li> </ul>		<ul style="list-style-type: none"> <li>• Allow parking to back up onto evacuation routes</li> </ul>

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX F: SHELTERING

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"><li>• ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• Annex F: Mass Care</li><li>• Annex X: Animal Services</li></ul>
<b><i>Purpose</i></b>	This annex outlines the process by which Ritchie County emergency managers access shelter facility resources.
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• American Red Cross</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Office of Emergency Services (RCOES)</li><li>• WV Department of Agriculture</li><li>• WV Department of Health and Human Resources (WVDHHR)</li><li>• US Department of Homeland Security (USDHS)</li></ul>
<b><i>Authorities</i></b>	<ul style="list-style-type: none"><li>• WV Code, §15-5-12, as amended</li></ul>
<b><i>References</i></b>	<ul style="list-style-type: none"><li>• <i>West Virginia Emergency Operations Plan</i>. WVDHSEM, as amended.</li><li>• <i>American Red Cross Program Guidance</i>. American Red Cross, as amended.</li><li>• <i>National Response Framework</i>. USDHS, as amended.</li><li>• <i>Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans: Comprehensive Preparedness Guide (CPG)-101</i>. USDHS, March, 2009.</li></ul>

## **I. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. During an emergency, a portion of the population (or the entire population) of Ritchie 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 Ritchie 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 Ritchie County during emergencies.

### **B. Assumptions**

1. The ultimate responsibility for sheltering rests with local government.
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.

## **II. 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 Parkersburg location.
  - b. The regional ARC operations division (in 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 Ritchie 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 Mid Ohio Valley Chapter's region.
  - 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 the Parkersburg office (304-485-7311).
  - 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 RCOES 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 40 square feet of 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 maintains a list of facilities that can be used as shelter facilities in the *Ritchie County Shelter Survey*.
  - i. The ARC 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.
- 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 Ritchie County EOC should be tasked with maintaining on-going coordination with ARC resources at the ARC EOC in 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 Ritchie 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, for example), 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.

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, and
  - 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, and
  - iv. Additional staffing.

- 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, and
  - 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 RCOES should coordinate if additional resources are needed (i.e. if such services are needed, the coordinating ARC representative should notify the RCOES, who requests the deployment of state resources prior to the coordinating ARC representative requesting additional federal support).

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Organization**

1. The ARC is the primary agency for sheltering in Ritchie County.
2. The RCOES 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 Ritchie County.
- b. Coordinates with appropriate emergency personnel to open shelter facilities as needed.
- c. Employs internal policies and guidance to staff and operate 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 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. Ritchie County Office of Emergency Services
  - i. Coordinate with the ARC should shelter facilities need to be opened in Ritchie 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.

#### **IV. DIRECTION AND CONTROL**

- A. The ARC has developed and maintains a system for managing activated shelter facilities.
- B. The ARC can activate its own EOC at its Parkersburg office during large-scale incidents to manage ARC resources.
- C. If the ARC's EOC is activated, it should establish communications with the Ritchie County EOC. (The local EOC may initiate said communications.)
- D. More details regarding the ARC's internal management structures are contained in various plans and other documents maintained by the Mid Ohio Valley Chapter.

## **V. 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 Parkersburg office maintains its own personnel roster, complete with backups to essential positions.

## **VI. 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. Ritchie County may be eligible for cost reimbursement following some *declared* emergency incidents, in which cases accurate reports are critical.
  - b. The RCOES compiles such requests for Ritchie County (in coordination with pertinent local agencies).
  - c. Reports and records to be included in reimbursement requests should be submitted to the RCOES 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 Ritchie 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, and
  - v. Estimated number of affected persons.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOES and the Mid Ohio Valley 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.

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX G: HEALTH AND MEDICAL

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"><li>• ESF #8: Public Health and Medical Services</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• Annex G: Emergency Health and Medical Services</li></ul>
<b><i>Purpose</i></b>	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.
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Mid Ohio Valley Health Department (MOVHD)</li><li>• Ritchie County Emergency Medical Services (EMS)</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Office of Emergency Services (RCOES)</li><li>• WV Board of Pharmacy</li><li>• WV Department of Health and Human Resources (WVDHHR)</li><li>• WV National Guard (WVNG)</li><li>• US Department of Health and Human Services (USHHS)</li></ul>
<b><i>Authorities</i></b>	<ul style="list-style-type: none"><li>• WV Code, §6-12, as amended</li><li>• WV Code, §9, as amended</li><li>• WV Code, §15-5, as amended</li><li>• WV Code, §16, as amended</li></ul>

## I. 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 Ritchie County Commission has the overall responsibility for the protection of lives and property and the health and well being 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 varied resources including the potential use of mutual aid.
4. During the first 15 to 30 minutes of the disaster in which large numbers of injuries have occurred during the initial phases. It is vital that Emergency Medical Services (EMS) and other supportive services, such as fire and law enforcement, are able 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 accommodation. 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 a 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. Ritchie County is predominantly classified, as a “rural area” which while having a county based Emergency Medical Service (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 Ritchie 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 business 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 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 Ritchie County itself for extended periods of time. During emergencies under such plausible conditions, in all likelihood, individuals located in Ritchie County will be exclusively dependent upon local and area resources, to establish and maintain some ability to address the medical needs of the county.
3. By proclamation, the Ritchie County Commission has mandated that all emergencies within Ritchie County shall be managed using a federally recognized “Incident Command System” (ICS). During a disaster or large scale emergency occurring in Ritchie 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 Ritchie County as well as surrounding counties. Even under “ideal” conditions, requests for mutual aid, either internal or external to Ritchie County requires a minimum of 15 minutes to arrive, and in many cases significantly longer. During a disaster or large scale emergency, response times of mutual aid could be significantly longer if available at all. During 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 service personnel to perform more essential tasks. Unmanaged volunteers, despite their good intentions can be more detrimental to emergency response operations,

## **II. 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 Mid Ohio Valley Health Department (*MOVHD*) is the responsible agency for public health related issues during large emergencies when such emergency(s) poses a danger to the public health of individuals within the county. When activated, the Mid-Ohio Valley Health Department functions within the agency under a Incident Command System (ICS) methodology, and as requested with provide representation to function as a liaison within the Ritchie County Incident Command System (ICS) and/or Emergency Operations Center (EOC).
  - a. Emergency operations of the Mid-Ohio Valley Health Department (*MOVHD*) are mainly extensions of the day to day services. In addition to these day to day services, *MOVHD* provides special services directly related to emergency management. Listed below by Division are some of the services provided by *MOVHD* related to emergency management divisions within *MOVHD*. 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 illnesses within the general public; Coordination of laboratory testing to confirm and/or rule out the presence of disease treats to the general public, Epidemiology



tacking to define and identify potential sources of disease and/or illness within the general public; and

- Provides technically assistance relative to identification and causal factors related to disease and illness within the general public and control measures control, 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; and
- 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:
- 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 safe of the general public:

- Maintains and implements the Strategic National Stockpile and Managed Inventory Program in the event of 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 that normal Emergency Medical Service (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 Service (EMS) capabilities and the Ritchie County Emergency Operations Plan has been activated with the support of a Emergency Operations Center (EOC). In such case, activation of the Mid-Ohio Valley Health Department emergency response capacity can be requested thru the Mid-Ohio Valley Health Department representative assigned to the Emergency Operations Center (EOC) or by contacting the Mid-Ohio Valley Health Department 24/7 Emergency Phone at (304) 488-0406 or

In the event the potential for, or an actual event has been identified by the Mid-Ohio Valley Health Department or other public health components that will or will likely exceed capacity to manage such situation, the Mid-Ohio Valley Health Department may request the activation of the Ritchie County Emergency Operations Plan and if needed the Ritchie County Emergency Operations Center (EOC) by either contacting the Doddridge/Ritchie County 911 Center and/or the Ritchie County Emergency Management Director.

4. The Mid-Ohio Valley 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 of victims during incidents where local, regional and state response resources may be inadequate and a federal response is required.
  - a. Mid-Ohio Valley 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 Mid-Ohio Valley Health Department, if necessary, would makes 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 Mid-Ohio Valley Health Department to monitor existing medical surveillance systems and if necessary, to implement and 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 Mid-Ohio Valley Health Department may make requests of the West Virginia Bureau of Public Health support for the 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**

- a. During large scale emergencies and/or disasters, it is primarily the responsibility of the Ritchie County Emergency Medical Services (RCEMS) 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).

Upon being triaged, victims shall be prioritized as deemed appropriate and as coordinated with WesCom Medical Command shall be transported by the most appropriate method to the designated receiving hospital or other facility. Large scale emergencies or disasters within Ritchie County that involve sick or injured individuals will be especially problematic since Ritchie 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 considerable distance to hospitals and/or other more advanced medical facilities outside of Ritchie County itself. Emergencies that, or have the potential to involve large number of sick or injured has the potential to rapidly over-whelm the current Emergency Medical Service System (EMS).

#### **D. Additional Resources**

1. While primary responsibility for victim triage is the responsibility of Ritchie County Emergency Medical Services (RCEMS), during large scale events that exceed or have the potential to exceed the capabilities of Ritchie County Emergency Medical Services RCEMS, they may request that the State of West Virginia Emergency EMS system disaster support system be activated.
2. The Ritchie County Incident Command System either directly or the Ritchie County Emergency Operations Center when activated can request thru the Mid-Ohio Valley Health Department 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 MOVHD emergency medical stockpile.
  - b. Activation and utilization of the Health Alert Network.
  - c. Activation and utilization of the MOVHD WARN data base.
  - d. Activation of MECS 1- Mobile Emergency Communications Suite 1.
  - e. Activation of the Medical Reserve Corp.
  - f. Activation of the MOVHD 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.

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Organization**

1. The Regional Threat Preparedness Unit staff of the Mid-Ohio Valley Health Department is responsible for developing regional plans, (Ritchie County being part of Mid-Ohio Valley 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 Ritchie County, and plans developed at the regional, state and federal levels.
2. In addition to planning activities, the Regional Threat Preparedness Unit of MOVHD 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.
3. Local emergency medical providers located within Ritchie County, such as the Ritchie County Emergency Medical Service 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. Mid Ohio Valley 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/of other sites as deemed necessary to meet the medical and health needs of individuals within Ritchie 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 Ritchie County and the surrounding region;
  - d. Work in conjunction with the Ritchie County Office of Emergency Services and if activated, the Ritchie County Emergency Operations Center, to maintain, and if necessary, to expediently as soon as possible, necessary services to provide for the health and safety of individuals within Ritchie 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 and 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, and
  - 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. Ritchie County Emergency Medical Service (EMS)**

- a. When activate - Assume appropriate role(s) in the incident command system structure.
- b. Evaluate medical situation(s) relative 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 management plans, either in total or as appropriate, to provide appropriate medical care and transport for patients.

**3. Ritchie County Office of Emergency Services**

- 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 for 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 Ritchie 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**

The implementation and operational plan for the Ritchie County Emergency Operations Center are more fully delineated in other portions of this plan. In general, the structure of the Ritchie County Emergency Operations Center is structured using the Incident Command System (ICS) and the EOC staff is comprised of a 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.

**VI. PLAN DEVELOPMENT AND MAINTENANCE**

- A.** The RCOES in conjunction with the MOVHD, RCEMS 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 RCOES Director is responsible for disseminating revised materials to recipients on the plan distribution list.



## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX H: RESOURCE MANAGEMENT

<b><i>Related Federal ESFs</i></b>	ESF #7: Logistics Management and Resource Support Volunteer and Donations Management Support Annex
<b><i>Related State Annexes</i></b>	Annex Q: Resource Management Annex GG: Donations Management
<b><i>Purpose</i></b>	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.
<b><i>Primary Agencies</i></b>	Ritchie County Office of Emergency Services (RCOES)
<b><i>Support Agencies</i></b>	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)
<b><i>Authorities</i></b>	WV Code, Chapter 15, Article 5
<b><i>References</i></b>	<ul style="list-style-type: none"><li>• <i>West Virginia Emergency Operations Plan</i>, WVDHSEM, as amended.</li><li>• Emergency Management Assistance Compact (EMAC).</li><li>• <i>National Response Plan</i>, USDHS, as amended.</li><li>• <i>National Incident Management System Resource Definitions: 120 Resources</i>, FEMA National Mutual Aid and Resource Management Initiative, 2004.</li></ul>

## **I. 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.

## **II. 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 that all local resources have been expended or committed, assistance can be sought from outside the jurisdiction. The Ritchie County Office of Emergency Services (RCOES) 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 RCOES maintains a resource list that includes the quantity of and access considerations 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 departments/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 RCOES 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 the 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 RCOES 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 Ritchie 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 RCOES 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 RCOES 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 RCOES Director. During emergencies, public instructions should direct all donations and inquiries to the EOC.
3. As the EOC Manager, the RCOES Director may establish a "Donations Management Group" within the EOC's Resources Section if the number of donations becomes too numerous for the RCOES 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 RCOES 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 RCOES 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. Coordinate resources for disaster victims,
    - iv. Identify resource distribution centers,
    - v. Coordinate resource requests with local governments, and
    - vi. Document records of services and resources utilized during an emergency.
  - c. Under Annex GG: Donations Management of the WVEOP, the WVDHSEM can request assistance via the Emergency Management Assistance Compact (EMAC).
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 Office (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).

### **III. ROLES AND RESPONSIBILITIES**

#### **A. General**

1. The day-to-day operations of RCOES 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. Ritchie County Office of Emergency Services
  - 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.

#### **IV. 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 jurisdiction with on-scene command staff and/or officials in the county EOC.

## **V. CONTINUITY OF GOVERNMENT**

- A. The RCOES Director designates individuals to fill staff positions within the EOC.
- B. As such, the RCOES Director also designates backups to these positions.

## **VI. 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 of resources 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 RCOES within 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 RCOES 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 Ritchie County Resource list. Assistance may be requested by activating mutual aid agreements with neighboring jurisdictions, NGOs, and VOADs.
  - i. Examples of resources in 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 RCOES (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.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOES 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 RCOES Director should coordinate with emergency organizations, NGOs, and VOADs in the maintenance of resource/service inventories.

**VIII. 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)

## **APPENDIX 1 TO ANNEX H**

### **RESOURCE DEFINITIONS – 120 RESOURCES**

The following documents are provided by the US Department of Homeland Security as guidance for classifying and defining resources. The pages are from the *FEMA National Mutual Aid and Resource Management Initiative*. \*NOTE: Due to space concerns, they are only included on the electronic copy of the plan.

## **APPENDIX 2 TO ANNEX H DATA COLLECTION SHEETS**

This appendix contains data collection sheets to be used when contacting both public and private sector resource providers to update resource inventories. The following forms are listed in this annex:

- Animal Control Data Collection Sheet
- Emergency Management Data Collection Sheet
- EMS Data Collection Sheet
- Fire Data Collection Sheet
- Hospital Data Collection Sheet
- Law Enforcement Data Collection Sheet
- Public Works Data Collection Sheet
- Shelters Data Collection Sheet

# RESOURCE MANUAL QUESTIONNAIRE

*Considerations for Animals*

*Name*

*Street Address*

*Telephone*

*City*

*State, Zip*

*Fax*

*Alternate Telephone (24-hour)*

*Alternate Contact + Title*

*Email*

## Animal Rescue Capabilities

Large Animals:

Small Animals:

Other:

*If you have additional information, please attach a separate sheet w/ that information.*

## Animal Shelter

Large Animals:

Small Animals:

Other:



<b>Animal Transport</b>
Large Animals:
Small Animals:
Other:

<b>Vets</b>
Large Animal Specialty:
Small Animal Specialty:
Other:

<b>Kennels</b>
Large Animals:
Small Animals:
Other:

<b>Medical Supplies</b>
<i>Please describe in as much detail as possible.</i>

<b>Other / Additional Items or Services</b>

# RESOURCE MANUAL QUESTIONNAIRE

## *Emergency Management*

*Emergency Management Agency Name*

*Street Address*

*Primary Telephone*

*City, State, Zip*

*Fax*

*Contact Person + Title*

*Alternate Telephone (24-hour)*

*Alternate Contact + Title*

*Email*

Resource Inventory		
<i>Kind</i>	<i>Description</i>	<i>Quantity</i>
CISD Team		
Donations Mgmt. Personnel		
EOC		
Mass Feeding Capabilities		
Mobile Command Post		
Mobile Comm- unications Unit		
Planner		
Public Assistance Coordinator		
Shelter Capabilities		
Vehicle		

*If you have additional equipment please attach a separate sheet w/ that information.*

*Please be as detailed as possible under the description heading. This information is used to type your resources with respect to the National Incident Management System.*

### **Additional Equipment**

*Do you have any aircraft? If yes, please list specs:*

*Do you have any watercraft and/or certified divers? If so, please list that information (and individual credentials):*

*Please provide quantity and specs for any of the following miscellaneous equipment:*

First Aid Equipment: \_\_\_\_\_

Generator: \_\_\_\_\_

Hand Tools: \_\_\_\_\_

Photo Camera: \_\_\_\_\_

Portable Toilet: \_\_\_\_\_

Video Camera: \_\_\_\_\_

*Hazardous Materials Equipment (including PPE, decon equip., specialized vehicles, etc.):*

*Miscellaneous Specialized Resources:*

### Communications Equipment

*Total Number of:*

Mobile Radios:	
Portable Radios:	
Base Station:	
Pagers:	

*Please list the frequencies that are programmed into your radios.*

*You can communicate with (circle all that apply) via radio:*

Fire      Law      EMS      Other:

*Cellular Telephones (Who carries them? What are the numbers?)*

*Number of Internet Accessible Computers:*

*Any other wireless communications capabilities (circle all that apply)?*

Blackberry      MDT      Laptop with wireless card or cell modem

### Staffing and Training

*Total Number of Staff Persons:*

FT:	
PT:	
Volunteer:	

<u>Training</u>	<u>Description (if applicable)</u>	<u>Number</u>
<i>Principles of EM:</i>	<span style="border-bottom: 1px solid black; display: inline-block; width: 400px;"></span>	
<i>Risk Assessment:</i>	<span style="border-bottom: 1px solid black; display: inline-block; width: 400px;"></span>	
<i>Public Information:</i>	<span style="border-bottom: 1px solid black; display: inline-block; width: 400px;"></span>	
<i>Resource Mgmt.:</i>	<span style="border-bottom: 1px solid black; display: inline-block; width: 400px;"></span>	
<i>Crisis Counseling:</i>	<span style="border-bottom: 1px solid black; display: inline-block; width: 400px;"></span>	
<i>CAMEO (modeling):</i>	<span style="border-bottom: 1px solid black; display: inline-block; width: 400px;"></span>	
<i>Fire (cross trained):</i>	<div style="display: flex; justify-content: space-between; padding: 0 10px;"> <span>None</span> <span>FF1</span> <span>FF2</span> </div> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	
<i>EMS (cross trained):</i>	<div style="display: flex; justify-content: space-between; padding: 0 10px;"> <span>None</span> <span>EMT</span> <span>CPR</span> <span>Paramedic</span> </div> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	
<i>NIMS:</i>	<div style="display: flex; justify-content: space-between; padding: 0 10px;"> <span>100</span> <span>200</span> <span>300</span> <span>400</span> <span>700</span> <span>800(A)</span> </div> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>	
<i>Other:</i>	<span style="border-bottom: 1px solid black; display: inline-block; width: 400px;"></span>	

# RESOURCE MANUAL QUESTIONNAIRE

*Emergency Medical Services*

\_\_\_\_\_  
*EMS Provider Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Primary Telephone*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Fax*

\_\_\_\_\_  
*Contact Person + Title*

\_\_\_\_\_  
*Alternate Telephone (24-hour)*

\_\_\_\_\_  
*Alternate Contact + Title*

\_\_\_\_\_  
*Email*

<b>Equipment</b>		
<i>Kind</i>	<i>Specs</i>	<i>Quantity</i>
Ambulance		
Ambulance Task Force (min. 5 ambulances per team)		
Emergency Medical Task Force (must have amb. task force)		
Other Vehicle		

*If you have additional equipment please attach a separate sheet w/ that information.*

*Under "Specs", please include the make/model of each vehicle, as well as personnel and passenger capacities, ALS/BLS designations, etc.*

<b>Staffing and Training</b>							
<i>Total Number of Department Members:</i> _____							
<i>Number of Shifts (Estimated Personnel per Shift):</i> _____							
<i>Total Number of Paid/Volunteer:</i> _____							
<i>Estimated Number that Could Respond during Day:</i> _____							
<i>Circle the appropriate training capabilities within your department.</i>							
<u>Training</u>		<u>Level</u>				<u>Number</u>	
<i>EMS:</i>		CPR	EMT	Paramedic		_____	
<i>Fire (cross trained):</i>		None	FF1	FF2		_____	
<i>Crisis Counseling:</i> _____							
<i>NIMS:</i>	100	200	300	400	700	800(A)	_____
<i>Other:</i> _____							

### **Additional Equipment**

*Do you have any air ambulances? If yes, please list specs:*

*Please provide quantity and specs for any of the following miscellaneous equipment:*

AED: \_\_\_\_\_

Backboards: \_\_\_\_\_

First Aid Equipment: \_\_\_\_\_

Hand Tools: \_\_\_\_\_

JAWS: \_\_\_\_\_

Stretchers: \_\_\_\_\_

*Hazardous Materials Equipment (including PPE, decon equip., specialized vehicles, etc.):*

*Miscellaneous Specialized Resources:*

*Fee for any of these services? If so, please explain.*

### Communications Equipment

*Total Number of:*

Mobile Radios: \_\_\_\_\_

Portable Radios: \_\_\_\_\_

Base Station: \_\_\_\_\_

Pagers: \_\_\_\_\_

*Please list the frequencies that are programmed into your radios.*

*You can communicate with (circle all that apply) via radio:*

Hospitals      Fire      Law      Other: \_\_\_\_\_

*Cellular Telephones (Who carries them? What are the numbers?)*

*Number of Internet Accessible Computers:* \_\_\_\_\_

*Any other wireless communications capabilities (circle all that apply)?*

Blackberry      MDT      Laptop with wireless card or cell modem

# RESOURCE MANUAL QUESTIONNAIRE

## Fire Services

Fire Department Name & County ID Number

Street Address

Station Telephone

City, State, Zip

Fax

Chief

Alternate Telephone (24-hour)

Alternate Contact + Title

Email

Apparatus & Equipment		
Kind	Specs	Quantity
Brush Fire Unit		
Ladder		
Mobile Command		
Pumper		
Rescue Unit		
Tanker		
Utility Vehicles		

*If you have additional vehicles, please attach a separate sheet w/ that information.*

*Under "Specs", please include the make/model of each vehicle, as well as pump sizes, hose capacities and sizes, tank sizes, personnel capacities, hand tools on board, etc.*

Additional Hose Information			
Please list the amount and size of any extra hose that you have.			
In general (circle all that apply):			
Hose Thread Standards:	Storz	NST	Other: _____



### **Additional Equipment**

*Do you have any aircraft? If yes, please list specs:*

*Do you have a fire boat and/or certified divers? If so, please list that information (and individual credentials):*

*Do you carry foam on your trucks and, if so, how much?*

*Please provide quantity and specs for any of the following miscellaneous equipment:*

AED: \_\_\_\_\_

First Aid Equipment: \_\_\_\_\_

Gas Detector: \_\_\_\_\_

Generator: \_\_\_\_\_

Hand Tools: \_\_\_\_\_

JAWS: \_\_\_\_\_

Ladders: \_\_\_\_\_

Portable Pump: \_\_\_\_\_

Thermal Imaging Camera: \_\_\_\_\_

Ventilation Fan: \_\_\_\_\_

Water Backpack: \_\_\_\_\_

*Hazardous Materials Equipment (including PPE, decon equip., specialized vehicles, etc.):*

*Miscellaneous Specialized Resources:*

### Communications Equipment

Total Number of:

Mobile Radios: \_\_\_\_\_  
 Portable Radios: \_\_\_\_\_  
 Base Station: \_\_\_\_\_  
 Pagers: \_\_\_\_\_

Please list the frequencies that are programmed into your radios.

You can communicate with (circle all that apply) via radio:

Local PD    Sheriff    EMS    Other: \_\_\_\_\_

Cellular Telephones (Who carries them? What are the numbers?)

Number of Internet Accessible Computers: \_\_\_\_\_

Any other wireless communications capabilities (circle all that apply)?

Blackberry                      MDT                      Laptop with wireless card or cell modem

### Staffing and Training

Total Number of Department Members: \_\_\_\_\_

Paid: \_\_\_\_\_

Volunteer: \_\_\_\_\_

Estimated Number that Could Respond during Day: \_\_\_\_\_

Circle the appropriate training capabilities within your department.

<u>Training</u>			<u>Level</u>			<u>Number</u>
<i>Basic Training:</i>	FF1	FF2	First Responder			<hr/>
<i>Hazmat:</i>	None	Awareness	Ops	Technician		<hr/>
<i>Vehicle Extrication:</i>	None	Awareness	Ops	Technician		<hr/>
<i>Rope/Hi-Angle:</i>	None	Awareness	Ops	Technician		<hr/>
<i>Confined Space:</i>	None	Awareness	Ops	Technician		<hr/>
<i>Structural Collapse:</i>	None	Awareness	Ops	Technician		<hr/>
<i>Trench:</i>	None	Awareness	Ops	Technician		<hr/>
<i>Swiftwater:</i>	None	Awareness	Ops	Technician		<hr/>
<i>Dive:</i>	None	Awareness	Ops	Technician		<hr/>
<i>NIMS:</i>	100	200	300	400	700	800(A) <hr/>
<i>Other:</i>						<hr/>

# RESOURCE MANUAL QUESTIONNAIRE

## Hospitals

\_\_\_\_\_  
*Hospital Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Primary Telephone*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Fax*

\_\_\_\_\_  
*Primary Contact + Title*

\_\_\_\_\_  
*Alternate Telephone (24-hour)*

\_\_\_\_\_  
*Alternate Contact + Title*

\_\_\_\_\_  
*Email*

Resources		
<i>Kind</i>	<i>Description</i>	<i>Quantity</i>
Beds		
Blood Supply		
Disaster Medical Assistance Team		
ER		
Oxygen Supply		
Potable Water Supply		
Vehicle		
Other		

*Attach additional sheets if necessary.*

*Please be as detailed as possible under the description heading. This information is used to type your resources with respect to the National Incident Management System.*

### **Additional Equipment**

*Do you have mortuary capabilities (including both holding space and personnel)? If so, please describe (incl. individual credentials):*

*Do you have in-house critical incident stress debriefing capabilities or trained personnel that can provide CISD? If so, please list that information (and individual credentials):*

*Please provide quantity and specs for any of the following miscellaneous equipment:*

AED: \_\_\_\_\_

First Aid Equipment: \_\_\_\_\_

Generator (mobile?): \_\_\_\_\_

*Hazardous Materials Equipment (including PPE, decon equip., etc.):*

*Miscellaneous Specialized Resources:*

*Fee for any of these services? If so, please explain.*

### Communications Equipment

Total Number of:

Mobile Radios: \_\_\_\_\_  
 Portable Radios: \_\_\_\_\_  
 Base Station: \_\_\_\_\_  
 Pagers: \_\_\_\_\_

*Please list the frequencies that are programmed into your radios.*

*You can communicate with (circle all that apply) via radio:*

EMS      Dispatch      EOC      Other: \_\_\_\_\_

*Cellular Telephones (Who carries them? What are the numbers?)*

*Number of Internet Accessible Computers:* \_\_\_\_\_

*Any other wireless communications capabilities (circle all that apply)?*

Blackberry                      MDT                      Laptop with wireless card or cell modem

### Staffing and Training

*Total Number of Staff Members:* \_\_\_\_\_

Number of Shifts (Estimated Personnel per Shift): \_\_\_\_\_

Administrative: \_\_\_\_\_

Custodial: \_\_\_\_\_

Nurses: \_\_\_\_\_

Physicians: \_\_\_\_\_

Physician Assistants: \_\_\_\_\_

Surgeons: \_\_\_\_\_

Other: \_\_\_\_\_

*Circle or describe the appropriate training capabilities within your facility.*

	<u>Training</u>			<u>Level</u>			<u>Number</u>
NIMS:	100	200	300	400	700	800(A)	_____

*Other:* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# RESOURCE MANUAL QUESTIONNAIRE

*Law Enforcement*

*Police Department Name*

*Street Address*

*Station Telephone*

*City, State, Zip*

*Fax*

*Primary Contact + Title*

*Alternate Telephone (24-hour)*

*Alternate Contact + Title*

*Email*

Equipment		
<i>Kind</i>	<i>Specs</i>	<i>Quantity</i>
4WD Vehicle		
ATV/Bike		
Bomb Squad		
Cruiser		
K-9 Team		
Mobile Field Force/ Crowd Control Team		
Photo Camera		
SWAT/Tactical Team		
Video Camera		

*Please attach a weapons list as a separate sheet.*

*Under "Specs", please include the make/model of each vehicle, as well as personnel capacities, passenger capacities, hand tools on board, etc.*

### **Additional Equipment**

*Do you have any aircraft? If yes, please list specs:*

*Do you have any watercraft and/or certified divers? If so, please list that information (and individual credentials):*

*Please provide quantity and specs for any of the following miscellaneous equipment:*

AED: \_\_\_\_\_

First Aid Equipment: \_\_\_\_\_

Generator: \_\_\_\_\_

Hand Tools: \_\_\_\_\_

Riot Gear (incl. tasers, helmets,  
bullet proof vests, etc.): \_\_\_\_\_

Traffic Diversion Equipment (incl.  
cones, flares, etc.): \_\_\_\_\_

*Hazardous Materials Equipment (including PPE, decon equip., specialized vehicles, etc.):*

*Miscellaneous Specialized Resources:*

### Communications Equipment

Total Number of:

Mobile Radios: \_\_\_\_\_  
 Portable Radios: \_\_\_\_\_  
 Base Station: \_\_\_\_\_  
 Pagers: \_\_\_\_\_

Please list the frequencies that are programmed into your radios.

You can communicate with (circle all that apply) via radio:

Other PD      Fire      EMS      Other: \_\_\_\_\_

Cellular Telephones (Who carries them? What are the numbers?)

Number of Internet Accessible Computers: \_\_\_\_\_

Any other wireless communications capabilities (circle all that apply)?

Blackberry      MDT      Laptop with wireless card or cell modem

### Staffing and Training

Total Number of Department Members: \_\_\_\_\_

Number of Shifts (Estimated Personnel per Shift): \_\_\_\_\_

Paid: \_\_\_\_\_

Volunteer: \_\_\_\_\_

Estimated Number that Could Respond during Day: \_\_\_\_\_

Circle the appropriate training capabilities within your department.

	<u>Training</u>		<u>Level</u>		<u>Number</u>	
Basic Training:	WVSP Academy		First Responder		_____	
Fire (cross-trained):	None	FF1	FF2		_____	
EMS (cross trained):	None	EMT	CPR	Paramedic	_____	
Hazmat:	None	Awareness	Ops	Technician	_____	
Meth:	None	Awareness	Ops	Technician	_____	
Dive:	None	Awareness	Ops	Technician	_____	
NIMS:	100	200	300	400	700	800(A) _____
Other:	_____					
	_____					
	_____					
	_____					



# RESOURCE MANUAL QUESTIONNAIRE

*Public Works - Heavy Equipment*

Agency/Organization/Company Name

Street Address

Primary Telephone

City, State, Zip

Fax

Primary Contact + Title

Alternate Telephone (24-hour)

Alternate Contact + Title

Email

Equipment			
<i>Kind</i>	<i>Description</i>	<i>Quantity</i>	<i>Price</i>
Air Compressor			
Backhoe			
Chain Saw			
Concrete Cutter			
Crane			
Ditching Machine			
Dozer			
Dump Trailer			
Dump Truck			
Excavator			
Fan (Ventilation)			
Flat Bed Trailer			
Flat Bed Truck			
Generator			
Grader			
Hand Tools			
Heater (Portable)			

<b>Equipment (cont.)</b>			
<i>Kind</i>	<i>Description</i>	<i>Quantity</i>	<i>Price</i>
Hoist			
Jackhammer			
Light Plant			
Low Boy Trailer			
Mower			
Paint Line Striper			
Portable Pump			
Portable Toilet			
Pressure Washer			
Sand			
Scaffolding			
Scissor Lift			
Skid Steer			
Stone			
Tractor			
Utility Trailer			
Wheel Loader			
Wood Chipper			
Other			

*Use separate sheets if necessary.*

*Please be as detailed as possible under the description heading. This information is used to type your resources with respect to the National Incident Management System.*

### Communications Equipment

Total Number of:

Mobile Radios: \_\_\_\_\_  
 Portable Radios: \_\_\_\_\_  
 Base Station: \_\_\_\_\_  
 Pagers: \_\_\_\_\_

*Please list the frequencies that are programmed into your radios.*

*You can communicate with (circle all that apply) via radio:*

Own Fleet    Emergency Services    Other: \_\_\_\_\_

*Cellular Telephones (Who carries them? What are the numbers?)*

*Number of Internet Accessible Computers:* \_\_\_\_\_

*Any other wireless communications capabilities (circle all that apply)?*

Blackberry                      MDT                      Laptop with wireless card or cell modem

### Staffing and Training

*Total Number of Department Members:* \_\_\_\_\_

*Number of Shifts (Estimated Personnel per Shift):* \_\_\_\_\_

FT: \_\_\_\_\_

PT: \_\_\_\_\_

*Circle the appropriate training capabilities within your department.*

<u>Training</u>	<u>Description</u>					<u>Number</u>
Water Treatment:	None	Class I	Class II	Class III		_____
Sewage Treatment:	None	Class I	Class II	Class III		_____
Equip. Operator:	_____					
Safety:	_____					
NIMS:	100	200	300	400	700	800(A) _____
Other:	_____					
	_____					
	_____					
	_____					

# RESOURCE MANUAL QUESTIONNAIRE

## *Shelters*

Chapter Name

Street Address

Telephone

City

State, Zip

Fax

Alternate Telephone (24-hour)

Alternate Contact + Title

Email

Shelters		
For details, please list sanitary and feeding capabilities, presence of backup power, etc.		
Location	Capacity	Details

*If you have additional information, please attach a separate sheet w/ that information.*

<b>Medical Supplies</b>
<i>Please describe in as much detail as possible.</i>

<b>Other / Additional Items or Services</b>

## **APPENDIX 3 TO ANNEX H RESOURCE ORDERING FORM (ICS 259-3)**

This appendix contains a blank copy of the above-referenced resource ordering form.

Incident/Project Order Number	<b>RESOURCE ORDER</b>			Initial Date/Time		Incident/Project Name				Incident/Project Order Number				Office Reference Number			
	Descriptive Location/Response Area					Sec.	Twn.	RNG	Base MDM	Incident Base/Phone Number				Jurisdiction/Agency			
						Map Reference								Ordering Office			
	Aircraft Information					Lat.				Long.							
	Bearing	Distance	Base or Omni		Air Contact		Frequency		Ground Contact	Frequency	Reload Base	Other Aircraft/hazards					
Request Number	Ordered Date/Time	From To	QTY	Resource Requested		Needed Date/Time		Deliver To	From To	Time	Agency ID	Resource Assigned		ETD ETA	Released Date	To	Time ETA
ORDER RELAYED				ACTION TAKEN				ORDER RELAYED				ACTION TAKEN					
Req. No.	Date	Time	To/From					Req. No.	Date	Time	To/From						

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX I: DAMAGE ASSESSMENT

<b><i>Related Federal ESFs / WV Annexes</i></b>	<ul style="list-style-type: none"><li>• ESF #14: Long-Term Community Recovery and Mitigation</li><li>• ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• Annex AA: Damage Assessment</li></ul>
<b><i>Purpose</i></b>	<p>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.</p>
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Office of Emergency Services (RCOES)</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Local Law Enforcement</li><li>• Local Fire Departments</li><li>• Local Emergency Medical Services (EMS)</li><li>• Ritchie County Assessor</li><li>• WVU Extension Service</li><li>• WV Division of Homeland Security &amp; Emergency Management (WVDHSEM)</li><li>• American Red Cross (ARC)</li><li>• US Department of Homeland Security (USDHS)</li></ul>
<b><i>Authorities</i></b>	<ul style="list-style-type: none"><li>• WV Code, Chapter 15, Article 5, as amended</li></ul>
<b><i>References</i></b>	<ul style="list-style-type: none"><li>• <i>West Virginia Emergency Operations Plan</i>, WVDHSEM, as amended.</li><li>• <i>National Response Framework</i>, USDHS, as amended.</li></ul>



## **I. 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 persons 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 30 days or less; uninhabitable without major repairs
  - *Minor Damage*: The structural damage can be repaired within a 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 on 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.

## **II. 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, RCOES, 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 affected
  - 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 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 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 RCOES 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 accompanied 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 human 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.

### **III. 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 RCOES 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. Ritchie County Office of Emergency Services**

- 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 the emergency;
  - iv. Schedule for reporting information; and
  - 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 persons 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, buildings, 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); and
  - 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. Ritchie 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.

#### **IV. DIRECTION AND CONTROL**

1. Damage assessment survey team members should be designated by the Executive Section of the EOC.
2. The deployment of survey teams should always be coordinated with the on-scene Incident Commander.
3. A "Damage Assessment Group" may be organized under the Disaster Analysis Section of the EOC should coordination of damage assessment information necessitate it.

#### **V. 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 Ritchie County Emergency Operations Center (EOC). The county EOC should operate in accordance with the Operating Guidelines (OGs) maintained by the RCOES. 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.

#### **VI. 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 of 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.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOES Director should review and update this annex on a periodic basis.
- B. The RCOES Director should forward changes to the appropriate agencies.

**VIII. LIST OF APPENDICES**

Appendix 1: Damage Assessment Reports/Forms from WVEOP

**RITCHIE COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX I: DAMAGE ASSESSMENT**  
**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 vertical lines and one diagonal line to represent a linear count of five.
3. Trace on 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 or three 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; and
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 residences), 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 Lewisry, 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	Pri	Sec	Affected	Minor	Major	Dest.	%Own	%Ins	%Low\$
Family									
Apts/ Condo									
Mobile									
Homes									
Totals									

No. of Households affected ROADS/ BRIDGES	No. of 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 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. 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 discernible description and location of the damaged area(s) assessed. Damage assessment teams are normally to be composed of two or three 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
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## **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, ranches, 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 CLEARANCE**

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.
- Costs 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 includes:

- 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 or 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.

Cat A. Debris Clearance

1. Public Property \$ \_\_\_\_\_

2. Streams \$ \_\_\_\_\_

Cat B. Protective Measures

Life and safety,  
Health, property  
Stream/drainage \$ \_\_\_\_\_

Cat C. Road Systems FAS NON-FAS

1. Shoulder Damage \$ \_\_\_\_\_ \$ \_\_\_\_\_

2. Bridges \$ \_\_\_\_\_ \$ \_\_\_\_\_

a. # destroyed \_\_\_\_\_

b. # damaged \_\_\_\_\_

3. Slides (not to be  
Included in Cat A)

a. Estimated # \_\_\_\_\_

b. Cost of Removal \$ \_\_\_\_\_ \$ \_\_\_\_\_

4. Roadway Washouts  
(Do not include bridge  
approaches)

Approximate # \_\_\_\_\_

Total Cost – Cat. C \$ \_\_\_\_\_ \$ \_\_\_\_\_

County: \_\_\_\_\_

Cat D. Water Control Facilities  
(Dikes, levees, dams, drainage  
channels, and irrigation works) \$ \_\_\_\_\_

Cat E. Public Buildings & Equipment  
(Buildings, supplies, inventory,  
vehicles, equipment, transporta-  
tion systems) \$ \_\_\_\_\_

Cat F. Public Utility Systems  
(Water, storm drainage, sanitary  
sewerage, light/power/telephone \$ \_\_\_\_\_

Cat G. Recreation/Other

(Park and recreational  
Facilities \$ \_\_\_\_\_ \$ \_\_\_\_\_

Other – Describe \$ \_\_\_\_\_ \$ \_\_\_\_\_

Public Assistance Totals \$ \_\_\_\_\_

## PUBLIC FACILITIES REPORT

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  
 Comment \_\_\_\_\_ \$ \_\_\_\_\_
4. Foundation Condition: \_\_\_\_\_ No Damage \_\_\_\_\_ Crawl Space \_\_\_\_\_ Basement  
 \_\_\_\_\_ Building Shifted \_\_\_\_\_ Building off Foundation \_\_\_\_\_ Foundation Cracked  
 (which walls) \_\_\_\_\_ \$ \_\_\_\_\_

Comment \_\_\_\_\_ \$ \_\_\_\_\_

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

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

7. Heating System:\_\_\_\_\_No Damage\_\_\_\_\_Duct Damage \_\_\_\_\_Appliance Damage

Comment:\_\_\_\_\_ \$ \_\_\_\_\_

8. Plumbing System: \_\_\_\_\_No Damage \_\_\_\_\_Fixture \_\_\_\_\_Piping Damage

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

9. Electrical System: \_\_\_\_\_No Damage \_\_\_\_\_Fixture Damage

\_\_\_\_\_Circuit Breaker Box Damage

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

10. Utilities Condition: Gas \_\_\_\_\_No Damage

Electric \_\_\_\_\_No Damage

Water \_\_\_\_\_No Damage

Sewer \_\_\_\_\_No Damage

Telephone \_\_\_\_\_No Damage

Comment: \_\_\_\_\_ \$ \_\_\_\_\_

11. Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total \$ \_\_\_\_\_

Field Inspector: \_\_\_\_\_

Reporting Agency: Name: \_\_\_\_\_

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX J: LAW ENFORCEMENT

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"><li>• ESF #13: Public Safety and Security</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• Annex H: Law Enforcement</li></ul>
<b><i>Purpose</i></b>	This annex defines the roles, assigns responsibilities, and defines the interaction between the law enforcement agencies in Ritchie County during emergency or disaster situations.
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Sheriff</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Municipal Police Departments</li><li>• WV Department of Natural Resources (WVDNR) Law Enforcement</li><li>• WV Department of Transportation (WVDOT) Enforcement Division</li><li>• WV State Police (WVSP)</li><li>• WV Department of Agriculture (WVDOA)</li><li>• Federal Bureau of Investigation (FBI)</li><li>• US Department of Homeland Security (USDHS)</li><li>• US Department of Justice (USDOJ)</li><li>• WV Department of Agriculture (WVDOA)</li><li>• US Forrest Service Law Enforcement</li></ul>
<b><i>Authorities</i></b>	<ul style="list-style-type: none"><li>• WV Code Chapter 8, Article 14</li><li>• WV Code Chapter 15, Article 10</li></ul>
<b><i>References</i></b>	<ul style="list-style-type: none"><li>• <i>WV Emergency Operations Plan</i>, WVDHSEM, as amended.</li><li>• <i>National Response Framework</i>, USDHS, as amended.</li></ul>

## **I. 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.

## **II. 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, and
  - 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 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, and
      - 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. *Badging 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.

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Ritchie 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.

**IV. CONTINUITY OF GOVERNMENT**

A. Ritchie 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.

## **V. 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 Ritchie County Office of Emergency Services (RCOES).
  - 2. Law enforcement agencies may provide security for the EOC and all restricted areas. This includes developing a personnel accountability guidelines 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.

## **VI. 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.

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX K: FIRE SERVICE

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"><li>• ESF #4: Firefighting</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• Annex I: Fire Services</li></ul>
<b><i>Purpose</i></b>	The purpose of this annex is to provide Ritchie 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.
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Local Fire Departments</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Ritchie County Office of Emergency Services (RCOES)</li><li>• WV Division of Forestry</li><li>• WV Division of Homeland Security and Emergency Management (WVDHSEM)</li><li>• WV State Fire Marshal</li><li>• US Department of Agriculture (Forest Service)</li></ul>
<b><i>Authorities</i></b>	<ul style="list-style-type: none"><li>• WV Code, Chapter 29, Article 3, as amended</li></ul>
<b><i>References</i></b>	<ul style="list-style-type: none"><li>• <i>WV Emergency Operations Plan</i>, WVDHSEM, as amended.</li><li>• <i>National Mobilization Guide</i>, National Interagency Coordination Center, 2006</li><li>• <i>National Response Framework</i>, USDHS, as amended.</li></ul>

## **I. 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.

## **II. 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 the 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 emergency operations.
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 Administrative 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.

### **III. 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. Ritchie County Office of Emergency Services**

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 on national forest system lands in a unified command with the jurisdictional fire department.
2. Provides liaison with local fire chiefs or ICs to coordinate federal assistance in the structural or industrial fire protection operations.

**IV. 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.

**V. 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 Ritchie 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 RCOES Director should request assistance through the WVHDSEM.

**VI. PLAN DEVELOPMENT AND MAINTENANCE**

- A. It is the responsibility of each fire department to ensure its own operational capabilities.
- B. The RCOES Director should coordinate the planning of all fire services related to emergency management operations with the various fire chiefs.

## **APPENDIX 1 TO ANNEX L**

### **DEBRIS MANAGEMENT**

Planning for debris management operations is a function of the Incident Commander (IC), Ritchie County Emergency Operations Center (EOC) staff, and public works organizations. The public works representative in the EOC should coordinate the debris removal and disposal operations from either the EOC or a specially-established “debris management center”.

Ritchie County may execute one (but reserves the right to execute more than one) debris removal and disposal contract on a contingency basis for the purpose of having contractor(s) immediately available and committed to assisting the county in the aftermath of a major disaster.

When a declared major disaster occurs or is imminent (see Appendix 1 of the Basic Plan), the Operations Section Chief or public works representative in the EOC may contact firm(s) listed in the county’s resource manual to advise them of the situation. If contracts have been negotiated, EOC staff may notify either the Executive Section in the EOC or the county commission to notify those with whom agreements have been negotiated to place them on stand-by. Debris removal will generally be limited to debris in, upon, or brought to public road rights-of-way, municipal properties and facilities, and other public sites. Any contractor, in coordination with any on-scene public works personnel coordinating debris removal, should be responsible for determining the method and manner of debris removal and lawful disposal operations, consistent with incident and/or public safety objectives. Disposal, recycling or reuse of debris and related by-products may require written approval of the Executive Section in the EOC (or the applicable governmental jurisdiction). The contractor should be responsible for the lawful disposal of all debris and debris-reduction by-products generated at all Temporary Debris Storage and Reduction (TDSR) sites.

The general concept of debris removal operations includes multiple, scheduled passes of each site, location, or right-of-way. This should allow residents to return to their property and bring debris to the right-of-way as recovery progresses. The EOC (or

## RITCHIE COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX L: PUBLIC WORKS

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"><li>• ESF #3: Public Works and Engineering</li><li>• ESF #12: Energy</li></ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"><li>• N/A</li></ul>
<b><i>Purpose</i></b>	To provide direction and control for the utility providers, public works and transportation departments in Ritchie County, and to outline their functions, responsibilities and activities during periods of emergency.
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"><li>• Public Works Organizations Examples: City wastewater departments, city street department, county maintenance department, etc.</li></ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"><li>• Water Providers</li><li>• Electricity and Gas Providers</li><li>• WV Division of Highways (WVDOT)</li><li>• WV Division of Homeland Security and Emergency Management (WVDHSEM)</li><li>• WV National Guard (WVNG)</li><li>• US Army Corps of Engineers (USACE)</li><li>• US Department of Energy (USDOE)</li></ul>

## **I. 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 most 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.

## **II. 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 Ritchie County Office of Emergency Management (RCOES) 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 RCOES 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, and
  - 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 RCOES and others 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 RCOES 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 or 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 times, 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.

### **III. 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 Ritchie 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. Restores 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 management 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. Coordinates 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.

#### **IV. DIRECTION AND CONTROL**

- A. Pursuant to the National Incident Management System (NIMS), Ritchie 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.

#### **V. 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-determined lines of succession cannot be developed.

#### **VI. 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 RCOES Director within 10 days of the conclusion of response operations.
- B. Logistics: Any resource request from higher levels of government should be made in accordance with NIMS types and categories, where applicable.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Public works representatives should review this annex periodically with the RCOES Director to determine the need for changes.
- B. As always, the RCOES Director coordinates the distribution of revised elements.

## **VIII. LIST OF APPENDICES**

- Appendix 1: Debris Management  
Appendix 2: Emergency Generator Forms

debris management center) should determine the schedule to be used after ascertaining the scope and nature of the disaster's impact due to preliminary damage assessments.

TDSR sites should be identified for the temporary staging and reduction of vegetative and woody debris only. EOC and/or field staff should (coordinate to) identify additional TDSR sites as needed. These may include "homeowner drop-off sites".

The applicable entity (i.e. American Recycling or Smalley Sanitation) should operate the TDSR sites and only contractor or county/city vehicles (or others specifically authorized by the county or city) should be allowed to use the sites. Additional sites may become available as plans develop.

Curbside segregation of debris and disaster-generated or related wastes should be an element of Ritchie County's disaster recovery program. Debris removal and disposal personnel may be required to aid in the segregation and waste stream management processes. Waste and debris should be classified into the following five (5) categories, with responsibility as shown.

- **Household trash and garbage:** L & N Sanitation and Joy's Sanitation per regular schedules (to the extent possible)
- **Leaves and lawn litter, placed in plastic bags, placed by curb or shoulder of road:** L & N Sanitation and Joy's Sanitation per regular schedules (to the extent possible)
- Vegetative and clean, woody debris, suitable for chipping, grinding or burning, should be loosely stacked and placed by curb or road shoulder.
  - This may include logs, stumps, root balls, limbs, branches, or complete trees.
  - Any reduction of size of woody debris to make suitable for chipping, grinding or burning should be part of the contractor's responsibility for removal and disposal (on the assumption that emergencies causing this amount of debris will likely require the services of debris removal contractors).
- **Construction and Demolition (C&D) debris, furniture, furnishings, appliances, etc. suitable for being land filled or recycled, stacked by curb or shoulder:** If applicable, it should be the contractor's responsibility for removal

and disposal, including ensuring that all C&D debris is directly hauled to the nearest landfill. Depending on the scope of the emergency, this type of debris may be handled by L & N Sanitation and Joy's Sanitation per regular scheduled bulk-pickups.

- **Household Hazardous Waste (HHW) – including televisions, home computers and CRTs, separated from all other types of waste and debris, placed at curb or road shoulder:** Resources procured by the EOC (or debris management center) may be granted the responsibility for the removal and collection of this household hazardous waste. Services, if necessary, should be requested by an approved task order.

Citizens should be advised to separate all waste and debris, to the extent practicable, into the above categories. Failure by the citizens to perform this separation does not relieve the county (or its agents or contractors) of its curbside separation responsibilities, to the extent practicable.

Any HHW mixed in with other debris and collected during the debris removal should be removed and set aside at the TDSR site. EOC staff may designate HHW drop-off locations for use by residents. The following items are considered HHW and may be collected at drop-off locations:

- Cleaning products,
- Batteries,
- Workshop/Painting supplies,
- Aerosol spray cans,
- Indoor pesticides,
- Lawn and garden products,
- Automotive products,
- Fluorescent light bulbs,
- Propane tanks and other compressed gas cylinders,
- Flammable products, and
- Home-office electronics (such as computers, TV's, monitors, lithium, and cadmium batteries).

Personnel collecting debris should set up a lined containment area and separate any HHW inadvertently delivered to a TDSR site.

Commercial and industrial hazardous waste such as chemicals, gas containers, transformers, and any other form of hazardous or toxic matter should be set aside for collection and disposal by the WV Department of Environmental Protection (WVDEP) or a licensed clean-up contractor (see Annex N: Hazardous Materials).

#### **LIST OF ATTACHMENTS**

Attachment 1: Right of Entry / Hold Harmless Agreement

Attachment 2: Temporary Debris Staging and Reduction Site Locations and Landfills

Attachment 3: Debris Estimation

**Attachment 1**

**RIGHT OF ENTRY / HOLD HARMLESS AGREEMENT**

**RIGHT OF ENTRY PERMIT NO.**\_\_\_\_\_ **DATE**\_\_\_\_\_

**PROPERTY ADDRESS / DESCRIPTION**

---

**NAME (OWNER'S OR OWNER'S AUTHORIZED AGENT )**

**RIGHT OF ENTRY:** I certify that I am the owner or the owner's authorized agent of the above-described property. I grant freely and without coercion the right of access and entry to said property to representatives of the Federal Emergency Management Agency (FEMA), the U.S. Army Corps of Engineers (USACE) and the USDA Forest Service to inspect the property for purposes of determining whether disaster-generated debris is eligible for removal under FEMA'S programs and to monitor that removal, and to (eligible applicant)\_\_\_\_\_, its agents, contractors and subcontractors for the purpose of removing and/or clearing that disaster-generated debris from that property.

**HOLD HARMLESS:** I understand that this permit is not an obligation upon the government to perform debris removal. I agree to hold harmless the United States Government, FEMA, USACE, the USDA Forest Service, (eligible applicant)\_\_\_\_\_ and any of their agencies, agents, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property, or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities while removing disaster-generated debris from the property. I will mark sewer lines, septic tanks, water lines and utilities located on the property.

**DUPLICATION OF BENEFITS:** Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that federal law (42 U.S. C. 5155 *et seq.*) requires me to reimburse (eligible applicant)\_\_\_\_\_ the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to (eligible applicant)\_\_\_\_\_. If I have received payment, or when I receive payment, for debris removal from my insurance company or any other source, I agree to notify and send payment and proof/statement of loss to (eligible applicant)\_\_\_\_\_. I understand that all disaster-related funding, including that for debris removal from private property, is subject to audit.

**SWORN & ATTESTED**

**All owners/agents must sign below.**

**WITNESSED:**

**Printed Name:**\_\_\_\_\_

**Printed Name:**\_\_\_\_\_

**Signature:**\_\_\_\_\_

**Signature:**\_\_\_\_\_

**Name of Insurance Co. Policy No.** \_\_\_\_\_



**Attachment 2**

**Ritchie County**

**Potential Temporary Debris Staging and Reduction (TDSR) Site Locations  
and Landfills**

**TDSRs**

- Name:
- Address:
- Coordinates:
  
- Name:
- Address:
- Coordinates:
  
- Name:
- Address:
- Coordinates:
  
- Name:
- Address:
- Coordinates:

**Landfills**

Name: Landfill

- 1) Address:
- 2) Operated by:

## ATTACHMENT 3 (DEBRIS ESTIMATION) ESTIMATING DEBRIS QUANTITY

CF = cubic feet & CY = cubic yards

<b>WORKSHEET 1</b>				
<b>Sector:</b>				
Description:		N = Number	M = Multiplier	CY = (N x M)
A. Homes (1800-2000 square feet)				
B. Mobile Homes				

C. Other Buildings	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY = (CF/27) x.33
Subtotal [sum the right column]					

D. Debris Piles	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY (CF/27)
Subtotal [sum the right column]					

Notes:

1. H = Households. If you do not know the number of households, estimate the number by dividing the population of the area by 3.

2. B = Business/Commercial/Residential	<u>Density</u>	<u>B =</u>
Density Multiplier	Light	1.0
	Medium	1.2
	Heavy	1.3

WORKSHEET 2	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate (cubic yards/CY)</i>				
A. Homes [from Worksheet 1]				
B. Mobile Homes [from Worksheet 1]				
C. Other Buildings [from Worksheet 1]				
SD = Structural debris (A + B + C)				
V = Vegetation Multiplier [see note]				
ST = Subtotal (SD x V)				
D. Debris Piles [from Worksheet 1]				
E. SV = Sector Volume (ST + D)				
TOTAL [add entries in row E above]				

Note:

V= Vegetative Multiplier:

Vegetative Cover

V =

None

1

Light

1.1

Medium

1.3

Heavy

1.5

## ESTIMATING DEBRIS REMOVAL TIME

<b>WORKSHEET 3</b>	<b>A. Truck Capacity (CY)</b>	<b>B. Units Available</b>	<b>C. Group Capacity (AxB)</b>
<i>Equipment</i>			
Dump Truck, Light			
Dump Truck, Medium			
Dump Truck, Heavy			
Capacity Per Cycle (CY) [sum the right column]			

## ESTIMATING REQUIREMENTS FOR TEMPORARY DEBRIS SITES

It assumes that:

1. Debris will be stacked 10 feet high.
2. 40 percent of a site will be used for storage; 60 percent will be used for sorting areas, separation between debris piles, roads, site buffers, and burn pits

WORKSHEET 4		
A. Debris Volume in cubic yards (CY) [From Worksheet 2 or 5]		
B. CY per acre assuming 10' stack height <sup>1</sup>		
C. Acres for debris storage only (A/B)		
D. Multiplier for processing, roads, & buffers		
E. Required facility area in acres <sup>2</sup>		

Notes:

1. If you plan to use a stack height other than the typical 10 feet, use the following formula to compute CY per acre:

$$\text{CY} = (\text{stack height in feet} / 3) \times 4840$$

2. Where the area requirement is large, the requirement is generally satisfied by establishing several sites that, taken collectively, provided the needed area.

## ESTIMATING HURRICANE DEBRIS QUANTITY

Worksheet 7 may be used to estimate the quantity of debris that must be removed. This worksheet uses the formula  $Q = H \times C \times V \times B \times S$ , where:

- Q = the quantity of debris in cubic yards (CF)
- H = the number of households
- C = the storm factor in CY:
- V = the vegetation characteristic multiplier:
- B = the business/commercial use multiplier
- S = the storm precipitation characteristic multiplier

WORKSHEET 5	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate - Hurricane</i>				
1. H = households				
2. C = Storm category				
3. V = Vegetation multiplier				
4. B = Business/commercial multiplier				
5. S = Storm precipitation multiplier				
6. $Q = H \times C \times V \times B \times S$				
TOTAL (add columns in item 6 above)				

Notes:

1. H = Households. If you do not know the number of households, estimate the number by dividing the population of the area by 3.

2. C = Hurricane Category	<u>Category</u>	<u>C =</u>
	1	2
	2	8
	3	26
	4	50
	5	80
3. V= Vegetative Multiplier	<u>Vegetative Cover</u>	<u>V =</u>
	None	1
	Light	1.1
	Medium	1.3
	Heavy	1.5
4. B = Business/Commercial Density Multiplier	<u>Density</u>	<u>B =</u>
	Light	1.0
	Medium	1.2
	Heavy	1.3
5. S = Storm Precipitation Multiplier	<u>Precipitation</u>	<u>S =</u>
	None to Light	1.0
	Medium to Heavy	1.3

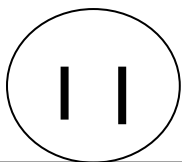
## **APPENDIX 2 TO ANNEX L**

### **EMERGENCY GENERATOR FORMS**

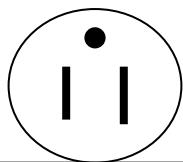
The following forms may be used if the procurement of emergency generators is necessary. These forms should be filled out collaboratively by personnel in the Administrative Section of the Ritchie County Emergency Operations Center (EOC) and representatives needing the generator. EOC staff should provide said forms (via email or fax) to prospective resource providers to ensure that generators appropriate for the need are procured and deployed.

**EMERGENCY GENERATOR INFORMATION**  
(Existing Installation)

1	Facility Name:
2	Facility Address:
3	Facility Type: <input type="checkbox"/> EOC <input type="checkbox"/> Communications Ctr <input type="checkbox"/> Medical Facility <input type="checkbox"/> Fuel Facility <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire/Rescue Facility <input type="checkbox"/> EMS Facility <input type="checkbox"/> Water Pumping /Treatment <input type="checkbox"/> Wastewater Pumping/Treatment <input type="checkbox"/> Other (specify)
4	Facility Point of Contact: Phone:
5	If more than one generator exists, provide generator number or location within facility:
6	Electrical Requirements; Kilowatts: Volts: Amperes: Phase: <input type="checkbox"/> Single <input type="checkbox"/> 3-Phase Wye <input type="checkbox"/> 3-Phase Delta <input type="checkbox"/> Other:
7	Fuel: <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> Other:
8	Fuel Tank Size: Gallons: Pounds:
9	Fuel Tank Type: <input type="checkbox"/> Attached to generator <input type="checkbox"/> Separate tank
10	Generator Weight: <input type="checkbox"/> Pounds: <input type="checkbox"/> Tons:
11	Starting: <input type="checkbox"/> Automatic <input type="checkbox"/> Manual/Recoil <input type="checkbox"/> Other:
12	Generator Support: <input type="checkbox"/> Pad/Permanent Installation <input type="checkbox"/> Skid <input type="checkbox"/> Trailer
13	Generator in Weather Housing: <input type="checkbox"/> Yes <input type="checkbox"/> No
14	Electrician On-site or Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
15	Is Generator Hard Wired to Electrical System? <input type="checkbox"/> Yes <input type="checkbox"/> No
16	Generator Receptacles Required (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:



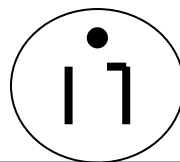
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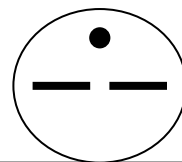
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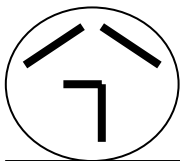
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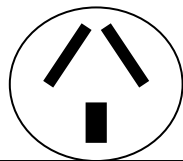
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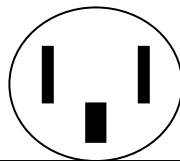
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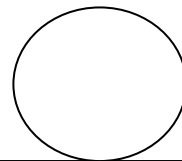
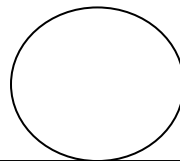
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50A-125/250V  
NEMA 10-50R



50A-250V  
NEMA 6-50R

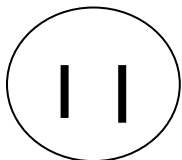


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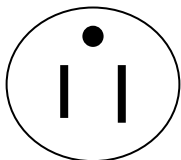


**EMERGENCY GENERATOR INFORMATION**  
(Additional Equipment)

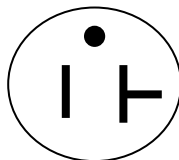
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2	Facility Address:
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4	Facility Point of Contact: _____ Phone: _____
5	Electrical Requirements: Kilowatts: _____ Volts: _____ Amperes: _____ Phase: <input type="checkbox"/> Single <input type="checkbox"/> 3-Phase Wye <input type="checkbox"/> 3-Phase Delta <input type="checkbox"/> Other:
6	Fuel Available: <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Propane <input type="checkbox"/> Other:
7	Site Access: Site accessible for emplacing trailer-mounted unit? <input type="checkbox"/> Yes <input type="checkbox"/> No Site accessible for unloading/positioning skid-mounted unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
14	Electrician On-site or Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
16	Generator Receptacles Needed (indicate numbers and types; see illustrations below):
17	Other Pertinent Information:



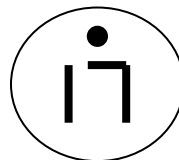
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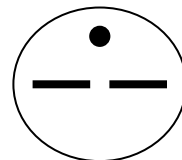
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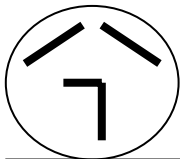
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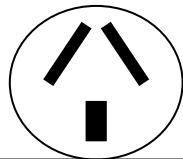
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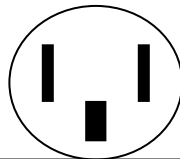
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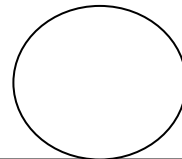
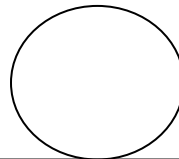
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50A-125/250V  
NEMA 10-50R



50A-250V  
NEMA 6-50R



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Mid Ohio Valley Plan for ANIMALS IN DISASTER  
November 2006

Published By:

Mid Ohio Valley Animal Emergency Preparedness Committee, in conjunction with the Mid-Ohio Valley Health Department, Wood County Office of Emergency Management, WV Department of Agriculture, Humane Society of Parkersburg, Wood County LEPC and animal welfare organizations.

TABLE OF CONTENTS

I. PURPOSE .....	PAGE 1
II. INTRODUCTION .....	PAGE 1
III. THE REGION/COUNTY ROLE .....	PAGE 3
IV. DEFINITION OF ANIMAL .....	PAGE 3
V. PLANNING GROUP & STAKEHOLDERS .....	PAGE 4
VI. LOCAL ISSUES RELATIVE TO DISASTER PLANNING	PAGE 5
VII. PREPARATION .....	PAGE 9
VIII. RESPONSE and RECOVERY .....	PAGE 14
X. MITIGATION and PLANNING RESOURCES	PAGE 15

## MID OHIO VALLEY ANIMAL EMERGENCY PREPAREDNESS COMMITTEE

### PLAN FOR HANDLING ANIMALS IN DISASTER

#### I. PURPOSE

To protect the animal community, the public health, the environment, and to assure the

humane care and treatment of animals in case of a large scale natural, manmade, or

technological disaster or other situation that could cause animal suffering.

#### II. INTRODUCTION

The Mid Ohio Valley region consists of six counties that include Calhoun, Pleasants, Ritchie, Roane, Wirt, and Wood. There are 1950 square miles with a population of 134,000. It is estimated that approximately 60 % of households have pets and animals of some type. To some people these animals are like children and are a big part of their lives. To others they are an important way to make a living, and some animals provide a very necessary role as service animals.

When it comes to emergencies, animals, whether house pets, livestock, or in the wild,

have often been overlooked by emergency planners and the general public. This is changing in the United States and elsewhere. Congress has passed H.R. 3858 and Senate Bill 2548 establishing the Pets Evacuation and Transportation Standards (PETS) Act. This legislation will amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency operations plans take into account the needs of individuals with pets and service animals in the event of a major disaster or emergency.

In the last few years there have been emergencies and disasters in the Mid Ohio Valley, including major floods in September 2004 and January 2005. A Presidential Disaster Declaration was received in September 2004. Data shows that the Mid Ohio Valley is vulnerable to all types of emergencies, including but not limited to, flooding, winter storms, severe thunderstorms, effects of hurricanes, hazardous materials, and an influx of people in the event of a disaster in the nation's capital or other urban area.

In emergencies and disasters, the first priority is to the protection of life, property, and the environment. In the past, this has not included a coordinated response for the evacuation, care, and sheltering of animals. Although the protection of human life is the highest priority in emergency response, recent disasters show that proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect both human and animal health and safety. It is much more efficient and effective to develop plans to address animal issues prior to an incident than during one. The following issues highlight why animal preparedness is necessary.

#### A. REFUSAL TO EVACUATE AND EARLY RETURNS TO UNSAFE AREAS

Since human evacuation shelters do not allow pets in facilities, pet owners requiring sheltering must choose between deserting their animals, refusing to evacuate, or evacuating their animals to a pre-determined site. Without advanced planning, this can be a difficult decision. Farmers who depend on animals for their livelihood are often unwilling to leave their animals unsupervised in the event of a disaster. Some key factors to consider are:

- Up to 25 % of pet owners will fail to evacuate because of their animals.
- 30 - 50 % of pet owners will leave pets behind, even with advance notice of evacuation.
- Approximately 50 -70 % of people leaving animals behind will attempt to reenter a secure site to rescue their animals. This represents 5- 15 % of the total population directed to evacuate.

The 10 - 25 % of individuals who refuse to evacuate, or attempt to return to the evacuated areas because of their animals, risk injury, exposure to hazardous materials, and their own lives, as well as those of emergency response personnel who must rescue them. The most effective way to minimize human and animal health and safety risks is for individuals and responding agencies to be properly prepared to address animal issues well in advance of a disaster.

#### B. PUBLIC HEALTH and SAFETY RISKS CAUSED BY ANIMALS AT LARGE

Animals that are not cared for by their owners during a disaster may become a public health and safety risk. Loose and displaced animals are possible carriers of diseases such as rabies, and plague, and can become a nuisance or a danger to the public.

#### C. PUBLIC HEALTH RISKS CAUSED BY ANIMAL CARCASSES

Another public health concern and safety risk is the presence of animal carcasses. Decaying carcasses can contaminate water sources or lead to disease outbreaks. Timely carcass removal is critical. The methods for environmentally acceptable disposal of animal carcasses are limited, and can become particularly difficult and expensive when there are many large animal carcasses.

#### D. ECONOMIC CONSIDERATIONS

The loss of production animals due to a disaster can result in a major economic loss to individual farmers and ranchers as well as local, state, and national economies.

#### E. PUBLIC RELATIONS CONSIDERATIONS

Society views animals as dependant upon human care and support. Many pets are considered an integral part of their families. Animals attract media attention. This is particularly true in a disaster. Failure to deal with these issues can result in significant public outcry and negative media coverage.

## F. CONTROL OF SELF RESPONDERS

Experience has shown that when animals are impacted by disasters, a number of self responders will arrive to help with the situation. These well meaning, but untrained and emotionally driven individuals can, at times, be disruptive and create law enforcement challenges. These situations may encourage the arrival of rescue groups. These individuals can be well trained and helpful. Effective control and accountability of these responder rescue groups is critical. This may include an understanding of and training in the National Incident Management System and Incident Command. An emergency animal plan allows for appropriate identification and utilization of available resources within the structure of the animal response plan. This will minimize the intrusion of untrained and unsolicited volunteers in a crisis situation.

## III. THE COUNTY'S ROLE

### A. Integrating the Animals In Disaster Plan into the county Emergency Operations Plan

Animal issues, like all other disaster response activities, are addressed in the County Emergency Operations Plan. It shall be the responsibility of County Emergency Management to include the approved Animals in Disaster Annex into the County EOPs.

The detailed plan outlines plans to effectively prevent and respond to animal issues during emergencies and disasters, facilitates mutual aid activities relating to animal issues, and the utilization of broader regional, state, and federal resources.

### B. The Roles of County Emergency Management Agencies in the Mid Ohio Valley Region.

The Emergency Management Agencies coordinate local, state, and federal resources, in support of local government responding to animal issues. During a disaster, if local resources are insufficient to meet the existing need, emergency management agencies may request state assistance through the State Emergency Operations Center at the West Virginia Department of Homeland Security and Emergency Management.

#### IV. DEFINITION OF "ANIMAL"

For the purpose of responding to animal issues during disasters, Mid Ohio Valley Animal Emergency Preparedness Committee defines animals as, "affected livestock, companion animals, service animals, exhibition animals, captive wildlife, and exotic pets." This definition excludes non-captive wildlife.

3

#### V. PLANNING GROUP and STAKEHOLDERS

It is important to have a wide range of groups concerned about animal issues and as many stakeholders as possible included in the planning process. It is also most important to foster cooperation, understanding, and commitment to work within the plan in our community.

##### A. Government Agencies

- Wood County Commission
- Wood County Office of Emergency Management
- Pleasants County Commission
- Pleasants County Emergency Services
- Ritchie County Commission
- Ritchie County Emergency Services
- Wirt County Commission
- Wirt County Emergency Services
- Roane County Commission
- Roane County Emergency Services
- Calhoun County Commission
- Calhoun County Emergency Services
- West Virginia Department of Agriculture
- City Animal Control Units



- WV Division of Homeland Security & Emergency Management

#### B. Industry Groups

- Veterinarians and Veterinary Clinics
- WVU Extension Office
- Humane Society
- Pet Food and Supply Businesses
- Home Owners Associations
- Animal Transporters
- Commercial Animal Industries
- Cattleman and Farmers
- Kennel and Boarding Facilities
- Animal Shelters
- Wildlife Control and Removal Services
- Public Health Agencies

#### C. Voluntary Organizations

- Medical Reserve Corps
- Community Emergency Response Teams
- Local Fair Boards
- 4-H and FFA Groups
- Mid Ohio Valley Chapter - American Red Cross

4

### VI. LOCAL ISSUES RELATIVE TO DISASTER PLANNING

#### A. Types of Disasters Likely in the Mid Ohio Valley

- Flood
- Severe Thunderstorm/ Lightning/Hail/Wind
- Severe Heat
- Winter Storm
- Drought
- Wildfire
- Tornado
- Effects of Hurricane
- Civil Disturbance
- Transportation Accident/Airplane, Bus, Train
- Hazardous Materials Emergency - Fixed facility or transportation
- Terrorism - Bio Terrorism
- Public Health Emergency - Pandemic Flu

#### B. Animal Population in the Mid Ohio Valley

1. The total number of households in the Mid Ohio Valley with pets is estimated at 33,000 based on the percent of United States households owning pets which is 60%.

2. Production animals in the Mid Ohio Valley are, but not limited to the following:

- Cattle
- Horses
- Swine

#### C. Location of Animal Population

In the Mid Ohio Valley, the largest pet population exists in the urban areas of the six county region. The largest equine population obviously exists in the more rural areas of the region.

#### D. Local Resources

The resources available for animal survival during a disaster are included in this section.

5

##### KENNELS

1 .Winding Road Kennel Inc.

1886 Winding Road

Parkersburg, WV 26104

(304) 428-3518

2. Hocking Hills Kennel

138 Emory Lane

Little Hocking, Ohio 45715

(740) 423-6770

3. Ohio Valley Kennels  
State Route 7

North Reno, Ohio 5750

(740) 373-7400

4. Fen's Mountain Kennel  
Fowler Road Route 16

Harrisville, WV 26262

(304) 643-4668

5. Four Paw's Kennels  
1400 Broadway Ave.

Parkersburg, WV 26101

(304) 485-1321

6. Devoted Care Pet Sitting Services  
1368 Cave Hill Road

Little Hocking, Ohio 45715

(740) 989-273

7. The K-9 Training Barn  
Davisville, WV 26142

(304) 422-5784

8. Animal Groom & Board  
Rt. 21

Ripley, WV 25271

(304) 372-3587

9. Best Friends Grooming  
745 Silver Globe Road

Marietta, Ohio 45750

10. The Doghouse  
4611 46th Street

Vienna, WV 26105

(304) 295-9224

## FOOD

1. Apex Feed & Supply  
Rosemar Road

Vienna, WV 26105

(304) 295-9751

2. C & H Feed & Seed  
436 South Church Street

Ripley, WV 25271

(304) 372-8663

3. F & S Feed  
Rt. 14 South

Mineral Wells, WV 26150

(304) 489-9500

4. Halls Feed & Farm Supply  
Rt. 50, Ritchie Industrial Park

Pennsboro, WV 26415

(304) 659-3282

5. Pampered Reptile

120 Maple Street

Marietta, Ohio 45750

(740) 374-4474

6. Parkersburg Pet Supply  
1504 36th Street

Parkersburg, WV 26101

(304) 485-7387

7. Patriot Pets  
2609 21st Ave.

Parkersburg, WV 26101

(304) 424-7387

8. Pet Supplies Plus  
4010 Murdoch Ave.

Parkesburg, WV 26101

(304) 422-5100

9. Petland - Marietta  
239 Captain D. Seeley MIA Drive

Marietta, Ohio 45750

(740) 373-5294

10. Reese's Country Store  
Rt. 50 & Rt. 31

Deerwalk, WV

(304) 679-3502 7

11. Seamans General Merchandise  
State Rt. 50 & Route 339

Barlow, Ohio 45712

(740) 678-2450

12. Tractor Supply  
101 Tara Lane

Parkersburg, WV 26101

(304) 489-1028

13. Wal Mart  
701 Grand Central Ave.

Vienna, WV 26105

(304) 422-3522

14. Wal Mart  
2900 Pike Street

Parkersburg, WV 26101

(304) 439-5743

15. Wal Mart  
Marietta, Ohio 45750

(740) 376-9030



16. Ward's Farm Supply Inc.  
310 Hickory Street

Parkersburg, WV 26101

(304) 485-7133

Stables

1. Double C Ranch 5. West Virginia Interstate Fairgrounds  
County Road 63 Butcher Bend Road

Coolville, Ohio 45723 Mineral Wells, WV 26150

(740) 667-6311 (304) 489-1301

2. Meredith Manor  
Rt.1 Box 66

Waverly, WV 26184

(304) 679-3128

3. Stanleyville Stables  
Marietta, Ohio 45750

(740) 236-0149

4. Withawind Farm  
13441 State Rt. 339

Watertown, Ohio 45786

(740) 749-3297

## E. Liability Issues

There could be various areas where liability issues may arise. Individuals releasing animals into the care of the emergency shelter must sign a Mid Ohio Valley Animal Emergency Preparedness release form.

## 11. Releases

The release form is in the Appendix section of this document

## 12. Volunteer Workers

Volunteers may assist at the animal shelter to provide the following assistance

- Set - up
- Daily cleaning
- Registration
- Pet visitation schedules
- Enforcement of Rules
- Management of Feeding Areas.

## VII. PREPARATION

#### A. County Animal Coordinator

The Mid Ohio Valley Animal Control Officers will serve as the point of contact on animal issues in event of disaster. These persons or an alternate representative will staff the Emergency Operations Center during a disaster and will coordinate with the EMA Director to staff all activities relative to animal issues.

These individuals may also serve in or supply information to the Joint Information Center so that information can be distributed to the public and media by the Public Information Officer.

#### 1. Supplies (not comprehensive)

The following is a list of supplies to locate and/or obtain for animal care and sheltering.

##### a. Non Medical Animal Care Supplies

###### Small Animals

Pet carriers Shovels

Cat Litter Chlorine bleach

Collars Disinfect

Cages Water hoses

Food and water dishes Muzzles ( dog & cat)

b. Large Animals

Halters Pitchforks

Lead Ropes Buckets

Blankets Water hoses

Bedding Fly spray

Wheelbarrows Chlorine Bleach

Rakes Disinfect

Lime Trailers and Trucks for Transport

c. Veterinary Supplies

Latex gloves

Medications

Vaccines

IV Fluids

Leg wraps

Bandages

Shot box

Up to elbow leather gloves

Ambulatory clinics

## 2. Transportation

The following are possible sources of animal transportation resources

### a. Small Animal

Animal care and control vehicles

Humane Society

Public and/or private vans, trucks, and trailers

### b. Large Animals

Private horse trailers

Horse transport companies

Farming livestock transport

Dairy livestock

Livestock yard vehicles

Feedlot transport

Animal care and control vehicles

WV Department of Agriculture

11

### 3. Volunteer Resources

The following is a list of groups that could supply volunteers and help gather other needed resources.

Humane Society

Dept. of Agriculture

School groups (4-H, FFA, etc)

CERT Community Emergency Response Teams

Kennel clubs

Veterinarians

Public Health

Volunteer Action Center

### 4. Pet Owner Responsibilities (when appropriate)

Pet owners will be advised ahead of time (through various methods, including, news media, speaking engagements, websites, etc.) that certain supplies should be brought with pets to the shelters by the owners. This includes but not limited to crates, cages, food, water, medicine, collars, tags, leashes, harnesses, kitty liter, newspapers, chew toys or other comfort items.

Pets must be crated and caged, allowing them to stand up, sit down and turn around.

Must show proof of vaccinations, however, rabies tag requirement are waived during a

disaster.

## B. Organization of Response Activities

The following is an outline of response activities, as identified in the Mid Ohio Valley Animal Preparedness Plan

1. MANAGEMENT - Is responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations. Management duties include:

a. Liaison - The Animal Care and Control Managers serve as the liaison and will communicate with staff from other agencies in the EOC.

b. Public Information Officer - The emergency management agency has the responsibility for the operation of the Joint Information Center and the release of information to the media, personnel involved in emergency response, and other appropriate agencies and organizations.

## 2. PLANNING AND INTELLIGENCE

Planning and intelligence is responsible for collecting and evaluating information during response and recovery activities.



## PLANNING AND INTELLIGENCE ANALYSIS

### a. Situation and Status Analysis

May be assigned to provide information on animal rescue care and sheltering

### b. Documentation

c.

Compiles records and data pertaining to the response efforts

### d. Mobilization and Demobilization

Mobilization and demobilization works with operations and logistics to help plan for the mobilization of personnel, equipment, supplies, and facilities. It also prepares for demobilization and monitors its execution.

## 3. OPERATIONS

The Operations section will coordinate all operations in support of the emergency through the EOP.

Animal issues may be assigned to deal with:

- a. Care and Sheltering
- b. Disease Control
- c. Animal Identification System

#### 4. LOGISTICS

Logistics is responsible for providing facilities, services, personnel, equipment and materials.

The following is a list of logistical activities needed for responding to animal issues:

- a. Communications
- b. Transportation
- c. Facility Coordination
- d. Resource Tracking

#### 5. FINANCE

Finance is responsible for tracking financial activities. The following is a list of activities that need to be tracked for costs incurred in case of future reimbursement.

- a. Employee Time Reporting
- b. Procurement of Supplies and Materials.
- c. Workers Compensation and Claims
- d. Cost Accounting for Response Activities
- e. Damage Survey

#### EXERCISES

The plan will be tested periodically through Tabletop and Functional Exercises

#### VOLUNTEER TRAINING

Training programs through national, state, and local groups will be sought to assure that the volunteers dealing with animals, particularly in stressful and chaotic situations such as disasters, possess the necessary special skills to perform this function.

#### VIII. RESPONSE

Response is putting the plan to work. To ensure a smooth response, some things to consider are:

- a. Develop SOPs that specifically outline the response duties of the personnel and organizations.
- b. Develop a data base or make a binder for forms that are needed in each shelter facility.
- c. Develop a notification system to be activated in the event of a disaster.

d. Update the resource list, plan and SOPs often

## VIII. RECOVERY

During the recovery stage of a disaster, the following activities must be coordinated:

### A. Shelter Closure and Redistribution of Supplies

Develop guidelines to decide when closure is appropriate and how it will be done. This will be coordinated with the closure of human shelters. Animal shelters can usually be closed 48 hours after the closure of human shelters. Owners may make special arrangements and can do so on a case by case basis.

### B. Removal and Disposal of Animal Carcasses

Animal Control agencies will be responsible for oversight and removal and disposal to assure that there are no negative environmental impacts. Facility incinerator and mobile incinerators will be used as much as possible and other resources including burial will be coordinated by Animal Control agencies.

14

### C. Unclaimed Animal Adoption or Euthanasia Procedures

Unclaimed animals will receive an extended holding time of 10 days following the demobilization of the animal shelter. At the end of ten days, if the animal remains unclaimed, procedures for adoption will be initiated. Euthanasia will be used as a last resort.

## X. MITIGATION

Mitigation activities will include an assessment of the response activities and assurance that all needed supplies are available.

## XI. OTHER PLANNING RESOURCES

The following is a list of disaster planning and information resources available from other agencies and non - profit organizations:

West Virginia Department of Agriculture [www.wvagriculture.org](http://www.wvagriculture.org)

State Information [www.wvflu.org](http://www.wvflu.org)

Local Information [www.movhd.com/pandemicflu](http://www.movhd.com/pandemicflu)

FEMA Resources

[www.fema.gov/doc/emergency/nims/508-1animalhealthresources.doc](http://www.fema.gov/doc/emergency/nims/508-1animalhealthresources.doc)

FEMA Independent Study: IS 10 Animals in Disaster

<http://training.fema.gov/EMIWeb/is10.asp>

Federal Website

<http://pandemicflu.gov/issies/#panimals>

American Red Cross [www.redcross.org](http://www.redcross.org)

Humane Society of the United States

[www.hsus.org/hsus\\_field/hsus\\_disaster\\_center](http://www.hsus.org/hsus_field/hsus_disaster_center)