



**Ritchie County  
Office of Emergency Management  
Emergency Operations Plan**

**Section 3  
ANNEX**

**TABLE OF CONTENTS**

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Annex A: .....	Direction and Control
Annex B: .....	Communications
Annex C: .....	Notification and Warning
Annex D: .....	Public Information
Annex E: .....	Evacuation Evacuation Planning Checklist
Annex F: .....	Sheltering
Annex G: .....	Emergency Health and Medical Services
Annex H: .....	Resource Management
Annex I: .....	Damage Assessment
Annex J: .....	Law Enforcement
Annex K: .....	Fire Services
Annex L: .....	Public Works
Annex M: .....	Hazardous Materials
Annex N: .....	Recovery
Annex O: .....	Volunteer Management
Annex P: .....	Animals in Disaster

## ANNEX A: DIRECTION AND CONTROL

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>• ESF #5: Emergency Management</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>• Annex A: Direction and Control</li> </ul>
<b>Purpose</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 multiagency coordination systems is also addressed.</p>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Ritchie County Office of Emergency Management (RCOEM)</li> <li>• Potential Incident Commanders from Local Response Agencies</li> </ul>
<b>Support Agencies</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 Emergency Management Division (WVEMD)</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.
  - a. Once activated, the county EOC will operate on a 24-hour basis in three (3) shifts.
  - b. 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.
  - c. 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.
2. This plan posits a centralized EOC to facilitate the development of emergency response policy.
3. Within the EOC, decision-makers should work together to utilize resources and personnel as efficiently as possible and to lessen duplication of effort.
4. 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.
5. 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).
3. Situations in which a fire service representative may serve as the IC include (but are not limited to) the following:
  - a. Structure fires,
  - b. Brush fires,
  - c. Motor vehicle accidents (with extrication),
  - d. Aircraft accidents, or
  - e. Hazardous material incidents.

4. Situations in which a law enforcement representative may serve as the IC include (but are not limited to) the following:
  - a. Investigations,
  - b. Motor vehicle accidents (no extrication),
5. Terrorist (domestic or foreign) incidents (until resources from higher levels of government arrive), or
6. School-related incidents (non-fire).
7. Incident command may transfer to the Emergency Medical Services (EMS) if the incident is a mass casualty situation.
8. Representatives from other agencies may also serve as the IC under certain specialized circumstances or if command is transferred to them.
9. 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.
10. The IC should utilize such techniques as visual site surveys, air quality monitors (if available), interviews with eyewitnesses, etc. to assess the immediate risks posed by a disaster and guide initial responder and protective actions.
11. 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 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.

12. 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.

- a. 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.

- b. If the operations section of the general staff is activated, the Operations Section Chief should bear the responsibility of implementing the IAP.
13. 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.)
14. 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.
15. The IC may also ensure that communications are sufficient with off-scene agencies, such as hospitals, support agencies, etc.
16. These responsibilities may be delegated to the Command Staff PIO.
17. 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 RCOEM 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.
18. 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.
19. 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.)
20. 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.

21. The Unified Commander (UC) should represent the jurisdiction or the functional agency with the greatest involvement.
22. 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 RCOEM Director or the County Commission. The RCOEM Director should also formally deactivate the EOC.
2. Activation may be by request of the IC or by the RCOEM 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.
3. The RCOES Director should serve as the manager of the activated EOC.
4. Deactivation may be accomplished in stages. The RCOEM 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.
5. The RCOEM Director may appoint a Deputy Director to fulfill the responsibilities of the RCOEM Director in relief, if the director is unavailable, or at the request of the director.
6. EOC staff should be organized into the Executive Section, Operations Section, Communications Section, and Administrative Section.



- i. The *Executive Section* should be responsible for all policy decisions relating to the emergency management of the incident. Staff members include:
  - County Commissioners
  - Prosecuting Attorney
  - Mayors affected municipalities (if operating jointly with the county)
  - RCOEM Director
  - Ritchie County Public Information Officer (PIO)
  
- ii. 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:
  - Fire Service Coordinator
  - Law Enforcement Coordinator
  - EMS Coordinator
  - Public Health Representative
  - Hospital Representative
  - Public Works Representative(s)
  - American Red Cross Representative
  - Ritchie County Schools Representative
  
- iii. The *Communications Section* should be responsible for supporting the communications needs of the EOC. It may also provide support to onscene communications resources. Staff members include:
  - Communications Officer
  - 9-1-1 Center Supervisor
  - Dispatchers
  
- iv. 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:

- Resources Coordinator
- Damage Assessment Coordinator
- Messenger(s)
- Plotter(s)

7. The RCOEM 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.
8. EOC staffing on a 24-hour basis should be accomplished in three (3) shifts.
9. 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.
10. 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.
11. 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.
12. 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.

g. Area Command

- i. 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.

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

h. State and Federal Support

i. State

1. 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.
2. Responding local, state, and federal resources should be integrated into the on-going ICS structure and accept tactical direction from the established IC.
3. 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.

ii. Federal

1. *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.

2. 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).
3. 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.
4. 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.
5. 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.
6. 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.

13. 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.

14. 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

1. Activate the EOC (full or partial activation) when appropriate (in coordination with the county commission).
2. Provide for the timely notification of key EOC staff and local officials. iii. Develop or make available an alternate EOC.
3. Maintain liaison and coordination with the local affected municipalities, adjacent jurisdictions, and the state.

4. Authorize and control information given to the public via the county Public Information Officer (PIO).
  5. Coordinate with the county commission to issue a proclamation declaring that an emergency or disaster exists.
  6. 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*.
  7. Advise decision makers on the situation and recommend actions to protect the public.
  8. Deactivate the EOC upon the conclusion of emergency operations.
- b. Sample IC responsibilities are listed below.
1. Support Agencies
    - i Local Fire Service
  2. Assume an appropriate role in the ICS.
  3. See ICS staff position responsibilities below.
  4. See specific fire service responsibilities in Annex K.
  5. 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.
  6. 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.

7. 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.

8. WV Emergency Management Division (WVEMD)

- i. Receives local resource requests. ii. Staffs and operates the SEOC.
- ii. Assists in the determination of the necessity of any federal resources.
- iii. Requests federal resources.

9. American Red Cross (ARC)

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

10. US Department of Homeland Security (USDHS)

- i. Coordinates ESF #5 operations.
- ii. Receives resource requests from the WVEMD.

C. Incident Command System Staff Positions

a. Incident Commander (IC)

- 1. Establish the ICS upon arrival at the scene.
- 2. Conduct initial incident assessment (establish an ICP and a hazard zone, determine necessary public protective actions, and request resource support as necessary).
- 3. Assign a staging area near the ICP for those responding to the incident and designate a liaison officer to manage the area.
- 4. Develop and/or approve the Incident Action Plan (IAP) to include an estimate of the duration of the incident.

5. Establish a communications link with the EOC, once activated (may be delegated to the Command Staff PIO).
  6. 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.
  7. Coordinate and manage the activities of all field forces at the scene.
  8. Prepare necessary Situation Reports (SITREPS) and coordinate them with the EOC, if activated.
  9. Conduct stand-down operations.
- b. Command Staff Public Information Officer
1. Develop accurate and complete information on the incident's cause and size, current situation, resources committed, etc.
  2. Interact with the public and media and/or with pertinent agencies with incident-related information and requirements.
  3. Represent and advise the IC on matters of public information.
  4. Relinquish public information responsibilities to the County PIO when the EOC is activated.
  5. Serve as the on-scene link to the EOC when the EOC is activated.
- c. Safety Officer
1. Ensure the general safety of the response by monitoring incident operations, including personnel tracking.
  2. Advise the IC on all matters related to operational safety, including the health and safety of responding personnel.



3. 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.
  4. To the extent possible, stop and/or prevent unsafe acts during incident operations.
  5. 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
1. 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.
  2. Manage the influx of external resource support, in coordination with the IC, from the staging area.
- e. Operations Section Chief
1. Manage all incident-related operations.
  2. Coordinate with the IC and other section chiefs to establish tactical objectives.
  3. Regularly brief the IC on the status of emergency operations, including the advent of major problems.
  4. Implement the IAP, as directed by the IC.
- f. Planning Section Chief
1. Collect, evaluate, and disseminate incident situation information and intelligence to the IC.

2. Regularly prepare SITREPS for the IC.
  - i. Maintain the status of resources assigned to the incident.
  - ii. Develop and document the IAP, as directed by the IC.
  
- g. Logistics Section Chief
  1. Coordinate with the IC to identify and order necessary external resources.
  2. Provide facilities, transportation, supplies, equipment maintenance, food services, communications, and information technology support to the IC.
  
- h. Finance/Administration Section Chief
  1. Provide finance and administrative support to the IC.
  2. Coordinate with the executive section in the EOC, if activated, on policy and other administrative issues.
  
- i. General Duties of ICS Staff
  1. Respond in accordance with the IC's objectives and the IAP.
  2. Relay pertinent information back to the ICP so as to ensure effective decisions are made.
  3. Respond in accordance with individual agency Operating Guidelines (OGs).
  
2. Emergency Operations Center Staff Positions
  - a. Executive Section (including county commissioners)
    1. Guide policy decisions relating to the response to an emergency incident.
    2. Issue a local emergency proclamation and request a state proclamation, if necessary.
    3. Coordinate local government resources (with the resources section). iv. Direct the use of available funds during emergency situations.

- i. Approve and order public protective measures, if necessary.
  - ii. Maintain communications with higher levels of government (SEOC, JFO).
- b. Ritchie County Public Information Officer (PIO)
  - 1. Establish and manage the Joint Information Center (JIC), if necessary.
  - 2. Review all public information and instructions to prevent duplication or conflict of releases.
  - 3. Coordinate and report all information to the RCOEM Director.
  - 4. See Annex D for additional responsibilities.
- c. Fire Service Coordinator
  - 1. Obtain the following SITREPS:
    - i. Fire control,
    - ii. Casualty handling,
    - iii. Victim treatment and transportation
    - iv. Emergency site operations.
    - v. Brief EOC staff as necessary.
- d. Law Enforcement Coordinator
  - 1. Obtain the following SITREPS:
    - i. Traffic flow and overall control,
    - ii. Perimeter security,
    - iii. Incident investigation (if necessary)
    - iv. Emergency site operations.
    - v. Brief EOC staff as necessary.
- e. EMS Coordinator
  - 1. Obtain the following SITREPS:
    - i. Casualty information,
    - ii. Distribution of medical personnel
    - iii. Need for medical supplies.
    - iv. Brief EOC staff as necessary.

f. Public Health Representative.

1. Obtain the following SITREPS:

- i. Health hazards
- ii. Food and water inspection
- iii. Shelter facility inspection
- iv. Public health advisories.
- v. Brief EOC staff as necessary.

g. Public Works Representative

1. Obtain the following SITREPS:

- i. Road and bridge conditions
- ii. Need for debris clearance
- iii. Physical barrier placement
- iv. Need for address identification
- v. Utility services
- vi. Salvage depot operations.
- vii. Brief EOC staff as necessary

h. American Red Cross Representative

- i. Identify sheltering needs.
- ii. Activate ARC shelter volunteers.
- iii. Coordinate with the county PIO to publicize the opening and availability of shelters.
- iv. Coordinate with the Resources Coordinator to procure resources needed by shelters.

i. Ritchie County Schools Representative

- i. Maintain status of schools.
- ii. Coordinate the resource needs of schools with other facets of the response (through other EOC staff members).

3. Communications Section

1. In general, see Annex B for additional responsibilities.
2. Communications Officer
  - i. Support the communications needs of EOC staff.
  - ii. Brief EOC staff as necessary.
3. 9-1-1 Center Supervisor
  - i. Relay messages, if appropriate, between the EOC staff and on scene ICP.
  - ii. Supervise dispatchers in the 9-1-1 Center.
4. Dispatchers
  - i. Operate in accordance with existing guidelines and protocols.
  - ii. Disseminate messages as requested and required.

4. Administrative Section

1. Utilize the county resource manual to locate necessary resources.
2. Maintain contact with potential resource providers.
3. Channel information on located resources to EOC staff members in the Operations Section.
4. Assess damage to public and private buildings (damaged or destroyed), estimate number of people injured or killed, and estimate the amount of insured damage.
5. Report damage assessment information to the RCOEM Director.
6. Prepare SITREPS and, in coordination with the RCOEM Director, transmit upward to the state.
7. 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 RCOMS Director should be notified of a variety of emergency incidents so as to maintain the EOC in a state of readiness.
  - b. A partial activation should include the mobilization of the RCOEM Director and any other EOC staff position *deemed necessary by the RCOEM Director*.
  - c. 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 RCOEM.
- 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**

- 1. Administration
  - a. Reporting Requirements
    - i. All agencies should prepare and disseminate periodic SITREPS throughout a response operation in an effort to keep all involved agencies updated.

- ii. The RCOEM Director should compile SITREPS and cost recovery requests into proper submissions to higher levels of government following the conclusion of emergency operations.
- iii. All involved agencies should provide all documentation for these requests to the RCOEM Director within 10 days of the conclusion of major operations.
- iv. The RCOEM Director should ensure that periodic communications occur with the WVEMD.

b. EOC Forms and Records

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

- c. 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.

2. Logistics

a. EOC Security

- 1. 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).

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

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



## Annex B: Communications

<b>Related Federal ESFs</b>	ESF #2: Communications
<b>Related State Annexes</b>	Annex B: Communications
<b>Purpose</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>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Ritchie County Office Emergency Management (RCOEM)</li> <li>• Doddridge/Ritchie Central Communications</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>• Local Amateur Radio Operators</li> <li>• WV Emergency Management Division (WVEMD)</li> <li>• US Department of Homeland Security (USDHS)</li> </ul>
<b>Authorities</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               <ul style="list-style-type: none"> <li>• WV Executive Order No. 13-07</li> </ul> </li> </ul>
<b>References</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 NonWartime 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>, WVEMD, as amended.               <ul style="list-style-type: none"> <li>• <i>WV State Interoperability Plan</i>, as amended.</li> </ul> </li> </ul>

## **I. SITUATION AND ASSUMPTIONS**

### **A. Situation**

- a. The Doddridge Ritchie Central Communications and Emergency Operations Center (EOC) are located in the same facility at 4317 Lamberton Road in Pennsboro.
- b. 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.
- c. 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**

- a. 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.
- b. During an emergency, amateur radio operators may be utilized to augment communications capabilities.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

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

- c. 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.
  - i. The Ritchie County Office of Emergency Management (RCOEM) Director designates the EOC Communications Officer.
  - ii. The Incident Commander (IC) should designate on-scene communications personnel and assign tasks to them.
- d. 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.
- e. Primary emergency management reporting and tracking with the WV Emergency Management Division (WVEMD) .

#### B. On-Scene Communications

- a. The on-scene IC should ensure that communications are maintained on scene.
- b. The Incident Command Post (ICP) should serve as a communications link between on-scene personnel from the various responding departments.
  - i. On-scene personnel should communicate with each other through their normal mobile/portable radios.
  - ii. 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.
  - iii. 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.

- c. 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.
  - i. The IC ensures adequate communications with off-site agencies if the Command Staff PIO is not activated.
  - ii. 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.
- d. 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

- a. Central communications should apprise the RCOEM Director of emergency situations per EOC notification guidelines.
- b. The RCOEM Director should make the decision to activate the EOC based on incident conditions. (See Annex A: Direction and Control)
- c. If the EOC is activated, the RCOEM Director should notify staff members directly, utilizing primarily landline and/or cellular telephone.
- d. 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.
- e. 911 Center Capabilities (including alternate facility designation) 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.

- f. 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.
- g. 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.
- h. The following systems and capabilities are present or readily available in central communications.
  - i. 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).
  - ii. National Warning System (NAWAS) – Dedicated telephone circuit providing state and national information.
  - iii. 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.
  - iv. Weapon/Nlets – A IP-Based telephone system used by law enforcement agencies to transmit data on a statewide and nationwide basis.
  - v. West Virginia State Police – Only monitoring capabilities are present in central communications.
  - vi. Ritchie County Fire Frequency – Radio system used for dispatching county fire departments.
- i. There is a WVIRP radio in the CCI center, CCI mobile, RCOEM Mobile Trailer, and 2 portables.

#### D. State and Federal Involvement

##### a. State

- i. 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.
- iii. The State Emergency Operations Center (SEOC) has access to a variety of communications systems that can receive warning information. If warnings are received, the WVEMD may disseminate that information to potentially affected areas in the state.
- iv. The state's mobile operations center and other equipment may be available to provide mobile communications throughout the state.
- v. The WVEMD also coordinates software for use throughout West Virginia. This coordination includes the provision of training and ensuring that the system is periodically upgraded and working properly.

##### b. Federal

- i. 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.

- ii. The FECC coordinates the federal telecommunications industry's response in the incident area.
- iii. 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.
- iv. 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.
- v. The FECC coordinates with state communications officials to ensure federal communications requirements do not conflict with state needs.
- vi. Local officials access the FECC through the WVEMD.

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

#### **A. Communications Officer**

- a. Manage the Communications Section of the EOC and supervise the communications personnel assigned there.
- b. Support any Joint Information Center (JIC) operations on an as-needed basis.
- c. Ensure that the communications staff properly operates their assigned equipment.
- d. Ensure that communications staff follows established radio protocols and procedures for voice transmissions and message handling.
- e. 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 Management**

- a. Coordinate, as necessary, with central communications when activating the EOC.
- b. Designate the Communications Officer and alternates.
- c. Relocate the EOC if necessary.

C. Doddridge / Ritchie Central Communications

- a. Dispatch responders.
- b. Appropriately relay communications messages.
- c. Relocate 911 Center if necessary

D. Local Amateur Radio Operators

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

E. WV Emergency Management Division

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

F. US Department of Homeland Security

- a. 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 RCOEM 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

- a. Message logs and other records should be kept in order to maintain an accurate account of the response, including the support that was provided.
- b. Communications records should be provided to the RCOEM Director within 10 days of the conclusion of major operations.

### B. Logistics

- a. Equipment that is purchased should be NIMS compliant. Also, per homeland security grant requirements, equipment should be compliant with the state interoperable communications system.
- b. Communications Protection
  - i. Radio
    - a. Using standard lightning protective techniques during severe weather can guard against lightning.
    - b. Wind and other hazards can damage antennas, but these can be quickly replaced. With sufficient warning, protective measures can be taken.

ii. Telephone

- a. 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.
- b. Priority of service restoration should be negotiated by the appropriate telephone company and the EOC.

iii. Cellular Telephone

- a. 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.
- b. 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.

iv. Internet (Network)

- a. Network maintenance is necessary.
- b. The EOC is served by a secure connection.
- c. In the event the system goes down, the EOC can coordinate with CCI.

C. 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 RCOEM 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.

D. 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 RCOEM Director.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Communications Officer should be responsible for assisting the RCOEM 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.
  - 1. RCOEM Director
  - 2. Designated on-call EOC staff person
  - 3. The RCOEM 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).

**II. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Individual agencies should maintain their own internal protocols for documenting the receipt of warnings.
  - 2. RCOEM 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:
  1. National Warning System (NAWAS) – Dedicated telephone circuit providing state and national information.
  2. 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.

**III. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOEM 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.

## Annex C: Notification and Warning

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>• ESF #2: Communications</li> <li>• ESF #5: Emergency Management</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>• Annex C: Notification and Warning</li> </ul>
<b>Purpose</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>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Ritchie County Office of Emergency Management (RCOEM)</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>• Doddridge Ritchie Central Communications</li> <li>• Local Media Outlets</li> </ul>
<b>Authorities</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 - Pennsboro News*
  - 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.
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 RCOEM 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 RCOEM 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 RCOEM Director should notify the West Virginia Emergency Management Division (WVEMD).
  - 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. Additional means of notifying the state may 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 RCOEM are the primary agencies responsible for disseminating warnings.

#### B. Responsibilities

##### 1. Primary Agencies

###### a. Ritchie County Office of Emergency Management

- i Notify local support agencies if necessary.
- ii Provide notifications and warnings to the WVEMD.
- 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 RCOEM Director of significant emergency incidents.

###### b. Local Media Providers

- i Publishes emergency press releases as requested by the RCOEM.
- 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 RCOEM Director should maintain control over the warning information released from either the RCOEM 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
  - 3. RCOEM.
- B. RCOEM Director
  - 1. RCOEM Director
  - 2. Designated on-call EOC staff person
  - 3. The RCOEM 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. RCOEM 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.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOEM 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.

## ANNEX D: PUBLIC INFORMATION

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>• ESF #5: Emergency Management</li> <li>• ESF #15: External Affairs</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>• Annex D: Public Information</li> </ul>
<b>Purpose</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>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Ritchie County Public Information Officer (PIO)</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>• Ritchie County Office of Emergency Management (RCOEM)</li> <li>• WV of Emergency Management Division (WVEMD)</li> <li>• US Department of Homeland Security (USDHS)</li> </ul>
<b>Authorities</b>	<ul style="list-style-type: none"> <li>• WV Code, Chapter 15, Article 5</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• <i>West Virginia Emergency Operations Plan</i>, WVEMD, 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 Management (RCOEM) 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.
  - b. The county PIO should maintain contact with public information representatives from all of the agencies involved to solicit their input on public information releases.
  - c. 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.
  - d. If the JIC has not been activated, the county PIO may release information from the EOC.
  - e. 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 RCOEM 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 RCOEM 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 RCOEM 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.
  - a. State
    - i. State assets respond under the appropriate sections of the *West Virginia Emergency Operations Plan*.

- ii. Normally, state agencies release public information regarding either a state response or with regard to state assets that have been affected by the incident.
- iii. As in other annexes throughout the plan, state assistance with the public information function is requested through the local EOC.
- b. Federal
  - i. 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.
  - ii. External affairs resources are coordinated from the National Response Coordination Center (NRCC).
  - iii. 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 Management

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 Emergency Management Division

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 RCOEM 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 RCOEM 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 RCOEM Director. The RCOEM 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 RCOEM 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 RCOEM 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 RCOEM 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 RCOEM Director should forward changes to the appropriate agencies.

## 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 Management (RCOEM)</li> <li>• Ritchie County Schools</li> <li>• WV Emergency Management Division. (WVEMD)</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, Workforce WV</i>, <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

### 1. Situation

- A. 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).
- B. 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.
- C. 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.

### 2. Assumptions

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



B. 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.

C. 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.

D. 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**

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.

### **1. General**

#### **A. 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.

#### **A. Flooding**

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

- b Communities within the 100-year floodplain include (but are not limited to) the following.
- c. Most evacuations regarding flooding are localized or incident-specific evacuations.

B. Severe Winter Weather

- a Severe winter weather affects all of Ritchie County equally.
- b Those areas accessed by narrow, one (1)-lane roads are more susceptible to isolation during winter storms.
- c. 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.

C. Severe Wind

- a. Tornadoes or straight line winds may damage homes, forcing people to evacuate.
- b. All of Ritchie County is equally susceptible to severe wind.
- c. Sufficient warning time often does not exist to order evacuations due to severe wind.
- d. Evacuations may occur following the event due to property damage, etc.
- e. Evacuations due to severe wind are likely to be incident-specific evacuations.

#### D. Extreme Temperatures

- a. 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.).
- b. The entire county is susceptible to extreme temperature events.

#### E. Utility Outages

- a. 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.
- b. 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.
- c. All areas served by electricity and natural gas as well as public water are susceptible to utility outages.

#### F. Hazardous Material Incidents

- a. 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).
- b. Areas along US 50 may be susceptible to transportation hazardous material incidents.

#### G. Industrial Explosions

- a. Large industrial explosions may significantly damage the surrounding community.
- b. Industrial accidents, including explosions, may result in a significant hazardous material incident.
- c. Areas along US 50 may be susceptible to such incidents.

#### H. Fires

- a. Large fires may include wildfires and urban fires.
- b. Ritchie County is very rural with steep mountainous regions and susceptible to wildfires.
- c. 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.

#### B. Types of Evacuations

##### a. Mass Evacuation

- a. Mass evacuations are unlikely. The primary evacuation route in and through Ritchie County is US 50.
- b. 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.
- c. Mass evacuations are likely to be of long duration.
- d. Sheltering will most likely be necessary and significant if a population is relocated to Ritchie County.

- e. Sheltering will likely not be necessary if a large portion of the population of Ritchie County is ordered to evacuate.

#### B. Partial Evacuation

- a. 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 (i.e. fixed facility *or* transportation incidents)
- Industrial explosions
- Large fires (e.g. wildfires or urban fires)

- b. 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).

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

#### C. Site-Specific Evacuation

- a. 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 (i.e. fixed facility or transportation incidents)
- Industrial explosions
- Fires (e.g. wildfires or urban fires)

b. 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).

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

d. 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.

### 3. Security and Coordination of an Evacuation

#### A. 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*.

c. 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”.

d. 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.

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

#### B. Mass Evacuations

- a. The governor may place the state in charge of direction and control of a mass evacuation.
- b. If a large portion of Ritchie County's population must be evacuated, the Ritchie County Commission should maintain direction and control.
- c. The evacuation would most likely be coordinated from the Ritchie County Emergency Operations Center (EOC).

#### C. Partial Evacuations

- a. The governor may place the state in charge of direction and control of a partial evacuation.
- b. 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.
  - i. The commission may also provide direction and control if requested by a municipality.
  - ii. The county commission may request that such an evacuation be coordinated at the Ritchie County EOC.
- c. Municipal councils provide direction and control for partial evacuations when the affected area falls entirely within their jurisdiction.

#### D. Site-Specific Evacuations

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

- b. The county commission may provide direction and control if the area is entirely under county jurisdiction.
- c. A municipal council may provide direction and control if the area is entirely within municipal boundaries.
- d. An Incident Commander (IC) may provide direction and control if a localized evacuation was ordered directly because of on-scene conditions.
- e. 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.

#### 1. 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 RCOEM Director, if such delegation of authority is made).



## 2. Security

### 1. Definition

- d. Security may be needed within an evacuated area to ensure that personal and public property is not disturbed while the area is evacuated.
- e. Security must also be ensured during an evacuation (i.e. traffic control, perimeter security, crowd control, etc.).
- f. 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.
- g. Security may be provided by a municipal police department if the evacuation is entirely within the municipal jurisdiction.
- h. 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.

### 2. Resource Support

- a. The Ritchie County EOC is the main means for access to resource support.
- b. Law enforcement agencies maintain mutual aid agreements that may be needed to provide adequate security for an evacuation.
- c. Such resources include the Ritchie County Sheriff's Department, WV State Police, and municipal police departments.
- d. The WV Division of Highways (WVDOH) may also be requested to assist in security by erecting barricades along roadways.

3. Evacuation Routes

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

4. 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.
- b. 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.
- c. 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.
- d. The decision to close a roadway is left with an on-scene IC. Such a decision is coordinated wit the county EOC.
- e. 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)

5. Road conditions

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

6. Considerations for Special Needs Individuals

- 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.

7. 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.

8. Nursing Homes

- a. Nursing homes should utilize their own transportation resources, if applicable.
- b. Some nursing home residents may be ambulatory. The director of the appropriate nursing home should notify emergency services personnel if ambulances are needed.
- c. 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.

9. Day Care Facilities

- a. The directors of day care facilities should utilize their own transportation, if applicable.
- b. Day care directors must contact parents to pick up children to the extent possible.
- c. 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.

10. Considerations for Animals

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

## 11. 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.

## 12. 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.
- iii. 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.

13. Deactivation and Recovery

- a. 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.

14. Terminating Protective Actions

- a. Protective actions may be terminated for a variety of reasons, including (but not limited to) the following.
- b. The emergency condition has been resolved
- c. The need for future protective actions has been reduced
- d. The cost of maintaining protective actions becomes excessive and outweighs the anticipated benefit of maintaining the action
- e. 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), WVEMD personnel, WV Bureau for Public Health (WVBPH) personnel, WVDOT representatives, etc.
- f. Previously identified methods for disseminating public information should be utilized for notification of the suspension of protective actions.

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

#### 15. 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.
- e. Decontamination may be necessary prior to re-entry.

#### 16. 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 WVEMD in the State EOC (SEOC). WVEMD personnel distribute requests, as necessary.

**II. ROLES AND RESPONSIBILITIES**

A. Incident Commander

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

B. Ritchie County Commission

- A. Issue evacuation order (or approve evacuation order recommendations from field personnel).
- B. Develop in-depth evacuation plans.



- C. Coordinate evacuation efforts.
- D. Coordinate relocation into other jurisdictions, if necessary.
- E. Designate county personnel (e.g. maintenance, public works) to assist law enforcement in conducting the evacuation.
- F. Maintain timely and accurate public information through the Ritchie County Public Information Officer (PIO).

C. Municipal Councils

- A. 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.
- B. Designate municipal personnel (e.g. public works) to assist law enforcement in conducting the evacuation.
- C. Assist with public information tasks, as necessary.

D. Law Enforcement

- A. Coordinate the on-scene components of the evacuation in coordination with jurisdiction officials.
- B. Coordinate, with other on-scene emergency services personnel, the notification of individuals to be evacuated.
- C. Ensure the orderly flow of evacuees from the affected area.
- D. Maintain law and order.
- E. Provide security for the evacuated area (including perimeter and traffic control).
- F. Provide liaison to the EOC for coordination of efforts.
- G. Assist in the determination of when the area is safe for the return of evacuees.

E. Fire Service Providers

- A. Maintain fire security in evacuated areas.
- B. Assist in the notification of individuals to be evacuated.
- C. Assist in ensuring the orderly flow of evacuees from the affected area.
- D. Provide search and rescue services for lost individuals and for those unable to evacuate without assistance.
- E. Provide liaison to the EOC for coordination of efforts.
- F. Assist in the determination of when the area is safe for the return of evacuees.
- G. Assist in recovery operations.

F. Ritchie County Office of Emergency Management

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

G. Ritchie County Schools

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

H. WV Emergency Management Division

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

I. WV Department of Transportation

- A. Provides personnel and equipment resources, if needed and requested.
- B. Assists in the maintenance of the transportation infrastructure.
- C. 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

- A. Identifies potential shelter locations and negotiates agreements for their use.
- B. Coordinates with the RCOEM to determine which shelter facilities should be opened on an incident-specific basis.
- C. Prepares shelters for operation.
- D. Staffs and operates disaster shelter facilities.
- E. Coordinates periodically with the RCOEM during operation periods to ensure that shelters have adequate resources.
- F. Facilitates the deactivation of operations at shelter facilities.

K. US Department of Transportation

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

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### III. **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.

### IV. **CONTINUITY OF GOVERNMENT**

- A. Lines of succession for all EOC staff positions are maintained by the RCOEM.
- 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).

## V. 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 RCOEM 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
  - a. Guidelines for opening and using shelters
  - b. Guidelines for temporarily closing or rerouting roadways
  - c. Guidelines ensuring the timely release of public information

### B. Logistics

- a. 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.
- b. 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.

C. Resource Management

- a. 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.
- b. Once resources are procured, county EOC staff will coordinate with the on-scene IC regarding deployment of such resources.
- c. External resources that respond to an incident in Ritchie County will be required to maintain their own records for inventory of their respective resources.

D. 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.).

**VI. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOEM Director should ensure the maintenance and improvement of this plan.
- B. This plan should be reviewed, updated, and modified as necessary.

**VII. 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
<b>ROUTE ASSIGNMENT</b>	<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>
<b>DEPARTURE SCHEDULING</b>	<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>
<b>ROAD CAPACITY EXPANSION</b>	<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>	
<b>ENTRY CONTROL FOR OUTBOUND ROUTES</b>	<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>
<b>PERIMETER CONTROL ON INBOUND ROUTES</b>	<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>
<b>FLOW MAINTENANCE</b>	<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>
<b>DESTINATION</b>	<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>





## ANNEX F: SHELTERING

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>Annex F: Mass Care</li> <li>Annex X: Animal Services</li> </ul>
<b>Purpose</b>	<p>This annex outlines the process by which Ritchie County emergency managers access shelter facility resources.</p>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>American Red Cross</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>Ritchie County Office of Emergency Management (RCOEM)</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>Authorities</b>	<ul style="list-style-type: none"> <li>WV Code, §15-5-12, as amended</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li><i>West Virginia Emergency Operations Plan</i>. WVEMD, 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. American Red Cross (ARC) Organization
  - a. During large-scale emergencies with significant sheltering demands, the ARC would likely operate from 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

- d. To notify the ARC, contact the Parkersburg office (304-485-7311).
- e. The caller should be able to provide an estimated number of evacuees.
- f. 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 RCOEM 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 Ritchie County.
  - 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 medial 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 RCOEM should coordinate if additional resources are needed (i.e. if such services are needed, the coordinating ARC representative should notify the RCOEM, 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 RCOEM 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 Management
  - 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 with the WV Emergency Management Division in the State EOC (SEOC).
- ii. Facilitates state and local response teams to assist with the evacuation and sheltering of livestock and companion animals.
- iii. Facilitates plans and guidelines to provide shelter and care to livestock and companion animals.
- iv. 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 ARC 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 RCOEM 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 RCOEM 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**

1. The RCOEM and the Mid Ohio Valley Chapter of the ARC should coordinate revisions to this annex.
2. An annual review of this annex should be conducted.
3. This annex may be subject to revision at times when the rest of the plan is being reviewed.

## Annex G: Emergency Health and Medical Services

<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>	<p>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.</p>
<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 Management (RCOEM)</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 largescale 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,

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*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

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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



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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
- c** 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.

- d** 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.
- e** 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*).
- f** 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.
- g** 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.

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### **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 card 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

### **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 there of 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 if 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 Management**

- 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 *RCOEM* 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 *RCOEM* Director is responsible for disseminating revised materials to recipients on the plan distribution list.

## ANNEX I: DAMAGE ASSESSMENT

<b>Related Federal ESFs / WV Annexes</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>Related State Annexes</b>	<ul style="list-style-type: none"> <li>• Annex AA: Damage Assessment</li> </ul>
<b>Purpose</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>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Ritchie County Office of Emergency Management (RCOEM)</li> </ul>
<b>Support Agencies</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 Emergency Management Division (WVEMD)</li> <li>• American Red Cross (ARC)</li> <li>• US Department of Homeland Security (USDHS)</li> </ul>
<b>Authorities</b>	<ul style="list-style-type: none"> <li>• WV Code, Chapter 15, Article 5, as amended</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• <i>West Virginia Emergency Operations Plan</i>, WVEMD, as amended.</li> <li>• <i>National Response Framework</i>, USDHS, as amended.</li> </ul>

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## 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, RCOEM, 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 Emergency Management Division (WVEMD) 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 WVEMD 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

Both state and federal assistance to county residents may be coordinated by the RCOEM Director, or a designee, who is responsible for contacting state and federal programs during the recovery period on an as-needed basis.

1. 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).

## 2. 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 RCOEM 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 Management
  - 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 WVEMD.
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 Emergency Management Division

- 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 RCOEM. 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 WVEMD.
2. In the event that the county officially requested federal assistance through the WVEMD, 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 RCOEM Director should review and update this annex on a periodic basis.
- B. The RCOEM Director should forward changes to the appropriate agencies.

## ANNEX J: LAW ENFORCEMENT

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>ESF #13: Public Safety and Security</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>Annex H: Law Enforcement</li> </ul>
<b>Purpose</b>	<p>This annex defines the roles, assigns responsibilities, and defines the interaction between the law enforcement agencies in Ritchie County during emergency or disaster situations.</p>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>Ritchie County Sheriff</li> </ul>
<b>Support Agencies</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>Authorities</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>References</b>	<ul style="list-style-type: none"> <li><i>WV Emergency Operations Plan</i>, WVEMD, 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 WVEMD 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 Emergency Management Division (WVEMD).
    - 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 SOGs.

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 SOGs. 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 Management (RCOEM).
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 and tested in exercises. Resources may be inventoried to include personnel, equipment, and supplies.

## ANNEX K: FIRE SERVICE

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>• ESF #4: Firefighting</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>• Annex I: Fire Services</li> </ul>
<b>Purpose</b>	<p>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.</p>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Local Fire Departments</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>• Ritchie County Office of Emergency Management (RCOEM)</li> <li>• WV Division of Forestry</li> <li>• WV Emergency Management Division (WVEMD)</li> <li>• WV State Fire Marshal</li> <li>• US Department of Agriculture (Forest Service)</li> </ul>
<b>Authorities</b>	<ul style="list-style-type: none"> <li>• WV Code, Chapter 29, Article 3, as amended</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• <i>WV Emergency Operations Plan</i>, WVEMD, 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 Emergency Management Division (WVEMD).
  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 Management

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 WVEMD, 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 RCOEM Director should request assistance through the WVEMD.

**VI. PLAN DEVELOPMENT AND MAINTENANCE**

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

## ANNEX L: PUBLIC WORKS

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>• ESF #3: Public Works</li> <li>• ESF #12: Energy</li> </ul>
<b>Purpose</b>	<p>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.</p>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Public Works Organizations</li> </ul> <p>Examples: City wastewater departments, city street department, county maintenance department, etc.</p>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>• Water Providers</li> <li>• Electricity and Gas Providers</li> <li>• WV Division of Highways (WVDOH)</li> <li>• WV Emergency Management Division (WVEMD)</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 (RCOEM) 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 RCOEM 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 RCOEM 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 RCOEM and/or responders in the field should notify public works organizations of those facilities or systems that are considered “essential”.
3. Major repairs to facilities should commence upon the conclusion of the recovery from the initial emergency. Major re-construction and repair may be contracted out.

#### F. Federal Support

1. Emergency Support Function (ESF) #3 of the National Response Framework (NRF) provides federal public works and engineering support when an incident or potential incident overwhelms state and local capabilities or when other federal departments of agencies require such assistance while in response.
2. As with all federal resources, local officials must request their use through state authorities (unless other arrangements have been made).
3. If activated by the US Department of Homeland Security (USDHS), ESF #3 personnel report to the Joint Field Office (JFO) to prepare statements of work, provide cost estimates and completion dates for mission assignments, track ongoing mission assignments, determine resource requirements, assist local and state officials in the setting of priorities, and disseminating public works/engineering-related information to appropriate officials.
  - a. Priorities are developed jointly between federal, state, and local officials.
  - b. ESF #3 personnel in the JFO relay incident-related reports and information to ESF #5 personnel working in higher-level federal multi-agency coordination systems.
  - c. ESF #3 may deploy from the JFO to a unified command post, if needed and appropriate for the situation, to assist in coordinating public works/engineering needs.
  - d. ESF #3 may also deploy to a Regional Response Coordination Center (RRCC) if a JFO has not been established or while waiting for a JFO to be established. From this location, ESF #3 personnel will likely coordinate upcoming federal public works/engineering assignments and actions.

4. Local and state governments are responsible, at all 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 Emergency Management Division
  - 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 callout 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 RCOEM 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 RCOEM Director to determine the need for changes.
- B. As always, the RCOEM Director coordinates the distribution of revised elements.

## Annex M: Hazardous Materials

<b><i>Related Federal ESFs</i></b>	<ul style="list-style-type: none"> <li>• ESF #10: Oil and Hazardous Materials Response</li> </ul>
<b><i>Related State Annexes</i></b>	<ul style="list-style-type: none"> <li>• Annex O: Hazardous Materials</li> </ul>
<b><i>Purpose</i></b>	<p>The purpose of this annex is to guide Ritchie County's resources and better protect the residents and environment of the county during a hazardous materials incident. This annex also identifies the capabilities and limitations of the various emergency response agencies with respect to hazardous materials incidents.</p>
<b><i>Primary Agencies</i></b>	<ul style="list-style-type: none"> <li>• Local Fire Service Organizations</li> </ul>
<b><i>Support Agencies</i></b>	<ul style="list-style-type: none"> <li>• Ritchie County Office of Emergency Management</li> <li>• WV Emergency Management Division (WVEMD)</li> <li>• WV State Emergency Response Commission (WVSERC)</li> <li>• US Department of Transportation (USDOT)</li> </ul>
<b><i>References</i></b>	<ul style="list-style-type: none"> <li>• National Response Team, Hazardous Materials Emergency Planning Guide (NRT-1)</li> <li>• US Department of Transportation, Emergency Response Guidebook 2008</li> <li>• Occupational Safety and Health Guidance, Manual for Hazardous Waste Site Activities, NIOSH/OSHA/USCG/EPA</li> <li>• Site Specific Technical Guidance for Hazards Analysis: Emergency Planning for Extremely Hazardous Substances, EPA, FEMA, DOT</li> </ul>



## I. SITUATION AND ASSUMPTIONS

### 1 Situation

1. No single agency within Ritchie County is equipped physically or technologically to cope with a hazardous materials incident and a large-scale event will greatly exceed the capabilities of local emergency responders.
2. The political jurisdiction in which the incident occurs is responsible for initially directing response activities and for notifying other political jurisdictions that may be affected.
3. There are many choices involved in reducing the dangers from hazardous materials, and the appropriate choices will vary with specific materials. Choices include:
  - a. Elimination of the hazardous material.
  - b. Reducing the quantities generated.
  - c. Restricting the area contaminated by containing the waste.
  - d. Storing the waste.
  - e. Other methods include reusing, recycling, or reclaiming materials and managing distribution.
4. The local fire department will be the primary point of alert and notification of hazardous materials incidents within the community.
5. Additional hazmat response and clean-up support may be available locally from the Regional Response Team
6. Local Weather Considerations
  - a. *Example: Predominate wind direction is from the Southeast at 10 mph or less.*

- 7 There are several classes of hazardous materials which include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, oxidizing or corrosive materials, compressed gases, poisons, etiological agents (hazardous biological materials), irritating materials, and other regulated materials (ORM).
- 8 Components of the transportation infrastructure likely to see hazardous materials incidents include US 50, WV 16, WV 47, WV 74.
- 9 Assumptions
  - a. Due to the industrialization of our society and the many modes of transportation available, hazardous materials incidents can happen virtually anywhere.
  - b. The combination of mountainous terrain and many creeks and streams could result in widespread contamination from a single hazardous materials incident.
  - c. The wide variation between different substances classed as hazardous materials creates a situation where information must often be collected from various sources.
  - d. The dangers involved in attempting to bring a hazardous materials incident to an end without adequate training, equipment, and logistical support are numerous and obvious. A jurisdiction unable to support an adequate program needs to investigate such options as mutual aid with other jurisdictions or private industry.
  - e. If a hazardous materials release occurs, many residents in the affected area will spontaneously evacuate without official order or recommendation and may leave by routes not designated as evacuation routes. Measures must be taken to keep this population out of the incident's perimeter.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. When used in a controlled, safe manner, millions of gallons/pounds of hazardous substances are handled daily. It is when these substances escape their controlled condition and impinge on the environment that a hazardous materials incident occurs.

2. Hazardous materials are capable of catastrophic damage to the environment and its inhabitants. There may be complex ramifications when an attempt is made to curtail an incident. This requires that hazardous materials incidents be approached as a “combined response” operation.
3. The Ritchie County Commission has the overall authority for protecting the life and health of residents and the environment of the county. Unless specifically preempted by either, or both state or federal laws or regulations, this responsibility extends to the accidental release, or potential release of hazardous materials which threaten life, health, and the environment of Ritchie County. Such responsibilities include:
  - a. The allocation of funds to purchase necessary hazardous materials response equipment.
  - b. The allocation of funds to provide training to local emergency officials and responders in responding to hazardous materials incidents <sup>(8)</sup>.
  - c. The provision of leadership and interaction with local industry to facilitate understanding and cooperation between the public and private sectors in planning for and responding to hazardous materials incidents.
4. When federal agencies respond to a hazmat incident, they are primarily in a support role. Even though federal responders operate under the auspices of ESF #10 of the NRF, command and control are retained by the local IC and/or EOC.
5. Hazardous materials incidents may be radiological, or terroristic in nature. For terrorism incidents refer to Annex      of this plan. Contact the Ritchie County Emergency Manager for guidance on radiological incidents.

## **B. HAZMAT Levels**

1. Hazardous materials incidents are separated into categories according to the severity of the incident and the appropriate emergency response.

- a. **Level I** – This is an incident involving hazardous materials that can be contained, extinguished, and/or abated by the initial emergency responders with little aid or assistance from other local emergency response organizations. The hazardous materials involved in a Level I incident:
  - i. Present little immediate risk to either the environment or public health.
  - ii. Present a minimal clean-up or containment problem.
  
- b. **Level IIA** – This is an incident involving hazardous materials that is beyond the capabilities of the initial emergency responders, but which can be controlled by local emergency response organizations with a limited level of assistance from other local elements or state agencies. The hazardous materials involved in a Level IIA incident:
  - i. Present a potential or long-term threat to life, health, or the environment.
  - ii. Present a significant clean-up problem.
  
- c. **Level IIB** – This is an incident that is beyond the emergency response capabilities of local emergency response organizations and the chief local elected official has relinquished control to the Governor, who will appoint a state agency to lead the emergency response activities in accordance with the WV EOP. The hazardous materials involved in a Level IIB incident pose the same threat as those involved in a Level IIA incident.
  
- d. **Level III** – This is an incident involving hazardous materials that is beyond the control capabilities of local emergency response units, which is of such a magnitude that it requires support and assistance from state and federal agencies, and which requires Governor to declare a State of Emergency. Federal agencies respond in accordance with the Oil and Hazardous Materials Annex of the NRF. The hazardous materials involved in a Level III incident:
  - i. Present a potential or long-term threat to life, health, or the environment.
  - ii. Present a significant clean-up problem.

### **C. Special Considerations**

1. West Virginia State Code §29-3A-1 mandates that the ranking jurisdictional fire officer on the scene be the Incident Commander (IC). Overall coordination is the responsibility of the County Emergency Management Director. Ultimate authority is vested in the County Commission.
2. For hazardous waste incidents, such as the discovery of a dangerous dumpsite, the jurisdiction's hazardous materials equipment, plans, personnel, and Operating Guidelines (OGs) that are pertinent to the situation will be used. The discovery of a site of any size and danger, however, will almost always result in a response from higher governmental levels, such as state DNR, or DEP and federal (EPA) government.
3. Ritchie County is a rural, mountainous county located in West Virginia. The county contains several small streams, as well as the North & South Fork of the Hughes River and North Bend Lake that could be affected by a hazardous materials incident. Other special populations, such as those at Pine View Continuous Care located in areas that could be affected by a hazardous materials incident.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

The Ritchie County Emergency Management Director is the Community Emergency Coordinator for the county.

1. County
  - a. At the county level, the Emergency Management Director and county commissioners will carry out overall coordination of a hazardous materials incident, with direction and control exercised from the county EOC. On-scene command will be exercised, in accordance with WV Code §29-3A-1, by the ranking jurisdictional fire officer, or designee.

2. State/Federal

- a. Due to the nature of hazardous materials incidents, response organizations at the state and federal levels may become involved. For this reason, overall coordination may be escalated to the state or federal level. However, in most instances, coordination is retained at the local level with state/federal agencies as support agencies.

B. Responsibilities

1. **County/Municipal Governments**

- a. Appoint an emergency coordinator for the local jurisdiction, who will decide when it is necessary and appropriate to implement the plan.
- b. Provides funds for hazardous materials equipment and training.
- c. Interact with local industry to facilitate understanding and cooperation.
- d. Participate in National Incident Management System (NIMS) by fulfilling role as chief local governing body, such as issuing evacuation orders, negotiating mutual aid, directing policies, coordinating with higher governmental levels, and exercising governmental authority.

2. **Emergency Management Director**

- a. Complete a hazard vulnerability analysis for the jurisdiction pertaining to hazardous materials.
- b. Initiate contacts and coordinate with local industry.
- c. Work with local agencies to develop Operating Guidelines (OGs) to be used if a hazardous materials incident occurs.
- d. Coordinate training for local and county agencies.
- e. Advise county and local governmental officials on hazardous materials issues and incidents.

- f. Act as EOC coordinator in the event of a hazardous materials incident.
- g. Develop and utilize a Resource Manual that lists not only equipment needed in the event of a hazardous materials incident, but all available equipment and supplies that may be utilized in any emergency or disaster in accordance with NIMS Resource Typing Definition prescriptions.
- h. Coordinate mutual aid agreements with governmental and private agencies in coordination with local governing bodies.
- i. Assist in the development and coordination of hazardous materials exercises with the LEPC.
- j. Develop and maintain telephone rosters for hazardous materials emergencies. This roster will be categorized by response level.
- k. Develop an emergency management system and decision-making criteria for determining when an indoor protection strategy should be used.

### **3. Local Emergency Planning Committee (LEPC)**

- a. Determine, in cooperation with local industry, the facilities using, producing or storing regulated quantities of the 402 hazardous substances listed by the EPA.
- b. Suggest to the WV State Emergency Response Commission (SERC) additional facilities which should be added to the list of regulated facilities as the local committees determine them.
- c. Receive notification from facilities if a Superfund Amendments and Reauthorization Act (SARA) regulated release occurs.
- d. If the local jurisdiction has not already done so, appoint a coordinator to implement the LEPC plan.
- e. Receive Safety Data Sheets (SDS) or a list of SDS chemicals and an emergency/hazardous chemical inventory on the standard inventory forms.

- f. Develop a hazard-specific plan that meets SARA requirements, in cooperation with local government, response agencies, and local industry.
- g. Compile information on each regulated facility and the transportation routes for which the plan is intended.
  - i. On-site.
  - ii. Neighboring population.
  - iii. Surrounding terrain.
  - iv. Known impediments (tunnels, bridges).
  - v. Other areas at risk.
- h. Develop a list of appropriate containment and clean-up measures for each hazardous material in the community in sufficient quantities.

#### 4. **Fire Departments**

- a. The primary responsibility of each fire department is fire suppression and rescue operations.
- b. Establishment of a perimeter and staging area.
- c. Designate an Incident Commander.
- d. Establish a command post.
- e. Initiate preliminary contact with outside agencies (through the EOC) such as Chemtrec, DEP, the shipper, etc.
- f. Development of plans, OGs, etc. that will detail their role in a hazardous materials incident.



**5. Emergency Medical Service (EMS)**

- a. The primary responsibility of the EMS is to triage, stabilize, and transport patients from a triage area to a fixed medical facility. Secondary responsibilities may include medical support, evacuation assistance, and warning.
- b. EMS responsibilities also extend to the decontamination and specialized treatment of hazardous materials victims.
- c. EMS personnel will coordinate their activities with the IC at the command post.

**6. Private HAZMAT Response and Clean-up Businesses**

- a. The involvement of private contractors is a decision that must be made by the county commission or a higher governmental authority.

**7. Public Works Departments**

- a. Develop plans for preventing toxic materials runoff from entering sewer or storm drain systems.
- b. Provide heavy equipment, such as front-end loaders, dump trucks, etc. with operators.
- c. Prevent contamination of the water supply.
- d. Assist in traffic control by providing barricades.
- e. Assist with decontamination and clean-up, if requested.

**8. Covered Facilities**

- a. Appoint an Emergency Facility Coordinator.
- b. Participate with the LEPC in the development of plans to carry out SARA requirements.
- c. Participate in hazmat exercises.
- d. Establish mutual aid agreements with governmental and private entities.

- e. Integrate facility emergency procedures with community and county plans, OGS, etc.
- f. Develop warning and communication systems that allow rapid warning and communication in critical areas outside the facility.
- g. Provide safety data sheets or a list of SDS chemicals and Tier I and II reports, as needed to the LEPC.
- h. Develop methods for determining the occurrence of a release and the probable occurrence of a release and the probable affected area, including population.
- i. Provide the local emergency planning committee with the following:
  - Safety Data Sheets (SDS)
  - A list of SDS chemicals.
  - An emergency/hazardous chemical inventory on the standard inventory form.
- j. Development of methods for determining the occurrence of a release and the probable affected area and population.
- k. Once a facility has confirmed an on-site release, spill, or discharge they will conduct the following.
  - Evacuate the immediate areas as necessary, according to the facility's SOG.
  - Notify the local fire department(s) advising them about the type of chemical(s) involved, using the UN number (type of spill, release, or discharge), and if rescue operations will be necessary.
  - Advise emergency responders about the level of the incident (Level I or III).
  - Provide manpower, resources, and technical assistance as needed to control, contain, clean-up, or dispose of the material(s) involved.
  - It is the responsibility of the facility where the hazmat incident occurred to ensure that clean-up, disposal and recovery operations are started immediately after the material(s) are contained.

**9. American Red Cross (ARC)**

- a. Assist in the operation of emergency shelters, if necessary.
- b. Provide blood, blood products, medical supplies, equipment and personnel.

**IV. DIRECTION AND CONTROL**

- A. Overall coordination will be conducted by the County Commission acting with or through the Ritchie County Emergency Management Director.
  - B. The ranking jurisdictional fire officer, or his designee, shall be the on-site IC.
- 10 Facility personnel shall remain under the authority of company/agency officials.
- 11 The IC will establish an on-scene command post and assume its management. Senior officials of all groups participating will be present or represented at this command post.
- 12 The Incident Commander (IC) will establish communications with the county OEM Director as appropriate.
- 13 The OEM Director is responsible for coordination between local agencies and those of the state and federal governments.
- 14 Responsibility for monitoring the size, concentration and movement of leaks, spills or releases, lies with the on-scene command post.
- 15 A listing of extremely hazardous substance facilities is maintained by the Ritchie County LEPC.

**V. ADMINISTRATION AND LOGISTICS**

- A. The County Commission will appoint an LEPC consisting of elected officials, representatives of the various response agencies and covered facilities, community groups, and the general public. The LEPC will maintain this annex and monitor SARA compliance.

- B. All agencies responding to the incident as part of the county Emergency Operations Plan shall follow all local, state, and federal requirements for reporting and documentation of the incident. A copy of all documentation shall be submitted to the county Emergency Manager within ten (10) days of the incident.
- C. A facility is responsible for documentation of accidental release by preparing:
  - 1. Their version of the incident, including time, cause of the spill, material and quantity released, and local response action.
  - 2. A chronological log that details a minute-by-minute account of the spill, release, or discharge response activities including emergency response notification of off-site authorities' significant changes in situation and time of recommendation to notify off-site authorities.
- D. The County Commission will be responsible for providing equipment required for hazmat incidents and for entering into contracts and mutual aid agreements.
- E. Requests for specific resources will be in accordance with the NIMS Resource Definitions. (See Annex H)

## **VI. CONTINUITY OF GOVERNMENT**

- A. The Ritchie County Commission appoints a successor for the Emergency Manager Director if required.
- B. The highest-ranking jurisdictional fire officer will remain the IC unless relieved of duty by a higher-ranking official. Lines of succession for local fire departments should be designated in OGs.

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

The Ritchie County Emergency Manager Director is responsible for initiating the review, revision, and updating of this annex on an as needed basis by the LEPC. The Ritchie County LEPC, in coordination with the Ritchie County Emergency Manager, is responsible for ensuring methods and schedules for exercising this annex.

## VIII. AUTHORITIES AND REFERENCES

### A. Authorities

1. Public Law 96-510, Comprehensive Environmental Response Compensation and Liability Act of 1980.
2. Public Law 99-499, Emergency Planning and Community Right-to-Know Act of 1986.
3. Public Law 93-288, Federal Civil Defense Act of 1950, as amended.
4. Public Law 99-499, Superfund Amendment and Reauthorization Act of 1986.
5. Public Law 107-296, The Homeland Security Act of 2002.
6. Public Law 107-188, The Public Health Security and Bioterrorism Preparedness and Response Act of 2002.
7. 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
8. 40 CFR 68, Clean Air Act, Part 261, Resource Conservation and Recovery Act.
9. West Virginia Code §29-3A-1, as amended.

### B. References

1. West Virginia Emergency Operations Plan, as amended.
2. West Virginia Hazardous Materials Emergency Response Plan, 1986
3. Analysis of Hazardous Materials Emergencies for Emergency Program Mangers, SM-110, January 1985
4. 1987 Emergency Response Guidebook, DOT P 5800.4
5. Hazardous Materials Emergency Planning Guide, NRT-1, 1987
6. Occupational Safety and Health Guidance, Manual for Hazardous Waste Site Activities. NIOSH/OSHA/USCG/EPA, 1985
7. Site Specific Technical Guidance for Hazards Analysis: Emergency Planning for Extremely Hazardous Substances, EPA, FEMA, DOT, 1987

## IX. LIST OF ATTACHMENTS

[Attachment 1](#) – Emergency Notification Procedures

[Attachment 2](#) – Training and Exercises

[Attachment 3](#) – Hazard Analysis Flowchart

[Attachment 4](#) – Incident Checklist

[Attachment 5](#) – Containment and Clean-up

[Attachment 6](#) – Evacuation

[Attachment 7](#) – Hazardous Materials Incident Report

[Attachment 8](#) – Local SARA Title III Covered Facilities

## **ATTACHMENT 1 TO HAZARDOUS MATERIALS APPENDIX**

### **EMERGENCY NOTIFICATION PROCEDURES**

#### **I. NOTIFICATION**

- A. Hazmat incidents will be reported to the Doddridge/Ritchie 911 Emergency Communications Center. The Doddridge/Ritchie 911 will complete notification, as follows:
1. The appropriate fire department(s).
  2. Assisting agencies as requested by the jurisdictional fire department in dealing with the response.
  3. The appropriate jurisdictional law enforcement agency.
  4. Ritchie County Emergency Manager, who will then notify WV Emergency Management Division Watch Center (304-558-5380). The EM will notify other mandatory agencies at the state and federal level.
  5. WV Department of Environmental Protection (800-642-3074).
  6. The owner/shipper/carrier of the material, if known.

## **ATTACHMENT 2 TO HAZARDOUS MATERIALS APPENDIX TRAINING AND EXERCISES**

This appendix should contain a schedule of training and exercises for the jurisdiction's response agencies. These exercises should be as comprehensive as possible to test the jurisdiction's ability to respond to a Hazmat incident.

### **A. Training**

1. The Ritchie County Emergency Manager and the Ritchie County LEPC, along with private organizations, are responsible for training their personnel to effectively and safely carry out their assignments.
2. These courses will provide the necessary training criteria for fire service personnel to assure a competency level in hazardous materials handling. Emergency response personnel are encouraged to take advantage of each training opportunity. Emergency responders should also achieve the appropriate NIMS training detailed elsewhere in this plan.
3. The Ritchie County Emergency Management Director will notify the WVEMD regional liaison of the training that is being offered within the county so a centralized field of training can be maintained.
4. In addition, the EM Director will work with the WVEMD regional liaison to assure that the widest possible use of Federal Emergency Management Agency (FEMA) courses in emergency response are provided.

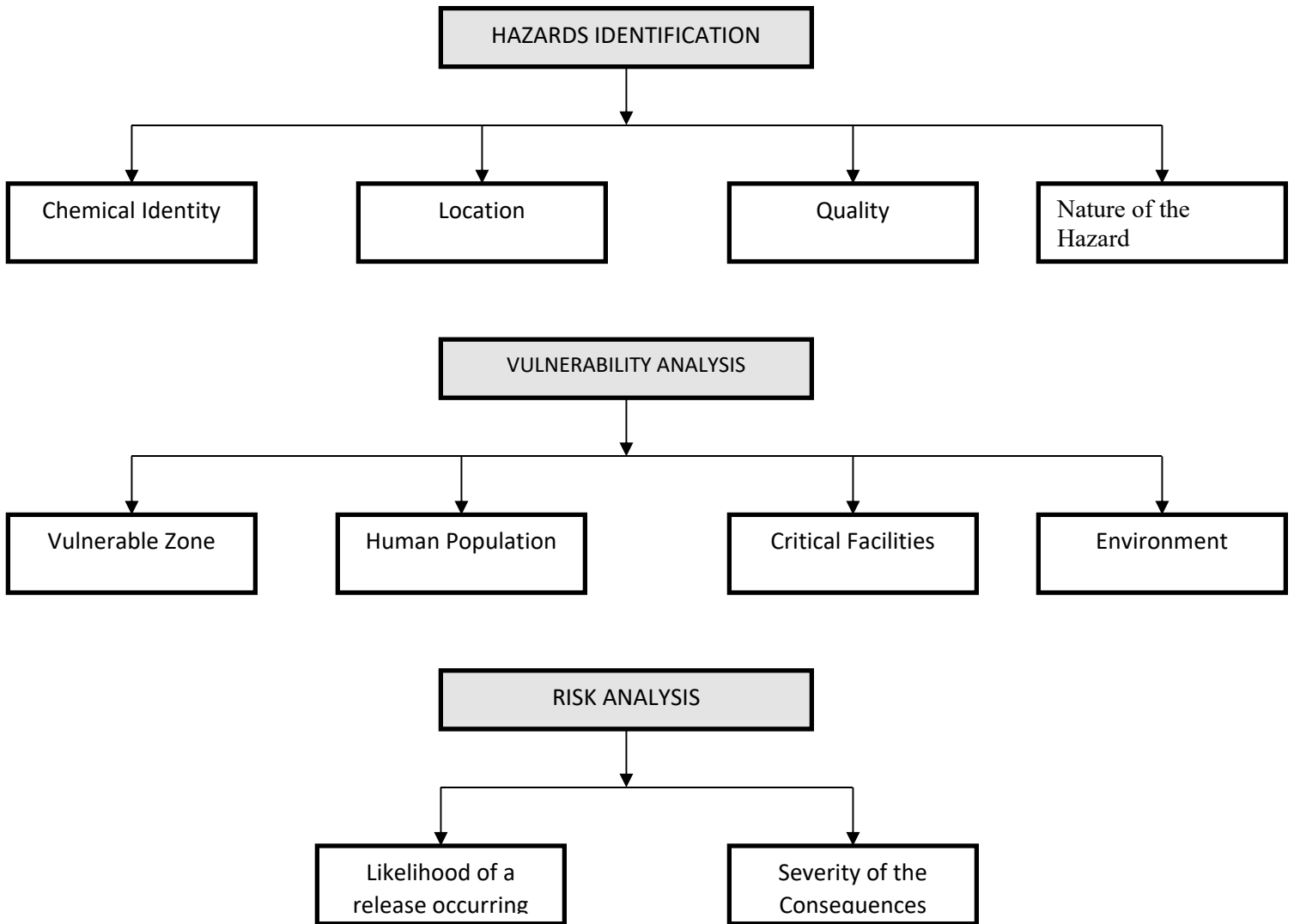
### **B. Exercises**

1. The Ritchie County Emergency Management and Ritchie County LEPC will be responsible for testing of the plan.
2. The test shall be of such a nature to test the adequacy of all segments of the plan. Portions of the exercise will also test the ability of the emergency operations plan to interact with the hazardous substances plan.
3. A full-scale exercise will be held at least every 4-years. Exercises in the interim will be table-top or functional.
4. These tests and exercises will be recorded on proper forms and submitted to the state for review and approval. An after-action review (AAR) shall be held after each drill or exercise to review adequacy of the plans in their present form.



**ATTACHMENT 3 TO HAZARDOUS MATERIALS APPENDIX**

**HAZARD ANALYSIS FLOWCHART**



1. **Hazards Identification** – Provides specific information on situations that have potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release.
2. **Vulnerability Analysis** – Identifies areas in the jurisdiction that may be affected or exposed. Identifies individuals who may be injured or suffer death from certain specific hazardous materials, and what facilities, property, or environment may be susceptible to damage should a hazardous release occur.
3. **Risk Analysis** – An assessment by the jurisdiction of the probability of an accidental release of a hazardous material and the consequences that might occur.

## ATTACHMENT 4 TO HAZARDOUS MATERIALS APPENDIX INCIDENT CHECKLIST

Date/Time of report: _____	Calltaker Name: _____
[ ] Callers name: _____	Title: _____ Phone: _____
[ ] Date/Time of Incident: _____	[ ] Start time of release: _____
[ ] On-Scene Coordinator: _____	[ ] Stop time of release: _____
[ ] Command Post Communications: _____	TG _____ TG Phone: _____

[ ] Location: _____	[ ] Weather Conditions: _____
_____ County: _____	Wind Dir/Speed: _____
[ ] Type of incident: -highway-rail-aircraft- fixed facility-other _____	Temperature: _____ Other: _____
[ ] Container type: -truck-pipeline-drum- RR car-other _____	[ ] Material entering: -atmosphere-soil Storm drain-sewer-other: _____
[ ] Cause of incident: _____	[ ] Mitigation initiated: Yes/No _____
_____	[ ] Stream Threatened: Yes/No _____
[ ] Nature of incident: -leak-spill-explosion-fire Derailment-other _____	Name of Stream: _____
_____	[ ] Vapor Cloud/Plume: height: _____
_____	Odor _____ Color _____
_____	Movement: _____
_____	[ ] Local terrain: -level-hilly-steep-urban-rural Forest-field-other: _____

<input type="checkbox"/> Product name: _____ <input type="checkbox"/> Placard Information: _____ <input type="checkbox"/> I.D. (4 digit): _____	<input type="checkbox"/> Waybill number: _____ <input type="checkbox"/> Shipping/Manifest papers available Y/N _____ <input type="checkbox"/> Shipper/Manuf. Contacted: Y/N _____ <input type="checkbox"/> Shippers phone: _____
<input type="checkbox"/> Hazardous Waste number (P, K, F or U + 3 digits): _____ <input type="checkbox"/> Hazard Class: _____ <input type="checkbox"/> Physical properties: _____ <input type="checkbox"/> Amount spilled/released: _____ <input type="checkbox"/> Amount that may be released: _____ <input type="checkbox"/> Possible hazards:-explosion-fire-other _____ <input type="checkbox"/> Health effects: -eye/skin irritant- Resp. distress-other: _____	Name: _____ Address: _____ <input type="checkbox"/> Transporter's Phone: _____ Name: _____ Address: _____ <input type="checkbox"/> Manufacturer's Phone: _____ Name: _____ Address: _____ <input type="checkbox"/> Consignee's Phone: _____ Name: _____
<input type="checkbox"/> Other HazMats in Area: _____ <input type="checkbox"/> Affected Population: _____ <input type="checkbox"/> Evacuation area: _____ <input type="checkbox"/> # Evacuated: _____ Casualties: _____	Address: _____ <input type="checkbox"/> CHEMTREC 1-800-424-9300: Time: _____ <input type="checkbox"/> OEM Director Notified: Time _____ <input type="checkbox"/> WVEMD Notified: Time: _____ <input type="checkbox"/> DEP Spill Number Called: Time: _____ <input type="checkbox"/> Other Calls completed: Time: _____ <input type="checkbox"/> Agencies on scene: _____

<input type="checkbox"/> Where taken:  	
	<input type="checkbox"/> Cleanup started: Y/N      Time
<input type="checkbox"/> Highways/Roads Blocked:	<input type="checkbox"/> Resoruces needed:      _____
	_____

## **ATTACHMENT 5 TO HAZARDOUS MATERIALS APPENDIX CONTAINMENT AND CLEAN-UP**

### **I. PURPOSE**

To aid first responders, firefighters, law enforcement personnel, and emergency services personnel in responding to the containment and clean-up requirements for a hazardous materials incident.

### **II. CONCEPT OF OPERATIONS**

#### **A. Procedure for Stopping and Containing Spills**

1. The Incident Commander (IC) has the duty of evaluating the health hazard of the contaminants to the containment and clean-up workers. Once the IC has made this evaluation, he/she must determine what will be the most appropriate method with which to proceed. The incident dictates what approaches should be followed.
2. A suggested procedure to be followed by responding personnel detecting spillage or leakage of oil or other hazardous material is as follows:
  - a. Isolate Source – Isolate source of leakage or spillage and shut off flow of hazardous material by closing valves, shutting down pumps, installing plugs, and/or by any other appropriate method, keeping in mind the safety of personnel and training.
  - b. Containment of Spills – Contain spilled hazardous material in smallest possible area. Containment methods which may be employed in various spill situations appear below:
    - i. Material spilled into small ditches or streams: In small watercourses, erect dams, baffles, or any other barrier in the ditch or stream downstream from the hazardous material. The barrier can be constructed utilizing wire fencing with absorbent material (hay or straw, earth, timbers, or any other readily available material). The barrier should be erected in such a manner as to confine and contain the hazardous material in the watercourse. In cases involving floating pollutants (oil, etc.), and where substantial flow exists in the watercourse, any barrier constructed should contain provisions for allowing flow of uncontaminated water under the barrier.

- ii. Material spilled into large flowing water-courses and other water bodies (lakes, ponds, etc.): Spill events which result in discharge of pollutants into large water-courses or other bodies of water which cannot practicably be dammed require different containment techniques. Containment of floating pollutants in large water areas may be accomplished using floating booms and other suitable equipment. A series of barriers may be required to contain the spilled pollutant completely.
- iii. Material spilled onto the ground: For spill events which result in discharge of pollutants onto the ground within diked areas surrounding a storage tank, immediate containment actions which should be implemented include:
  - Checking the integrity of the dike structure and dike drain piping to ensure that the pollutant is being contained within the dike.
  - Acting to either drain or pump out any accumulated water within the diked area to prevent the quantity of spilled pollutant from exceeding the dike capacity and escaping by cascading over the dike structure. In the event that draining water from a diked area is necessary, it is imperative that this process be observed continuously so as to ensure that the dike drain valve is shut off immediately when any pollutant appears in the discharge. For spill events that result in discharge of pollutants onto the ground outside of diked areas, immediate containment provisions which should be implemented include:
    - Where a pollutant is spilled over a large area and is flowing in more than one direction, take immediate action to construct a barrier surrounding the spillage in order to contain the material in as small an area as possible. Any readily available material (earth, timber, etc.) may be used for barrier construction.
    - Where a pollutant is spilled into a confined area and is flowing in one direction, take immediate action to dig sumps in the flow line of the pollutant to trap and contain the material in a small area. A sump or series of sumps should be made as large as necessary to contain the total amount of pollutant spilled.
- iv. Expedient containment structures: Spill containment structures of an expedient nature are necessary in spill event situations.

- 
- v. If the substance is burning: Burning should specifically be allowed if the material consists of hydrocarbons or if the material is located either in a pipe or cylinder under pressure. Often in such instances, the best action will be no action at all, except for monitoring the fire to keep it from spreading.
  - vi. Common sense measures: Containment measures presented in the foregoing paragraphs outline possible methods which can be utilized to contain pollutant spills. Since spills can occur in an infinite number of situations and circumstances, it is impossible to provide specific instructions for every event. Therefore, emergency responders must exercise good judgment and common sense in immediately implementing appropriate containment measures under the direction of the IC, which will achieve the primary objective of confining the spill as quickly and in as small an area as possible and to prevent spilled pollutant from entering waterways or other natural features which could be damaged. Since the spilled material may be highly toxic, the protection of responders is of the utmost importance. Adequate protection and training must be provided to all responders engaged in containing, sampling, recovering or otherwise coming into contact with the spilled material. One source of information for the containment of a spill is the most recent edition of the U.S. Department of Transportation's (DOT) Emergency Response Guidebook. In addition to being readily available, it lists the potential hazards and the emergency action to take for DOT-regulated materials. This guide also includes information on placard recognition and isolation/evacuation distances for certain chemicals.

### 3. Clean-Up Methods

- a. Emergency responders encountering minor emergency situations should utilize whatever technique is appropriate for the situation. These techniques include but are not limited to flushing the area with water, preparing dikes, or gathering the contaminants into DOT permitted drums for proper disposal. If the situation surpasses the emergency responder's capabilities, private contractors may be contacted. The hazardous material contractor will be responsible for large-scale containment and clean up. After controlling the spill source, containing the spilled material and recovery of as much of the material as possible has been accomplished, clean-up and removal of any remaining trace amounts of spilled material should be initiated. Among the clean-up measures which may be employed are:

- i. Use of absorbent material to soak up or remove small amounts of the substance.
  - ii. Removal and replacement of any pollutant-soaked earth, ballast, or other material on the spill site. Following the removal of all hazardous materials from the clean-up, the affected area must be returned to its original condition when feasible. This should be done in accordance with all applicable laws, rules, and regulations. The IC will obtain the appropriate information concerning waste disposal of materials used in a hazardous materials incident clean-up operation.
4. Criteria for Re-Entry
- a. Incident command will determine whether the affected area will or will not cause a threat to human health or the environment before entry is allowed. Incident command will use all resources needed to make this determination. In any incident with soil contamination potential, the owner/operator must determine the soil contamination extent and contaminant concentrations.
  - b. Continued Monitoring/Sampling: After all liquids, waste residues, and surrounding contaminated soil have been removed from the site, sampling should be performed for confirmation of complete waste removal. If any residual contamination remains and it is determined that additional removal is not feasible, a site closure plan should be written for review by the applicable state or federal agencies. Such a plan must document that the contaminants left in the soil will not adversely impact any environmental media (ground water, surface water, or atmosphere), and that direct contact through dermal exposure, inhalation, or ingestion will not result as a threat to human health or the environment. The agencies can then determine what additional monitoring will be necessary, such as ground water sampling, so that the site can be left "clean".
  - c. Means for Informing Evacuees of Re-entry to an Area: See Appendix 6: Evacuation Return procedure.

**B. Restoration**

1. One of the most important issues in site restoration is the determination of the cleanliness of the soil (40 CFR 265.111 and OAC 3745-66-11, Clean Levels for Soil). All site closure plans should state a clean level for soil in the area. In order to establish consistent "clean" levels for hazardous material incident sites, the following alternative standards should be met in all applicable closure plans:



2. Naturally Occurring Elements or Compounds

a. First Alternative

- i. Soils containing naturally occurring elements or compounds in the area of the hazardous material spill shall be considered to be contaminated if concentrations of the soils exceed the mean of the background samples plus two standard deviations.

b. All metals analyses must be for total metals.

- i. The background soil should be of the same type of soil as the comparison sample. West Virginia DEP may require the owner/operator to determine and compare soil texture (percent sand, clay, silt), soil pH and cation exchange capacity. The West Virginia DEP may also request to be notified in advance of the collection of soil samples and may also request to be consulted on the acceptability of the points of background sample collection.

c. Second Alternative

- i. Soils containing metals shall be considered to be contaminated if concentrations in the soil exceed the upper limit of the range for West Virginia farm soils. The West Virginia DEP may reject any of the above alternatives, based on site-specific information. Additionally, the DEP may accept alternate statistical methods if the owner/operator can demonstrate that the statistical method proposed is environmentally acceptable and is technically superior.

3. Compounds Not Naturally Occurring

- a. Soils that contain compounds or elements not naturally occurring in the soils in the area of the hazardous materials incident shall be considered to be contaminated if these compounds or elements are present above detection limits, using methods in U.S. EPA's Publication SW-846, "Test Methods For Evaluating Solid Waste, Physical/Chemical Methods".

- b. It is understood that "clean" levels may be difficult to achieve in all situations.

## **ATTACHMENT 6 TO HAZARDOUS MATERIALS APPENDIX EVACUATION**

### **I. PURPOSE**

Evacuation can be completely effective in protecting the public if it can be accomplished before the arrival of the toxic cloud at a location. The effectiveness of an evacuation depends on the time required to evacuate an area compared to the time available before the toxin arrives.

### **II. RESPONSIBILITY**

- A. The responsibility for recommending evacuation rests with the Incident Commander in coordination with local government. The law enforcement agencies will carry out the evacuation assisted by other personnel that are available. During situations where rapid evacuation is critical to the health and safety of the population, the IC may advise the public in the immediate vicinity to evacuate. The EM Director will coordinate all evacuation procedures, supported by the city, county, and private sector operational departments.
- B. Recommended evacuation area distances are available for specific substances in the USDOT Emergency Response Guidebook, If the jurisdiction has the system, the EIS/C can be used to calculate evacuation areas based on the ALOHA plume dispersion model. If the situation warrants immediate evacuation, the law enforcement agencies will evacuate an area 2,000 feet around the incident and evacuate an area downwind based on the plume dispersion model. Routes of evacuation should be predetermined.
- C. Routes for incoming personnel must be determined so as not to endanger their lives in the process of reporting to the incident staging area(s). Evacuation procedures must be coordinated with the command post to ensure the safety of law enforcement officers and the evacuees.

### **III. TRAFFIC CONTROL AND DIVERSION**

- A. Overall control of the evacuation rests with the law enforcement agencies functioning at the incident. Traffic control will follow established procedures. Any necessary changes due to the incident will be made in cooperation with the Incident Commander, the commander of the law enforcement agencies, and the county Emergency Management Director.

#### **IV. SECURITY**

- A. It shall be the responsibility of the law enforcement commander to maintain control of the traffic patterns and the evacuation area until the situation is under control and the command is issued by the Incident Commander to allow the public to return to their homes. Prior to their return, no one shall be permitted into the evacuation area without consent of the law enforcement commander and the Incident Commander.

#### **V. SHELTER-IN-PLACE**

- A. “Shelter-in-place” is a viable option for incidents involving particle releases, which are only harmful if people come in direct contact with or breathe the particles.
- B. In cases where such releases will only last a few hours, the public may be advised to remain in doors and take the following actions:
  - 1. Close all windows and doors.
  - 2. Turn off ventilation systems.
  - 3. Turn radios to an EAS station.

**ATTACHMENT 7 TO HAZARDOUS MATERIALS APPENDIX  
HAZARDOUS MATERIALS INCIDENT REPORT  
HAZARDOUS MATERIALS INCIDENT REPORT**

\_\_\_\_\_ FIRE DEPARTMENT

FDID	Incident No.	Month	Day	Year	Day of Week
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Special HAZMAT Response Actions Taken 1.		Special HAZMAT Response Actions Taken 2.			
General Property Use		Area of Release		Level of Release	
Release Primary Actors:		Secondary		Tertiary	
Equipment Involved in Release		Type of Weather		Temperature	
Estimated Number of chemicals/HazMat			Disposition of Incident		
Personnel Identifying HazMat 1.			Personnel Identifying HazMat 2.		
Reference Material Used to Identify HazMat			Reference Materials Used to Identify HazMat		
Number of Injuries Fire Service                      Other			Number of Fatalities Fire Service                      Other		
Chemical Trade Name		DOT I.D. Number	DOT Hazard Class	C.A.S. Number	
Physical State Stored		Extent of Release		Physical State Released	

Quantity Released	Unit of Measure	Suspected Environ. Contamination		
Container Use	Special Container Material	Container Type		
Container Material	Container Capacity	Unit of Measure		
Transport Type	Year	Make	Model	VEH License No. State
Vehicle Identification Number				ICC/DOT Number
Driver's License Number				State
Member Making Report				


## **ANNEX N: RECOVERY**

### **COORDINATING AGENCY**

- Ritchie County Office of Emergency Management

### **PRIMARY AGENCIES**

- Ritchie County Commission
- Municipal Representatives
- Ritchie County Office of Emergency Management

### **SUPPORTING AGENCIES**

- Local Fire Agencies
- Ritchie County Assessor
- Ritchie County Health Department
- Ritchie County Economic Development Authority
- Ritchie County Historical Society
- Utility Providers
- Volunteer Organizations Active in Disasters (VOAD)
- Faith-Based Organizations
- West Virginia Emergency Management Division

## **I. PURPOSE**

This Annex describes the county structure to coordinate activities to assist individuals, families, businesses, and local governments recover from the effects of an emergency or disaster.

## **II. SCOPE**

### **A. Situation**

1. Recovery will be, at least initially, a local responsibility.
2. The local capability will eventually reach a point where regional, state, and/or federal assistance would be necessary to continue the recovery operation.

3. Short-term recovery activities begin with coordinating damage assessment in affected areas as soon as is safe and practical and determining the type of level of recovery assistance necessary. Long-term recovery activities generally take 18 months or longer to complete.
4. Recovery activities begin while the response phase of emergency management is still occurring. Such activities include, but are not limited to, the following:
  - a. Saving lives, stabilizing the incident, and preserving property,
  - b. Mass care operations,
  - c. Debris removal,
  - d. Expedited infrastructure efforts,
  - e. Damage assessment
  - f. Disaster-related mental health assistance.
5. Many recovery actions can be completed through existing mechanisms, such as insurance coverage/claims.
6. Disaster recovery assistance may include “traditional” forms of government assistance (such as the Federal Emergency Management Agency’s [FEMA’s] Public Assistance [PA] and Individual Assistance [IA]). Disaster assistance is supplemental and does not supplant insurance or existing capabilities.

B. Assumptions

1. Emergencies that require recovery activities will occur in Ritchie County.
2. Recovery activities are dependent on rapid, thorough an accurate damage assessment information.
3. Some ad hoc modifications to the guidance contained in this annex will be necessary and should be based on the circumstances of individual incidents.
4. Full recovery will require partnerships with other local, regional, state, federal, and voluntary organizations.

5. If requested, state and/or federal assistance would be available. Access and time of arrival may be of concerns though.
6. Recovery priorities will be ever-changing as the even progresses.

## **II. POLICIES**

All agencies assigned responsibilities within this annex should develop and maintain the necessary plans, standard operating guidelines, and mutual aid agreements to successfully accomplish their tasks.

## **III. CONCEPT OF OPERATIONS**

### **A. General**

1. The term “recovery” encompasses a number of activities including damage assessment, provision of such assistance as temporary housing, infrastructure restoration, structural inspections, structural rebuilding, etc. As a governmental body there is a limit as to the types of activities in which Ritchie County can be involved.
  - a. Local agencies, departments, and/or organizations can facilitate damage assessment activities, participate in mass care operations, and assist in gaining access to relief programs. Local agencies may also provide access to such resources as structural inspectors, contractors, etc. en masse. Governmental agencies would also be involved in rebuilding it facilities and cleaning up its property (which may include rehabilitation of public water and wastewater systems).
  - b. Generally, government would not be involved in the prioritization and restoration of critical infrastructure (electricity, natural gas, etc.), the performance of inspections, rebuilding personal property, cleaning up personal property, etc.



2. Recovery Task Force

a. The recovery task force should be established to oversee the recovery and reconstruction process and serve as an advisory committee to local government officials responsible for recovery.

b. It should be noted that membership on the “recovery task force” is not static (i.e., the task force will likely be comprised of different personnel for each emergency). The county’s rapid assessment training should ensure that there is a cadre of knowledgeable people available to comprise the task force.

c. Composition by Functional Discipline

i. Ritchie County Office of Emergency Management – via the Emergency Operations Center (EOC).

ii. Ritchie County Commission – via the Emergency Operations Center (EOC).

iii. Municipal representatives – via the Emergency Operations Center (EOC). iv. Local firefighters

v. Ritchie County Assessor

vi. Ritchie County Health Department

vii. Ritchie County Economic Development Authority

d. Responsibilities

i. Perform rapid needs assessments.

ii. Document needs and damages.

iii. Recommend restoration priorities.

iv. Coordinate with EOC personnel regarding submission of reports, preparation of requests for assistance, etc.

v. Ensure mitigation is integrated into the overall incident recovery plan, as appropriate.

B. Restoration of Essential Infrastructure

1. Ritchie County contains a number of infrastructure systems that could be considered “essential.” RCOEM maintains a critical infrastructure inventory separate from this plan (Regional Hazard Mitigation Plan).
2. Restoration of critical infrastructure should be done via a structured, prioritized method.
3. Prioritization Considerations
  - a. Prioritizing restoration of services should be made based on situational awareness information which would include rapid needs and damage assessment information.
  - b. Restoration of power, water, and sanitary services to shelters
  - c. Restoration of power to critical facilities
  - d. Restoration of roadway infrastructure along critical supply lines
  - e. Restoration of services in areas with densest affected population
  - f. Restoration of service in low-impact areas.
4. Participating Stakeholders
  - a. Determining the restoration for critical infrastructure should be a joint process involving a number of stakeholders.
  - b. It is also significant to note that the necessary stakeholders will likely change from incident to incident; as such, all or only part of the list presented below may be asked to participate. Additionally, personnel or agencies not listed below may be asked to participate.

c. Potential Stakeholders

- i. Utility providers (i.e., electricity, natural gas, water, wastewater, and telephone/communications)
- ii. Municipal representatives
- iii. Ritchie County Assessor
- iv. Contracted engineers/inspectors

d. The “convening of stakeholders should be a process facilitated by the EOC.

5. Natural and Cultural Resources

a. Historical, natural and cultural assets may require specialized resources to assist with preservation and restoration.

b. The Ritchie County Historical Society as well as groups such as the Heritage Emergency National Task Force (HENTF) may be provide resources to help the recovery of these assets.

C. Restoration of Health and Social Services

- 1. The county health departments will assist in the restoration of these services throughout the county. DCHD should have continuity plans and standard operating guidelines to assist in restoring essential functions including behavioral health services.
- 2. Volunteer, community-based, and faith-based organizations (COAD) may assist in the restoration of these services.
- 3. Response agencies (i.e., law enforcement, fire agencies, etc.) may have chaplains or other individuals available to assist with behavioral health services as needed.

D. Access to Assistance Programs

1. Public Assistance

a. “Public Assistance” (PA) is provided as grant funding to state and local governments from the Federal Emergency Management Agency (FEMA).

b. Eligible PA expenditures include debris removal; emergency protective measures; and the repair, replacement, or restoration of disaster damaged, publicly-owned facilities and the facilities of certain non-profit organizations.

c. PA is available only to those areas that are declared as “disaster areas.” As such, local declaration would be necessary to trigger a state declaration, which is necessary for federal declaration.

d. Information that would be necessary to complete requests for PA includes (but is not limited to) the following:

- i. Damage assessment figures,
- ii. Debris estimates,
- iii. Reports on the structural integrity of critical and other facilities,
- iv. Estimated costs associated with out-of-service infrastructure, and
- v. Estimates on the number of displaced residents (and sheltering status).

2. Individual Assistance

a. “Individual Assistance” (IA) represents another federal program that provides funding to individuals, families, or businesses to assist in the recovery from a disaster. In West Virginia, there must be a minimum of 25 homes and/or businesses with 40% uninsured damages in order to be added to an IA declaration.

b. IA covers losses not otherwise covered by insurance policies; the intent of IA is not to restore property to pre-disaster conditions.

c. Most IA comes in the form of loans from the Small Business Administration (SBA).

d. Types of Individual Assistance

- i. Temporary housing
- ii. Housing repair
- iii. Housing replacement
- iv. Permanent housing construction
- v. Disaster-related medical and dental costs
- vi. Disaster-related funeral and burial costs
- vii. Clothing and other household items
- viii. Fuel for primary heat source
- ix. Clean-up items
- x. Moving and storage expenses
- xi. Crisis counseling
- xii. Legal assistance
- xiii. Unemployment assistance

e. Public outreach throughout the emergency situation necessitating significant recovery efforts should specifically state the limits of IA and specifically state the public sector's role in securing the assistance for individuals.

- i. Ritchie County cannot apply for assistance on behalf of private individuals.
- ii. The county's and municipality's primary responsibility is to provide information, upon request, about applying for IA.
- iii. Disseminating this information should be done through the county's public information officer.

E. Unmet Needs

1. Unmet needs should be reported to the EOC by responders and volunteers.
2. Agencies with missions similar to the type of needs existing should be tasked.
3. Resources to support unmet needs can be obtained through donations.
4. A long-term recovery committee may be formed to collaboratively plan for meeting unmet needs.

F. State Involvement

1. Collaborate with local government to identify gaps in recovery needs that may require supplemental state or federal assistance.
  - a. Establish timelines for state and/or federal recovery support activities.
  - b. Address requests for assistance and/or resources from local emergency management.

G. Federal Involvement

1. The National Disaster Recovery Framework (2016) recognizes the primary role of planning and managing all aspects of a community's recovery with the local government. The framework recognizes the state as a conduit to the federal government.
2. The federal government can provide a facilitative role in the development of communities and their social infrastructure.
3. The federal government can leverage needed resources to build and rehabilitate many communities so that they are more resilient.
4. The federal government may engage necessary and available department and agency capabilities to support local recovery efforts when the following circumstances exist:
  - a. A disaster occurs that exceeds the capacity of state, or
  - b. The disaster impacts federal property.

## H. Annex Role Aligned with Core Capabilities

Core Capability	Annex Roles
Infrastructure Systems	<ul style="list-style-type: none"> <li>Identifies the means to restore essential infrastructure following a disaster or emergency</li> </ul>
Housing	<ul style="list-style-type: none"> <li>Recognizes the potential need for temporary housing following a disaster or emergency</li> </ul>
Natural and Cultural Resources	<ul style="list-style-type: none"> <li>Identifies the need to preserve and restore assets and agencies available to assist.</li> </ul>
Economic Recovery	<ul style="list-style-type: none"> <li>Discusses financial assistance available following a disaster.</li> </ul>
Health and Social Services	<ul style="list-style-type: none"> <li>Recognizes the need to restore health and social services as a means to promote independence, health, and well-being.</li> </ul>

## III. AGENCY RESPONSIBILITIES

Ritchie County Commission		<ul style="list-style-type: none"> <li>Serve as a member of the Recovery Task Force</li> </ul>
Municipal representatives		<ul style="list-style-type: none"> <li>Serve as a member of the Recovery Task Force</li> </ul>
Ritchie County Office of Emergency Management	RCOEM	<ul style="list-style-type: none"> <li>Work with Ritchie County representatives to develop strategies and priorities of response and recovery efforts for damages or disruptions of infrastructure and energy services.</li> <li>Coordinate damage repair and if necessary inspections of state roadways, bridges, and other critical infrastructure</li> <li>Assists in the movement of supplies and equipment</li> <li>Serves as the point of contact for roadway message boards</li> </ul>
Ritchie County Ambulance Authority	RCAA	<ul style="list-style-type: none"> <li>May serve as a member of the Recovery Task Force</li> <li>Coordinates field damage and needs assessment data collection</li> </ul>

Local Fire Agencies		<ul style="list-style-type: none"> <li>• May serve as a member of the Recovery Task Force</li> <li>• Coordinates field damage and needs assessment data collection</li> </ul>
Ritchie County Health Department	RCHD	<ul style="list-style-type: none"> <li>• Participates in pre-emergency public outreach efforts</li> <li>• Provides such information as to what the public can do for itself during the recovery phase of a disaster, especially related to sanitation and public health</li> </ul>
Ritchie County Assessor		<ul style="list-style-type: none"> <li>• May serve as a member of the Recovery Task Force</li> <li>• Provide such information as “original state” property value</li> </ul>
Ritchie County Economic Development Authority	RCEDA	<ul style="list-style-type: none"> <li>• May serve as a member of the Recovery Task Force</li> <li>• May assist with assisting the public with Individual Assistance</li> </ul>
Ritchie County Historical Society		<ul style="list-style-type: none"> <li>• May serve as a member of the Recovery Task Force</li> <li>• May assist with the recovery and restoration of historical assets</li> </ul>
Volunteer Organizations Active in Disaster	VOAD	<ul style="list-style-type: none"> <li>• May provide assistance with unmet needs</li> </ul>
Faith-Based Organizations		<ul style="list-style-type: none"> <li>• May provide assistance with unmet needs</li> </ul>
West Virginia Emergency Management Division	WVEMD	<ul style="list-style-type: none"> <li>• Receive and process requests from local government</li> <li>• Act as liaison between local government and federal assistance</li> </ul>



## I. AUTHORITIES & REFERENCE

### A. Authorities

- West Virginia Code Chapter 15
- West Virginia Code Chapter 24

### B. References

- The National Association of Regulatory Utility Commissioners. (2015). Regional Mutual Assistance Groups: A Primer. Washington, D.C.
- United States Department of Homeland Security. (2016). National Recovery Framework. Washington, D.C.
- West Virginia Division of Emergency Management. (2018). West Virginia Emergency Operations Plan. Charleston, WV.

## Annex O: Volunteer Management

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>• ESF #5: Emergency Management</li> <li>• ESF #7: Logistics Management &amp; Resource Support</li> <li>• ESF #14: External Affairs</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>• Annex L: Volunteer Relief Organizations</li> </ul>
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Mid-Ohio Valley Health Department</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>• American Red Cross (ARC)</li> <li>• Volunteer Action Center</li> <li>• Faith-Based Organizations</li> <li>• Mid-Ohio Valley Large Animal Rescue Team</li> <li>• Salvation Army</li> <li>• United States Department of Homeland Security (USDHS)/ Federal Emergency Management Agency (FEMA)</li> <li>• Volunteer Fire Departments</li> <li>• West Virginia Emergency Management Division (WVEMD)</li> <li>• Doddridge/Ritchie Central Communications</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• Mid Ohio Valley Plan for Animals in Disaster, Mid Ohio Valley Animal Emergency Preparedness Committee, et al., Nov. 2006.</li> <li>• West Virginia Division of Homeland Security and Emergency Management. (2006). West Virginia Emergency Operations Plan. Charleston, WV.</li> </ul>
<b>Authorities</b>	<ul style="list-style-type: none"> <li>• WV Code, §5-26a-4: WV Commission for National and Community Service</li> <li>• WV Code, §15-5-4: WV Disaster Recovery Board</li> <li>• WV Code, §23-2-1: Workers Compensation</li> <li>• WV Code, §55-7C-2: Immunity from Civil Liability</li> <li>• WV Code, §55-7D: Good Samaritan Food Donation Act</li> </ul>

## **I. PURPOSE**

The purpose of this annex is to define and describe the structure available to integrate volunteers from private, non-profit, and unaffiliated organizations into emergency management efforts during the response and recovery phases.

## **II. SCOPE**

This annex pertains to the utilization of volunteers during response and recovery efforts, including (generally) what volunteers can do, how they should be registered and deployed, etc. It does not describe “how” volunteers become affiliated with an agency and it does not outline volunteer recruitment guidelines.

## **III. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. While well-intentioned, the uncoordinated efforts of volunteers could hinder the efforts of emergency responders.
2. A number of organizations throughout Wood County maintain registries of potentially-available volunteers, including the American Red Cross, Community Emergency Response Team (CERT), the Salvation Army, the Volunteer Action Center of the Mid-Ohio Valley (VAC) and volunteer fire departments.

### **B. Assumptions**

1. Unaffiliated volunteers will congregate at city halls, fire stations, community centers, incident sites, and other places throughout the county where they believe there may be opportunities to volunteer.
2. The efforts of volunteers could reduce the actual cost and time of disaster response and clean-up.
3. There will be many areas of the response and recovery for which the use of volunteers would not be applicable.

## II. CONCEPT OF OPERATIONS

### A. General

1. The widespread use of unaffiliated volunteers during emergencies in Wood County is not anticipated.
  - a. **Affiliated Volunteers:** Volunteers that have registered with a known or recognized disaster relief organization. Registration allows affiliated volunteers to pre-certify their credentials and capabilities. They may be more readily deployed during emergencies.
  - b. **Unaffiliated Volunteers:** Volunteers that are not yet associated with a response or relief agency that could be involved in the incident. Also known as “convergent” or “spontaneous” volunteers. Because unaffiliated volunteers have not certified their credentials or skills, they must be passed through a registration process before deployment.
  
2. During pre-emergency conditions, disaster-related public awareness campaigns should encourage those wishing to volunteer to register with an established organization.
  - a. Established organizations and they types of volunteers they can provide include the following:
    - i. American Red Cross (ARC),
    - ii. Large Animal Rescue Team (LAR)
    - iii. Local faith-based organizations (i.e., churches),
    - iv. Medical Reserve Corps (MRC) through the Mid-Ohio Valley Health Department – credentialed, trained medical specialists
    - v. Salvation Army
    - vi. The local Volunteer Fire Department (VFD),
    - vii. amateur radio operators

- b. When registering potential volunteers, obtaining the following information could be helpful:
  - i. Any special skills possessed by the volunteer;
  - ii. Fluency in languages other than English;
  - iii. Any licenses or certifications held by the volunteer (e.g., a medical license);
  - iv. Professional background;
  - v. Educational background;
  - vi. Computer skills
  - vii. Prior disaster-related experience.
3. Volunteers should be properly credentialed to ensure that they are capable of performing the tasks assigned to them (and to ensure that appropriate tasks are assigned to them in the first place), which again supports the need to preregister with established organizations.
4. Generally, volunteers should be considered “external resources” by field responders.
  - a. As such, they can be requested through the resource management process (outlined in Annex H) through the incident command structure or emergency operations center.
  - b. In many cases, field responders would not typically think to request the use of volunteers (primarily because their inclination would likely be to obtain support through mutual aid and other “traditional” channels). As such, if a significant number of relevant, registered volunteers are available, the Ritchie County Office of Emergency Management may ask that a message be transmitted to the Incident Commander to alert him/her of the potential availability and skills of volunteers.

B. Recovery

1. Volunteer efforts (and donated goods) may be appropriately utilized during the recovery phase. Consider the following as examples:
  - a. Donated food and volunteer efforts to prepare food could be utilized at “longer running” shelter facilities;
  - b. Faith-based organizations may volunteer to set up soup kitchens at local churches;
  - c. Volunteers may further wish to establish and operate donated goods centers.
2. Volunteers during the recovery phase should be managed according to the internal protocols of the agency with which they are affiliated. Further, the agencies themselves should be appropriately managed by the remaining incident command system or multi-agency coordination structures.

**III. DIRECTION, CONTROL, AND COORDINATION**

- A. Volunteers should always act in accordance with the plans and procedures of the agency with which they are affiliated.
- B. Volunteers should serve at the direction and control of the leader in the area to which they are sent. For example, if assisting shelter operations, they should serve at the direction of the designated Shelter Manager. If helping an on-scene operation, they should serve the appropriate Operations Section Chief, Branch Director, Group Supervisor, Unit Leader, etc.
- C. In general, overall coordination of volunteer efforts should be assigned to the Volunteer Action Center by someone in communication with the EOC (if it is activated).
  1. As the use of volunteers becomes more significant, a staff position in the EOC should be delegated the task of supporting volunteers and coordinating their effort.

- a. Support entails obtaining resources, making other EOC staff aware of volunteer efforts and capabilities, getting information for active volunteers, etc.
  - b. Coordination entails maintaining a running status of the volunteers that are active, what they are doing, to whom they are reporting, etc.
2. Some of the agencies that regularly register volunteers (e.g., the Mid-Ohio Valley Health Department, fire representatives, etc.) may be operating in the EOC but have significantly different responsibilities. For example, if the health department is present in the EOC and actively support the response to a pandemic or epidemic, then it should not also be tasked with coordinating the volunteer effort because the MRC is normally coordinated by the health department. Another EOC staff member should be tasked with the volunteer effort.
3. Guidelines for volunteer management:
- a. Assign a volunteer staffing center to handle telephone calls
  - b. Have a prepared statement for media inquiries as to where those individuals wishing to volunteer can call or a location to report, or what they can do to help.
  - c. Have an application form that asks what civilians specialized skills, training or experience those interested in volunteering may have relevant to the emergency in order to match them to the role
  - d. Maintain communications such as distributing lists of what skills are needed, provide information for alternate volunteer opportunities
  - e. Have a list of those in charge in order to identify skilled and non-skilled volunteers and who to refer them to for volunteer opportunities.

#### **IV. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION**

- A. The following types of information related to the volunteer effort may be necessary:
1. How many volunteers are active;
  2. What tasks volunteers have been assigned;
  3. Which agency registered the volunteers that are active;
  4. General status of volunteer activities;
  5. Periodic checks on the effectiveness of volunteer efforts; and
  6. The names of any unaccounted-for volunteers.
  7. \*NOTE: This is not an exhaustive list.
- B. Volunteers themselves should be expected to share information accordingly, just as any other responder would be expected to share information. To ensure this occurs, the registering agency/organization should determine what is to be shared and how often updates are expected. A Point of Contact (POC) for the registering agency should then share this information with the incident command structure.

#### **V. COMMUNICATIONS**

- A. Volunteers should be integrated into any appropriate communications plans developed for the response to ensure that they can communicate with their registering agency and/or the incident command structure or EOC.
- B. See Annex B: Communications for a general discussion of emergency communications.



## VI. ADMINISTRATION, FINANCE, AND LOGISTICS

### A. Administration

1. The agencies that register volunteers should be expected to maintain documentation confirming the registration and listing the skills and abilities of the volunteers.
2. Workers compensation and other liability issues will not be covered.
3. A record of volunteer efforts should be maintained throughout the response and recovery phases so that appropriate gratitude can be expressed following the operation (e.g., a media release thanking those that volunteered and recognizing the agencies that participated, thank-you cards sent to agencies, etc.).

### B. Finance

1. By virtue of their status as “volunteers”, volunteers would not receive compensation for services rendered.
2. For other resource reimbursement considerations, see Section VIII.B of the Basic Plan.

### C. Logistics

1. Generalized lists of volunteer capabilities should be provided to the RCOEM for appropriate inclusion into the county’s resource manual.
2. Training
  - a. Agencies that register volunteers may offer training to the volunteers. For example, CERT members are required to attend a basic training course which covers the skill and knowledge set, responsibilities, and operations for the team. Registering agencies should maintain records of training completed.

- b. Volunteers themselves may take additional training, offered by such organizations as the West Virginia Emergency Management Division (WVEMD), ARC, etc. In these situations, it should be the volunteer's responsibility to provide documentation of completed training to their registering agency. If no documentation is provided, then the volunteer cannot be assigned a task predicated on the completion of said training.

3. State and Federal Involvement

a. State

- i. The state maintains a volunteer management plan to include training of volunteers and ways to manage and deal with spontaneous volunteers.
- ii. Volunteer liaisons within the State Emergency Operations Center (SEOC) determine responsibilities for their respective areas.
- iii. The WVEMD may appoint a "State Volunteer Coordinator", who would liaison with statewide and/or national volunteer organizations; assess needs between multiple requesting communities and allocate resources among them; assess services to minimize duplication of effort and resources while maximizing utilization of resources; identify shortfalls and seek solutions to them; and liaison to their federal representatives in the case of a Presidentially-declared emergency.
- iv. Volunteer support from the state should be requested through the SEOC. Support could include a volunteer response element or assistance from the state in coordinating volunteer efforts.

- b. Federal
  - i. Federal support within the arena of volunteers is normally rendered to the state.
  - ii. Support could include:
    - Activation of a volunteer/donations coordination team to expedite service provided to donors from large private-sector entities, large civic organizations, and others, and to address large national media-driven collection drives and other complex situations involving donated goods and volunteer services;
    - Establishment of a national donations and volunteer management web-based application that enables the general public to register their offers of donated goods and services;
    - Coordination of appropriate stakeholders;
    - Facilitates management such as multi-agency warehouses and volunteer reception centers; and
    - Communications support such as the coordination of a national hotline and/or call center.
  - iii. Support is generally coordinated through a Regional Response Coordination Center (RRCC) or Joint Field Office (JFO).

## **IX. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOEM, as the custodial agency for this plan, should ensure that this annex is reviewed and updated. It would also be responsible for distributing changes.
- B. The annex should be reviewed, updated, and modified as necessary.

## ANNEX P: ANIMALS IN DISASTER

<b>Related Federal ESFs</b>	<ul style="list-style-type: none"> <li>• ESF #5: Emergency Management</li> <li>• ESF #6: Mass Care, Emer. Asst., Housing &amp; Human Services</li> <li>• ESF #8: Public Health &amp; Medical Services</li> <li>• ESF #11: Agriculture &amp; Natural Resources</li> <li>• ESF #15: External Affairs Mass Evacuation Incident Annex</li> </ul>
<b>Related State Annexes</b>	<ul style="list-style-type: none"> <li>• Annex W: Highly Contagious Animal &amp; Poultry Diseases</li> <li>• Annex X: Animal Services</li> </ul>
<b>Purpose</b>	The purpose of this annex is to describe the local capability in Wood County to ensure the care for small and large animals during emergency conditions.
<b>Primary Agencies</b>	<ul style="list-style-type: none"> <li>• Ritchie County Humane Society</li> <li>• Ritchie County Sheriff's Office</li> <li>• Ritchie County Office of Emergency Management (RCOEM)</li> </ul>
<b>Support Agencies</b>	<ul style="list-style-type: none"> <li>• Local Veterinarians</li> <li>• Ritchie County Commission</li> <li>• WV Department of Agriculture</li> <li>• WV Emergency Management Division (WVEMD)</li> <li>• US Department of Agriculture (USDA)</li> <li>• US Department of Health and Human Services (USHHS)</li> <li>• US Department of Homeland Security (USDHS)</li> </ul>
<b>Authorities</b>	<ul style="list-style-type: none"> <li>• HSPD-5: Management of Domestic Incidents</li> <li>• Pets Evacuation and Transportation Standards Act of 2006</li> <li>• Americans with Disabilities Act of 1990</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• Mid-Ohio Valley Plan for Animals in Disaster, Mid-Ohio Valley Animal Emergency Preparedness Committee, et al., Nov. 2006.</li> <li>• West Virginia Emergency Management. Division. West Virginia Emergency Operations Plan. Charleston, WV.</li> <li>• United States Department of Homeland Security. (2008). National Response Framework. Washington, D.C.</li> <li>• United States Department of Homeland Security. (November, 2010). Guide to Developing Emergency Operations Plans: Comprehensive Preparedness Guide 101. Washington, D.C.</li> </ul>

## **I. PURPOSE AND SCOPE**

### **A. Purpose**

The purpose of this annex is to describe the local capability in Ritchie County to ensure the care for small and large animals during emergency conditions.

### **B. Scope**

This annex applies to all emergency incidents and responses potentially involving the animal population of Ritchie County. To ensure an understanding of these tasks, representatives from the Ritchie County Office Emergency Management, the Ritchie County Humane Society, and the Ritchie County Sheriff's Office have reviewed this annex.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. During an emergency, it may be necessary to evacuate or relocate the animal population of Ritchie County.
2. The American Red Cross (ARC) generally does not allow pets in shelter facilities. (Some arrangements can be made for service animals, however.)
3. Local animal shelters have limited capabilities.
4. Animals will need food and shelter for hours, days, or possibly weeks.
5. The Americans with Disabilities Act (ADA) defines "service animals" as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability, including (but not limited to) guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Under ADA regulations, service animals have access to the same facilities as the humans they serve.

6. Some distinction needs to be made between “pets” and “large animals”. A household pet is a domesticated animal (such as dog, cat, bird, rabbit, rodent, or turtle) that is traditionally kept in the home for pleasure rather than commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, insects/arachnids, farm animals, and animals kept for racing purposes. “Large animals” are generally considered to be livestock (e.g., cattle, pigs, and sheep) and horses.

7. Risks Associated with Lost or Abandoned Animals

a. Public safety is a concern when animals are left unattended.

i. Animals can carry rapidly spreading diseases.

ii. More aggressive animals can be a physical danger to emergency responders.

b. Public health can become a concern when there are a large number of animal carcasses present.

i. Decaying carcasses can spread diseases by contaminating water supplies.

ii. Large numbers of carcasses can be expensive and/or difficult to dispose of properly.

iii. An increased number of scavenger animals may also be attracted to the area posing the threat of attack and spreading disease.

c. Production animals or livestock lost during an emergency can put financial strain on farms and the local economy.

B. Assumptions

1. The Ritchie County Emergency Operations Center (EOC) may be operational during emergency conditions.

2. Disaster sheltering or evacuation can be coordinated through the EOC.

3. During emergency conditions, pet owners may not evacuate if they have to leave their animals behind.
4. Conversely, a large number of animals may be left unattended if an evacuation is sudden and owners lack a plan to take care of them.
5. Owners may try to return early to an evacuated area to retrieve or care for animals, risking their safety and the safety of responders who may have to rescue them.

### III. CONCEPT OF OPERATIONS

#### A. General Operations

1. The Ritchie County Dog Warden is employed by the County Commission through the Ritchie County Sheriff's Office.
  - i. The Dog Warden has the authority to designate Humane Officers sworn in by County Commission.
  - ii. Under routine conditions, the Humane Officers handles all domestic and farm animal calls.
  - iii. Humane Officers do their own investigations. If situations exceed their capabilities, they request assistance through the Sheriff's Office. Such a process should be following during emergencies as well.
2. Animal Sheltering
  - i. Animal sheltering is perhaps the most difficult consideration when planning for animals in disaster. Adequate pet sheltering space is not available in Ritchie County without augmentation.
- 3 Existing Resources
  - i. Dog wardens have access to kennels at the Ritchie County Humane Society Shelter.
  - ii. Dogs and cats can be sheltered at the Ritchie County Humane Society.

- iii. The Ritchie County 4h Multi-Purpose Building may be used as an alternate location.
  - iv. The Ritchie County CO-OP Barn may be used as an alternate location.
  - v. The West Virginia Department of Highways will remove dead animals located on West Virginia State Roads.
4. Expedient Animal Shelter Facilities
- i. Large Animal Rescue services often include temporary sheltering through “foster families”.
  - ii. Additional shelters for household pets could be established on a temporary, expedient basis.
    - Expedient shelters may be located near “people” shelters to allow the sheltered human population to assist in the care of the animals. Such a measure may also ease apprehension within the sheltered human population if they can visit their animals during the emergency.
    - The equipment necessary to establish an expedient pet shelter includes: fencing, tarps, cages, leashes, tags, food, water, and access to animal medical care.
    - Persons staffing an expedient animal shelter should establish a process by which to tag animals at the facility and reunite them with their owners during the recovery period.
5. Animal Medical Care
- i. Generally, veterinarians are relied upon to provide medical care for animals.
  - ii. Local dog warden and the MOVHD maintain information on contacting local veterinarians.
  - iii. The Ritchie County Humane Society utilizes one primary veterinarian. Any veterinarian services are requested on an as needed basis.
  - iv. Basic vaccinations including Rabies are provided by Ritchie County Humane Society staff upon intake of the animal.



- v. The Ritchie County Humane Society has the ability to scan and microchip all animals for identification.
- 6. Various resources that could be used for animal care are listed in databases maintained by the Ritchie County Humane Society and the MOVHD. The Ritchie County Dog Warden also has access to additional caches of these resources. Potential resources include the following.
  - i. Food and water (and dishes)
  - ii. Collars and leashes
  - iii. Cages, muzzles, fencing, and tarps
  - iv. Bedding
- B. Coordination with On-Scene Responders
  - 1. In many instances, on-scene emergency responders may be the ones that come into contact with abandoned animals or animal owners who are requesting care for them.
    - i. The Incident Commander (IC) should ultimately coordinate with the Emergency Management if field forces encounter a significant number of animals in the affected area, if sheltering (including pet sheltering) is necessary, etc.
    - ii. Field emergency responders may conduct pet rescues such as the Ritchie County Humane Society. Such rescues are generally for small, household pets.
    - iii. A Large Animal Rescue Team may be contacted for assistance with larger animals such as horses, cows, etc
  - 2. If such resources as pet rescue services, equipment (e.g., trailers, fencing, gates), etc. are necessary, the IC should procure those resources through Emergency Management as he/she would any resource that cannot be provided through mutual aid.

#### **IV. DIRECTION, CONTROL, AND COORDINATION**

- A. Generally, the overall coordination of animal issues would be accomplished through the incident command structure.

- B. If on-scene (e.g., rescue, corralling, etc. situations), animal care volunteers should report to the staging area and await assignments from the Incident Commander (IC). Upon issuance of an assignment, animal care resources should assume an appropriate role within the Incident Command System (ICS) General Staff.
- C. Staff at animal care shelters should designate someone to be in charge at that shelter. Overall coordination of shelter operations should be done in accordance with the management structure of the overall mass care function (see Annex F). If the animal care shelter is located near a Red Cross people shelter, coordination may need to occur between the two. (For example, pet owners in the people shelter can report to the animal care shelter to assist in the care of their pets.)

## **V. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION**

- A. Public Information
  - 1. Pre-disaster public information can include: the importance of labeling homes to indicate pet occupancy, items to take with pets if an evacuation is necessary, general support for regular vaccinations and the maintenance of medical records for pets, and general pet safety information.
  - 2. During emergency situations, owners need to know where to take their animals, what to bring with them, and how animal care facilities are organized. Owners should also be notified of pet visitation and access protocols (if any).

## **VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. Organization: As discussed above, animal operations conform to the incident command system structure. Further, the skills and responsibilities of specialty resources, such as veterinarians, would remain the same as routine operations (with a likely change in the frequency such expertise is needed).
- B. Assignment of Responsibilities
  - 1. Primary Agencies
    - a. The Ritchie County Humane Society and the Ritchie County Dog Warden

- i. Identify potential animal care facilities prior to hazard events.
    - ii. Maintain staff rosters for county-owned animal shelter facilities.
    - iii. Determine guidelines for feeding based on the types of animals housed at the facility.
    - iv. Coordinate with veterinarians to provide medical services.
  - b. Ritchie County Office of Emergency Management
    - i. Coordinate with the Ritchie County Humane Society to issue public information regarding animal issues.
    - ii. Ensure coordination between the American Red Cross and animal care facilities.
    - iii. Update status of animal care operations as a part of the overall incident response.
    - iv. Relay resource requests to the State EOC (SEOC).
    - v. Periodically relay appropriate Situation Reports (SITREPS) to higher levels of government.
- 2. Secondary Agencies
  - a. Local Veterinarians
    - i. Provides medical care for animals in animal care facilities.
    - ii. Supervises, in coordination with the dog wardens, the dispensing of basic medical and drug supplies at animal care facilities.
    - iii. Recommends the euthanasia of sick/injured animals.

- b. Ritchie County Sheriff
  - i. Provide security for animal care facilities, especially if they are established near human shelters.
  - ii. Provide traffic control during movement to shelters and support facilities (including animal care facilities).
- c. West Virginia Department of Agriculture
  - i. Coordinates with agencies at the local level to help maintain emergency operations.
  - ii. Provides state assistance regarding the identification of animal disease.
  - iii. Provides state assistance regarding the euthanasia of animals based on disease findings.
  - iv. Assists the county during clean-up, if appropriate.
- d. West Virginia Emergency Management Division
  - i. Receives supplemental resource requests at the SEOC.
  - ii. Relays resource requests to the applicable state agency.
  - iii. Coordinates the elements of the state-level response from the SEOC.
- e. United States Department of Agriculture
  - i. Deploys APHIS resources, if necessary.
  - ii. Assists, as necessary and contingent upon availability, during operations dealing with an outbreak of a contagious animal or zoonotic disease.
  - iii. Supports animal/veterinary issues during natural disasters.
  - iv. Coordinates with other federal assets as well as state and local assets responding to the incident, as necessary.

- f. United States Department of Health and Human Services
  - i. Assists in the provision of emergency veterinary care for sheltered and rescued animals.
  - ii. Assists in the performance of epidemiological monitoring and reporting of emergency-related animal health issues.
  - iii. Manages human bite/injury cases, as appropriate and in coordination with appropriate state and local authorities.
  
- g. United States Department of Homeland Security
  - i. Coordinates, with state and local authorities, pet owner identification, tracking, reunification, and social support.
  - ii. Coordinates pet issues, including pet evacuation, care, and sheltering with the appropriate state and local government and nongovernmental agencies.
  - iii. Coordinates with state and local authorities to ensure that animal evacuation and response instructions and status updates are communicated appropriately and in a timely fashion.
  - iv. Coordinates the federal response from the JFO in accordance with ESF #5.
  - v. Integrates, to the extent necessary and practical, state and local representatives in JFO operations.
  - vi. Coordinates the efforts of federal assets responding under ESFs 6, 8, 9, and 14.

## **VIII. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

- 1. Accurate records should be maintained regarding all animals housed in animal care facilities. Logs should be kept of owner visits for liability purposes.

2. Records are kept including the owner, contact information, medications, and identification number.
3. Accurate records should also be kept of shelter supplies and equipment requisitioned, delivered, used, and returned after the disaster. Other eligible expenses for reimbursement include man hours for pet rescue, supplies for facilities, and costs related to emergency veterinary services. These records should be turned into the RCOEM within 10 days of the conclusion of response operations.

B. Logistics

1. The Ritchie County Humane Society and the MOVHD should use normal communications channels throughout emergencies.
2. Following the emergency response, critique sessions may be scheduled to assess each agency's response for planning purposes. If animal care operations were active, representatives should participate in these critiques. Weaknesses in this annex should be identified and adjustments made to better handle future emergency situations.
3. State and Federal Involvement
  - a. State
    - i. State authorities may be available should a large number of animals be at risk during a large-scale emergency. Such assistance includes the identification of emergency veterinary teams.
    - ii. Additional state assistance may be available for the identification of animal diseases and may assist in determining if euthanasia is appropriate. Such assistance is usually provided by the West Virginia Department of Agriculture.

b. Federal

- i. The United States Department of Health and Human Services (USHHS) may assist in providing emergency veterinary care for sheltered and/or rescued animals, epidemiological monitoring and reporting of emergency-related animal health issues, and management of human bite/injury cases.
- ii. Under Emergency Support Function (ESF) #11, the US Department of Agriculture (USDA) can provide assistance regarding any highly contagious animal/zoonotic disease.
  - Efforts are coordinated by the USDA's Animal and Plant Health Inspection Service (APHIS).
  - Animal/veterinary issues are supported in coordination with ESF #8 (Public Health and Medical Services).
  - All animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized.
- iii. The USDA can also, under ESF #11, provide support for the safety and well-being of household pets during an emergency response or evacuation situation.
  - Support is provided in accordance with ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Services), ESF #8 (Public Health and Medical Services), and ESF #14 (Long-Term Community Recovery).
  - The USDA supports state and local efforts to the extent necessary.
- iv. The United States Department of Homeland Security (USDHS) can provide a myriad of services during emergencies affecting animals.

- Through ESF #15 (External Affairs), USDHS can work with state and local authorities to ensure that animal evacuation and response instructions and status updates are communicated appropriately and in a timely manner.
- Through ESF #6, USDHS may coordinate animal owner identification, tracking, reunification, and social support. ESF #6, as it does with human evacuations, may also coordinate pet evacuation, care, and sheltering (with appropriate state and local government and non-government agencies).
- Through ESF #5, USDHS may serve as a coordinator of federal assets through the Joint Field Office (JFO).

**IX. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The RCOEM Director should review this annex with the humane society and the MOVHD.
- B. The RCOEM is responsible for disseminating changes.