

Emergency Operation Plan

EOP

for Harrison County, West Virginia

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HARRISON COUNTY EMERGENCY OPERATIONS PLAN 2005

**Harrison County
Bureau of Emergency Services
420 Buckhannon Pike
Nutter Fort, West Virginia 26301-4348**

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RESOLUTION

WHEREAS, pursuant to the State Emergency Services Act (West Virginia Code, Chapter 15, Article 5, as amended), Harrison County has established the Harrison County Bureau of Emergency Services;

WHEREAS, the Harrison County Bureau of Emergency Services is, to the limits of its capabilities, responsible for the disaster preparedness activities within the County;

WHEREAS, the Harrison County Bureau of Emergency Services has established the HARRISON COUNTY EMERGENCY OPERATIONS PLAN, which establishes specific operational responsibilities and prescribes actions necessary to mitigate potential consequences to the County populace, either man-made or natural disasters or emergencies;

WHEREAS, the HARRISON COUNTY EMERGENCY OPERATIONS PLAN was written to be responsive to Federal requirements contained in the Integrated Emergency Management System (IEMS) concept, and the National Incident Management System (NIMS), and is subject to approval by the Federal Emergency Management Agency (FEMA); and that the plan will be reviewed and revised annually to maintain a current level of preparedness and to address changing Federal, State, and/or local requirements;

NOW THEREFORE IT IS RESOLVED, ORDERED AND DETERMINED, that the County Commission does hereby approve and adopt the HARRISON COUNTY EMERGENCY OPERATIONS PLAN, which is filed in the Office of the Harrison County Commission at the Courthouse, Clarksburg, WV, and which is incorporated by this reference.

PASSED AND ADOPTED by the County Commission of Harrison County, State of West Virginia, this ____ day of _____, 2005.

HARRISON COUNTY COMMISSION:

President

Commissioner

Commissioner

HARRISON COUNTY EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST

1. West Virginia Office of Emergency Services
2. Harrison County Bureau of Emergency Services
3. Harrison County Commission
4. Town of Anmoore
5. City of Bridgeport
6. City of Clarksburg
7. Town of Lumberport
8. Town of Nutterfort
9. City of Salem
10. Town of West Milford

**HARRISON COUNTY
EMERGENCY OPERATIONS PLAN
2005**

BASIC PLAN

BASIC PLAN

I. PURPOSE AND SCOPE

A. Purpose. This Plan is intended to enable a coordinated and efficient response to emergency events that exceed either the capability of or the routine responsibility of any single emergency response agency in Harrison County. This Plan establishes the overall organizational framework for a comprehensive approach to emergency management by:

1. Assigning responsibilities and authority to local organizations, agencies, and officials for implementing specific emergency response activities in implementing specific emergency response activities, in particular emergency situations and events.
2. Facilitating a coordinated, countywide response to emergencies by defining lines of authority and organizational relationships.
3. Adopting the National Incident Management System (NIMS) that will allow all government, private sector, and non-governmental organizations to work together during domestic incidents through a comprehensive, national approach to incident management.
4. Explaining how people and property will be protected.
5. Identifying actions that address hazard or emergency mitigation concerns during emergency response and recovery activities.
6. Providing planning guidance and assistance to local emergency response organizations.

B. Scope. This Plan is intended to apply to all types and causes of

emergencies and disaster events: natural events, man-made events, and technological events. It is composed of a basic plan which provides the general overview and general guidance and a series of functional annexes which are either functional or hazard specific. These annexes are listed and briefly described below.

1. **Basic Plan.** This element provides an overview of Harrison County's approach to emergency operations and management.
2. **Annex A, Direction and Control.** This is a critical emergency management function that often determines the overall effectiveness of the response operation.
3. **Annex B, Communications.** This annex focuses on the communications systems that will be used during an emergency event in Harrison County.
4. **Annex C, Warning.** This annex addresses the dissemination of timely forecasts of all hazards requiring emergency response actions and describes the warning systems that are operable in Harrison County.
5. **Annex D, Emergency Public Information.** This annex deals with developing messages with accurate information for the public, getting the information out, and monitoring its reception and effectiveness during an emergency event.
6. **Annex E, Evacuation.** This annex deals with the evacuation of people from an area at-risk during an emergency event and how to provide mass care for them throughout the duration of the event.

7. **Annex F, Mass Care.** This annex explains the policies and procedures to meet the basic needs of evacuees during an evacuation and explains the establishment and operation of mass care facilities.
8. **Annex G, Health and Medical.** This annex describes the provision of health and medical services during emergency events.
9. **Annex H, Resource Management.** This annex describes the means, organization, and process that will be used to assess emergency response resource needs, and how to find and stage the required resource.
10. **Annex I, Hazardous Materials.** This annex describes the emergency management activities that will be employed in the event of a hazardous materials incident.
11. **Annex J, Counter-terrorism.** The purpose of this Annex is to develop and maintain a Terrorist Incident Appendix (TIA) for responding to incidents involving terrorist-initiated weapons of mass destruction (WMD).

II. SITUATION

A. Location. Harrison County, which is located in North-Central West Virginia, has an estimated population of 68,652 (2000 U.S. Census). Clarksburg, the County seat, has a population of 16,743 (2000 U.S. Census) is located at the intersection of U.S. Route 50 and Interstate 79.

B. Socio-Economic Factors. The demographic factors for Harrison County that have relevance to emergency planning include:

1.	Population	<u>1990</u>	<u>2000</u>
	a) Total Population	69,371	68,652
	b) Median Age	36.8 years	39.2 years
2.	Housing		
	a) Total Housing Units	29,988	31,112
	b) Occupied Housing Units	21,837	27,867
	c) Owner Occupied Units	19,996	20,841
	d) Renter Occupied Units	7,013	7,026
3,	Economic Indicators		
	a) Per Capital Income	\$16,810	
	b) Median Family Income	\$36,870	

C. Transportation

- 1. **U. S. Interstates** I-79
- 2. **U. S. Routes** 50 (Corridor D), 19
- 3. **State Routes** 98, 76, 58, 57, 23, 20
- 4. **Rail Service** CSXT
- 5. **Airports** Clarksburg/Harrison-Marion
Regional Airport

Located one mile from Clarksburg, latitude 39/18'N and longitude 80/14'W at an elevation of 1,203 feet with hard surface runways. Facilities include an airport terminal, hangers, Federal Aviation Administration (FAA) Control Tower with radar, and a Civil Air Patrol (CAP) Squadron.

D. Communications. Harrison County is served by four newspapers, 12 radio

stations, 3 television stations, and 1 telegraph service.

E. **Public Utilities and Service.**

1. **Electrical Service** is provided by Allegheny Power Company and Harrison REA.
2. **Natural Gas** is provided by Lumberport-Shinnston Gas Company, Dominion Gas Company, and Equitable Gas Company.

F. **Medical Services.** The County has two hospitals with 543 beds, 140 doctors, and 39 dentists.

G. **Special Concern Facilities.**

1. **Public Schools.** Harrison County has 14 elementary schools, 6 middle/junior high schools, 5 high schools, 1 vocational school, and 3 other schools.
2. **Licensed Day Care Centers.** There are 38 licensed day care centers in the County.
3. **Recreational Facilities.** These facilities include: 17 auditoriums, 9 softball fields, 5 lighted basketball courts, and 5 stadiums.

H. **Climate.** Harrison County has a moderate climate with a Mean Annual Average Temperature of 52 degrees.

1. **Average Temperatures** **High** **Low**

information on each of the previously identified hazards. Of particular interest are the following characteristics of each hazard and should, where possible, be included in this discussion.

- a. Frequency.
- b. Magnitude or Intensity.
- c. Location, if applicable.
- d. Duration.
- e. Seasonal Pattern.
- f. Speed of Onset
- g. Availability of Warning

3. **Risks Comparison and Prioritization.** This next step is intended to assist emergency planners in determining the particular hazards that may require special attention in planning and how to best manage and respond to them. This requires the planners to consider the frequency of the hazard and the potential severity of its consequences.

[J. Natural Hazards.](#) Twenty natural events that present a potential hazard to Harrison County were identified as an element of the 2002 HVA. All twenty natural hazards are listed below. The first column explains their priority ranking which takes into account their probability, risk and the level of local preparedness. The second column shows their ranking when only probability

and risk were examined.

Natural Events

<u>Hazard Priority/Score</u>	<u>Probability & Risk (only)/Score</u>
1. Severe Thunderstorm/10	1. Severe Thunderstorm/5
2. Lightning/10	2. Lightning/5
3. Flood/8	3. Flood/8
4. Flash Flood/8	4. Flash Flood/8
5. Severe Wind/8	5. Severe Wind/4
6. Drought/8	6. Drought/4
7. Tornado/8	7. Tornado/4
8. Ice Storm/8	8. Ice Storm/4
9. Temperature Extremes/8	9. Temperature Extremes/4
10. Earthquake/6	10. Earthquake/3
11. Severe Winter Storm/6	11. Severe Winter Storm/4
12. Erosion/6	12. Erosion/3
13. Earth Slide/5	13. Earth Slide/5
14. Epidemic/4	14. Epidemic/2
15. Infestation/4	15. Infestation/2
16. Sleet/4	16. Sleet/4
17. Hail Storm/4	17. Hail Storm/4
18. Blight/4	18. Blight/2
19. Wild Fires/3	19. Wild Fires/3
20. Hurricane/2	20. Hurricane/1

K. Technological Hazards. The HVA process examined twelve technological events that represent a potential hazard to the county. The twelve hazards are listed below. The first column explains their priority ranking which takes into account their probability, risk and the level of local preparedness. The second column shows their ranking when only probability and risk were examined.

Technology Events

<u>Hazard Priority/Score</u>	<u>Probability and Risk (only)/Score</u>
1. HAZMAT Incident/12	1. HAZMAT Incident/6
2. HVAC Failure/9	2. HVAC Failure/3
3. Structural Damage/6	3. Structural Damage/3
4. Transportation Accident/4	4. Transportation Accident/4
5. Fuel Shortage/4	5. Fuel Shortage/2
6. Communications Failure/3	6. Communication Failure/3
7. Fire/3	7. Fire/3
8. Electricity Failure/3	8. Electricity Failure/3
9. Natural Gas Failure/3	9. Natural Gas Failure/3
10. Water Failure/3	10. Water Failure/3
11. Sewer Failure/3	11. Sewer Failure/3
12. Resource Shortages/3	12. Resource Shortages/3

L. Human Events. The eight human events which the HVA identified as presenting a potential hazard to the county included three mass casualty events: disease, HAZMAT, and trauma and terrorist incidents that include: weapons of mass destruction (WMD), biological, chemical and nuclear. The two remaining human events are a civil disturbance and bomb threat. The first column explains their priority ranking which takes into account their probability, risk and the level of local preparedness. The second column shows their ranking when only probability and risk were examined.

Human Events

<u>Hazard Priority/Score</u>	<u>Probability & Risk (only)/Score</u>
1. Bomb Threat/10	1. Bomb Threat/5
2. Disease/8	2. Disease/4
3. HAZMAT/8	3. HAZMAT/4
4. Biological/8	4. Biological/4
5. Chemical/8	5. Chemical/4
6. WMD/8	6. WMD/4
7. Civil Disturbance/3	7. Civil Disturbance/3
8. Trauma/4	8. Trauma/4

M. Emergency Response Resources. The County has an appreciable level of emergency response resources including the manpower, skills, and equipment that are the property of organizations such as the following: units of local government and local agencies, private businesses and industrial operations, and medical, health, and allied professionals.

1. This Plan assumes that all local government employees will be available to provide assistance during an emergency, as will be the following personnel or professionals, if appropriate and necessary:
 - a. Medical health and allied professions,
 - b. State and federal government employees, and
 - c. Private commercial and industrial operations.

2. The involvement and utilization of State and Federal resources and personnel will require respective State and Federal Disaster Declarations on the part of the appropriate local and state officials or agencies.

N. Mutual Aid. In recognition of the fact that many emergency events can exceed the capabilities of any jurisdiction's emergency response assets and resources, mutual aid agreements and understandings, such as emergency management assistance compacts, have been executed with other jurisdictions regarding the use of emergency management resources which includes personnel, equipment, and supplies.

III. ASSUMPTIONS

A. Emergency/Disaster Events. This Plan is predicated on the assumption that emergencies and disasters will take place in Harrison County.

1. Natural Emergencies/Disasters include:
 - a) Floods
 - b) Winter Storms
 - c) Drought
 - d) Severe Wind Storms
 - e) Wildfires

2. Technological/Man-made Emergencies/Disasters include:
 - a) Accidental release of hazardous materials
 - b) Structural Fires
 - c) Explosions

B. Combined Response. This Plan assumes that emergency events can and will develop which are beyond the response capabilities of any single emergency response organization.

C. Local State of Emergency. Local officials will declare when the emergency or disaster event is of sufficient proportion or threat, a local State of Emergency, and the Emergency Operations Center (EOC) will be activated to provide for a

coordinated response by the appropriate emergency response organizations.

D. West Virginia Office of Emergency Services (WVOES). When it is apparent that the full commitment of the County's local resources is not adequate to cope with the emergency event, or that a specific capability is required which is not available locally, the Director of the Harrison County Bureau of Emergency Services (HCBES) will request additional assistance through the West Virginia Office of Emergency Services.

IV. CONCEPT OF OPERATIONS

A. Responsible Organizations. It is the responsibility of the Harrison County Commission and the Harrison County Bureau of Emergency Services to protect life and property from the impact of emergency events.

B. Primary Organization. The Harrison County Bureau of Emergency Services (HCBES) has the primary responsibility for providing emergency management services and assistance in the County.

1. This Emergency Operations Plan (EOP) is intended to be Countywide in its applicability to ensure that all available emergency response resources in the County can be directed at any emergency event, and in particular, those events which exceed the response capabilities of a single organization.
2. Other emergency response resources, such as the American Red Cross (ARC), the Salvation Army, local hospitals, volunteer organizations, and other private groups and organizations may be requested to assist and augment local government response elements.

3. Emergency response organizations and other local agencies designated for support may be called upon for additional assistance.
 - a. In situations of less than countywide involvement, the agencies that routinely respond to such limited emergencies will execute their regularly assigned duties.
 - b. Mutual aid agreements regarding the assignment of equipment, materials, and personnel will be implemented as demanded by the needs of any emergency event.
 - c. State/Federal Assistance. When an emergency event exceeds the capabilities of Harrison County's emergency response assets, assistance will be requested through the West Virginia Office of Emergency Services (WVOES).

C. [National Incident Management System \(NIMS\)](#). Homeland Security Presidential Directive-5 (HSPD-5) instructs the Secretary of Homeland Security to develop and administer a National Incident Management System that will allow all government, private sector, and non-governmental organizations to work together during domestic incidents through a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and all functional disciplines, and which has the following intentions.

1. Be applicable across a complete range of potential emergency or hazardous incidents, regardless of either the size or complexity of the incident.

2. Enhance the coordination and cooperation between public and private entities in a variety of domestic incident management activities by providing for interoperability and compatibility among all emergency responders.

D. NIMS: Concepts and Principals. NIMS provides an overall framework to enable both the interoperability and compatibility of differing response agencies and disciplines through a balance of two operational factors: flexibility and standardization.

1. Flexibility. NIMS provides a flexible framework to facilitate the activities of both public and private organizations working in concert at all levels to manage a domestic incident, with this flexibility applying to all phases of incident management, regardless of the cause, size, location, or complexity of the emergency incident.
2. Standardization. NIMS provides a set of standardized organizational structures, and defines the requirements for processes, procedures, and systems in a manner to enhance interoperability.

E. NIMS Components. NIMS is composed of six primary components operating together in a systematic fashion to create a national framework for incident management and which includes all phases of emergency incident management: preparation, prevention, response and recovery. These primary components are as follow.

1. **Command and Management.** The standard incident management structures organized under the NIMS framework are all based on three primary organizational systems:
 - a. *Incident Command System (ICS).* ICS defines the operating characteristics, management components, and structure of incident management organizations throughout the duration of an emergency incident.
 - b. *Multi-agency Coordination System.* This system defines the operating characteristics, management components and organizational structure of supporting entities.
 - c. *Public Information System.* This system includes the processes, procedures, and systems for communicating timely and accurate information to the general public during all phases of an emergency incident.

2. **Preparedness.** The effective management of an emergency incident starts with preparation activities conducted in anticipation of and prior to the onset of an emergency incident, and which involve a combination of the following.
 - a. Planning, training and exercises.
 - b. Personnel qualification and certification standards.
 - c. Equipment acquisition and certification standards.
 - d. Publication management processes and activities.

- e. Mutual aid agreements and Emergency Management Assistance Compacts (EMACs).
3. **Resource Management.** NIMS has the capability not only to define standard methods, but also to establish requirements for describing, inventorying, mobilizing, dispatching, tracking, and recovering emergency response and management assets and resources through all phases the management of an emergency incident.
 4. **Communications and Information Management.** NIMS provides for a standardized framework for communications, information management, and information sharing support at all levels of incident management, including the need for effective interoperable communications procedures and systems to be in effect across all agencies and jurisdictions.
 5. **Supporting Technologies.** Technology and technological systems, including emerging technologies, can provide the support and assistance necessary to implement and refine NIMS, and include the following capabilities.
 - a. Voice and data communication systems.
 - b. Information management systems.
 - c. Data display systems.
 6. **Ongoing Management and Maintenance.** The Department of Homeland Security has established the NIMS Integration Center to

provide strategic direction and oversight in support of routine review and ongoing refinement of NIMS and its primary system components.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. **Local Governments.** Units of local government in Harrison County include the County and the 10 municipal governments of: Clarksburg, Bridgeport, Shinnston, Lumberport, Salem, Stonewood, Anmore, Lost Creek, Nutter Fort, and West Milford.

1. The County Commission and its President, along with the City or Town Councils and their respective mayors for the above jurisdictions have the following responsibilities in connection with emergency planning and management:
 - a. Prepare and promulgate local emergency operations plans.
 - b. Ensure that all local government emergency operations plans (EOP) are coordinated with all other EOP within the County and in compliance with State and Federal emergency planning guidelines.
 - c. Appropriate funds for emergency management planning.
 - d. Assign and make available employees, property, and equipment for emergency operations.

- e. Establish a local Emergency Operations Center (EOC) (or Emergency Communications Center) and secondary control center/s to serve as emergency command posts.
 - f. Delegate authority to the local Emergency Services Director for the organization and administration of the local Emergency Services Plan.
 - g. Establish mutual aid agreements with public and private agencies.
 - h. Accept services, equipment, supplies, materials, or funds by gift, grant, or loan from the Federal government or any person, firm, or corporation.
 - i. In a declared local state of emergency:
 - 1. Activate local plans and mutual aid agreements as appropriate.
 - 2. Implement provisions of local emergency ordinances as applicable.
2. This Plan assumes that all the resources of County and municipal governments will be available for use during all phases of an emergency event. Department or agency leaders are responsible for the actions of their agencies in responding to an emergency event. In performing these responsibilities, local departments and agencies will:

- a. Develop and maintain plans and operating procedures for implementing emergency response activities and response assistance.
 - b. Develop and maintain contingency plans to cope with specific hazards which are primarily within their area of responsibility.
 - c. Develop cooperative agreements or understandings and maintain liaison with private industry, associations, and organizations that possess significant resources related to the department's primary responsibilities.
 - d. Develop cooperative agreements with other local agencies in areas of mutual concern and responsibility.
 - e. Maintain liaison with appropriate State and Federal agencies.
 - f. Provide representatives for staffing the Emergency Operations Center as requested.
3. Emergency response is categorized into functional areas common to most types of emergencies such as fire, law enforcement, emergency medical services, and debris removal. Functional responsibility assignments are based upon departmental resources and capabilities.
- a. The functional capabilities of all local agencies and departments are described in "Annex A" of this document.

- b. Agency and departmental roles are identified as either primary or as support in the same annex.

B. [Director, Harrison County Bureau of Emergency Services](#). The Director acts as the Chief Executive Officer (CEO) of the HCBES and has the responsibility for directing the agency's operations. Other responsibilities include the following matters.

1. Advise County and city government officials on emergency services matters.
2. Prepare, coordinate, compile, and maintain local emergency plans, such as the EOP.
3. Develop and conduct exercises to test and evaluate emergency plans.
4. In times of emergency, coordinate local operations based upon guidance and direction from the executive authority.
5. Establish and maintain the County/City Emergency Operations Center.
6. In a major declared disaster, function as the local coordinating officer working with State and Federal coordinating officers.
7. Provide training to ensure the preparedness of the emergency service and non-governmental organizations for disaster conditions.

8. Maintain a Resource Manual containing a description of all supplies and equipment available for emergency purposes.
9. Maintain accurate records of the fiscal affairs of the HCBES.
10. Notify appropriate officials in adjacent counties when an emergency event has the potential to expand or have an impact on their jurisdiction.
11. Notify the WVOES when an emergency or disaster event may require State assistance.
12. Review all available information on an emergency to decide if an evacuation is required to protect the at-risk populace:
 - a. Locate assembly areas for evacuees needing transportation.
 - b. Delineate evacuation routes out of the risk area to mass care facilities.

C. Communications Officer. This individual has the primary responsibility to manage the HCBES's emergency communications system and will develop appropriate protocols for all emergency communications operations. Other duties include the following matters.

1. Assemble a team of representatives of other local agencies and organizations involved in emergency response activities to develop a communications procedure that will:
 - a. Meet the emergency management needs of Harrison County.

- b. Be compatible with the communications procedures used by all emergency response organizations in the County.
 - c. Be compatible with the communications system and equipment used by all emergency response organizations in the County.
2. Develop and maintain an up-to-date inventory of all emergency communications and warning systems and equipment in Harrison County and which are available to the Emergency Operations Center or which may be used to augment the County's communications capabilities.
3. Coordinate the development of checklists as may be required to define activating and operating procedures for emergency response operations.
4. Define the duties of other communications personnel and other agencies involved in emergency communications efforts.

D. Public Information Officer (PIO). The primary responsibility of the PIO is to advise the Director of HCBES on matters involving emergency public information (EPI). Other duties include the following activities.

1. Develops and maintains a public information and education program that include pre-packaged information kits for specific emergency events and hazard awareness programs.
2. Develops and maintain a positive working relationship with local media.

3. Directs emergency public information program (EPI).
4. Prepares news releases.
5. Assigns monitors to review media releases.
6. Maintains chronological record of emergency/disaster-related events.
7. Supervises EOC media center.
8. Coordinates visitor control at EOC and disaster sites.
9. Coordinates rumor control activities.
10. Coordinates with local counterparts and news media to establish:
 - a. A continuing information and education program.
 - b. A team to operate the information office and/or the media room during emergency activities.
11. Distributes pertinent EPI materials to all local media outlets and venues prior to emergencies and disaster events.
12. Keeps the EOC staff and the Executive Group informed of the emergency or disaster situation as it develops.

13. Determines what EPI and other information should be released to the public at specific points in time.
14. Ensures that the information needs of the visually impaired, hearing impaired, and non-English speaking groups are addressed.
15. Coordinates with the local animal care and control agency to obtain information for distribution to the general public on how to protect and care for companion and farm animals during disaster events.

E. Law Enforcement Coordinator. During an emergency or disaster event, the activities of law enforcement will increase and may require augmentation by other local law enforcement agencies. Law enforcement activities during an emergency will primarily involve the maintenance of law and order, traffic control, and, if necessary, assistance in evacuation activities. The duties of the Law Enforcement Coordinator (LEC) include the following matters.

1. Rapidly assess and analyze the disaster or emergency event to determine the level of law enforcement response required by the event.
2. Identify the agencies and organizations, and local citizens, capable of providing support to local law enforcement agencies.
3. Identify facilities that will need special security during an emergency or disaster.
4. Coordinate security and traffic control for the EOC.
5. Coordinate traffic and crowd control.

6. In the case of an evacuation, coordinate law enforcement assistance in the evacuation effort that would include notification, traffic control, and security of the evacuated area.
7. Coordinate law enforcement activities in providing a back-up communications capability to emergency shelter operations.
8. Coordinate law enforcement activities in developing damage assessments.
9. Provide law enforcement related information to the PIO.

F. Fire Service Coordinator. During a disaster or emergency event, fire services will be primarily responsible for fire control and responding to HAZMAT incidents. During an emergency or disaster event, the Fire Service Coordinator (FSC) will have the following responsibilities:

1. Rapidly assesses and analyzes the disaster or emergency event to determine the level of fire service response required by the event.
2. Identifies the agencies, organizations, and local citizens capable of providing support to local fire agencies.
3. Coordinates the activities of the fire service personnel and agencies involved in public warning activities.
4. Ensures that the EOC staff and other agencies are informed regarding the dangers involved with technological hazards and fires during emergency response operations.

5. During an evacuation, the FSC will ensure that local fire department facilities serve as coordinating centers for the provision of bus or ambulance transportation for those who can not be evacuated in private vehicles.
6. Coordinates the evacuation verification of evacuated areas that is to be performed by local fire service agencies.
7. Provides information on overall fire control activities to the PIO.

G. Public Works/Resource Coordinator. The Public Works/Resource Coordinator (PWRC) is responsible for developing and coordinating the process that will identify, inventory, obtain, categorize, distribute, track and recover the resources to satisfy the needs generated by an emergency. The PWRC operates under the supervision of the Director of Emergency Services and will perform the following responsibilities and tasks.

1. Coordinates with the Emergency Services Director and representatives of other key response organizations regarding the resource needs created by an emergency event and the most appropriate resource priorities to employ in meeting their needs.
2. Manages and directs resource support activities during large-scale emergencies and disasters.
3. Ensures that the emergency response inventory lists and database is maintained on a current basis.

4. During an emergency or disaster, the PWRC will monitor potential resource shortages and advise the Director of Emergency Services on the need for action.
5. Identifies facilities or sites appropriate for use as storage facilities for needed donations and resources.
6. Determines the need for and, if necessary, the activation of facilities which are required to enable the coordinated reception, storage, and physical distribution of resources.
7. Manages public works resources and coordinates public works operations, such as: water supply/treatment, road maintenance, and trash/debris removal.
8. Coordinates with private sector utilities (such as electric and natural gas) on shutdown and service restoration.
9. Coordinates with private sector utilities and contractors for the use of private sector assets in public works-related activities.

H. Health and Medical Coordinator. The Health and Medical Coordinator (HMC) operates under the supervision of the Emergency Services Director to ensure that the necessary planning and coordination that establish the framework to facilitate the wide range of health and medical activities is accomplished prior to the onset of an emergency or disaster event. The HMC is responsible for coordinating EMS, hospital, public health, environmental health, and mortuary services disaster planning and response actions. During an emergency or disaster event, the initial responsibility of the HMC is to rapidly assess the health and medical needs: Other duties include.

1. Oversees and coordinates all of the health and medical organizations which have been activated to assess needs and ensure that the proper resources are provided.
2. Ensures that EMS teams responding to the disaster or emergency scene establish a medical command post.
3. Maintains a patient/casualty tracking system.
4. Coordinates the location, procurement screening, and allocation of all health and medical resources that are necessary to meet the needs created by the disaster or emergency event.
5. Provides the PIO with information on the number of injured, deaths, and related information.
6. Coordinates support to the local effort to respond to inquiries from family members concerned about loved ones.
7. Coordinates with community health and medical organizations of jurisdictions neighboring with Harrison County, as well as State and Federal officials, regarding matters related to health and medical response activities.
8. Screens and coordinates with incoming groups and individual volunteers to ensure that positive identification and proof of licensure is made.

9. Oversees the location, procurement, screening, and allocation of health and medical supplies and resources, including personnel, which are necessary to support health and medical operations.

J. **Mass Care Coordinator.** The Mass Care Coordinator (MCC) will operate out of the EOC under the direction of the Emergency Services Director and will be responsible for the following tasks and activities.

1. Assesses the situation and makes recommendations to the EOC staff on the number and location of mass care facilities that should be activated.
2. Reviews listing of available mass care facilities and notifies the proper contacts regarding the possible need for their services and facilities.
3. Based upon the safest and best possible use of potential mass care facilities, prepares a list of buildings that have been selected for use as mass care facilities and the number of people which can be sheltered in each.
4. Prepares a resource list identifying those agencies which are responsible for providing the resources necessary to establish and maintain operations in each mass care facility, such as: cots, blankets, beds, food, water, candles, medical and sanitation supplies, communications equipment, back-up power services, and related materials.

5. Ensures that basic hygiene and housing materials are available in sufficient quantities in all of the mass care facilities identified to be activated and which includes the following:
 - a. Food supplies,
 - b. Water and sanitary supplies,
 - c. Clothing, bedding, and related supplies,
 - d. First aid/medical supplies, as appropriate.
6. Prepares the agreements to enable the use of non-government owned facilities that have been designated as mass care facilities.
7. Designates a manager for each mass care facility and ensures that all mass care staff are properly trained.
8. Prepares a manager's kit for the designated manager of each facility.
9. Coordinates with the EOC staff, and in particular the PIO, to develop a public information program to make local citizens aware of the availability and location of mass care facilities.

K. Tasked Organizations – Local Government. This EOP assumes that all resources that belong to Harrison County units of local government will be available for use in the event of a disaster or emergency event. Agency directors

and department heads are responsible to ensure that their agency responds as needed and requested and implement any other tasks that may be assigned by an appropriate local official. In performing these duties, all tasked local government agencies and departments have the following responsibilities.

1. Develop, maintain, and update, as may be necessary, internal plans and standard operating procedures (SOPs):
 - a. To respond to specific hazards which are their primary responsibility.
 - b. To maintain current personnel notification rosters.
 - c. To provide for protection of facilities and/or personnel assigned to them.
2. Execute mutual aid agreements or emergency management assistance compacts with other local agencies having similar emergency response responsibilities.
3. Develop and maintain mutual aid agreements or operational understandings, including emergency management assistance compacts, with private sector organizations that possess significant resources and trained personnel that may augment the emergency response responsibilities of the local government agency.

4. Maintain liaison and working relationships with similar agencies or organizations outside of Harrison County and with applicable State and Federal agencies.
5. Provide representative personnel to the EOC as may be requested.
6. Analyze agency communication resource needs and coordinate with the CC of the EOC to ensure that the agency's communications equipment and procedures are compatible with the EOC's equipment and procedures.
7. Identify potential sources of additional equipment or supplies and provide this information to the RM of the EOC.
8. Provide for the continuity of the organization's operations by implementing the following tasks:
 - a. Ensure that key management succession is well defined to enable continuous leadership during emergency response activities.
 - b. Provide for proper care and protection of the organization's facilities, equipment, and records that are considered to be crucial for emergency or disaster response needs.
 - c. Identify alternate operating locations should the organization's primary facility sustain damage as the result of an emergency or disaster.

- d. Ensure the safety and protection of the agency's emergency response personnel by taking the following actions:
 1. Obtain, as may be appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned emergency response related tasks during an emergency or disaster event.
 2. Ensure that all personnel who have emergency response roles are trained in the proper use of protective equipment, detection and decontamination devices, and antidotes.

K. Tasked Organizations - Private and Volunteer Groups. In addition to units of local government, there are additional groups, agencies, and organizations in Harrison County with critical emergency response roles, resources, and skills that are invaluable during an emergency or disaster event.

1. **Emergency Medical Services.** The primary responsibility of emergency medical service (EMS) groups is to triage, stabilize, and transport victims of a disaster or emergency event from the triage site to a hospital or other appropriate medical treatment facility.
 - a. Secondary EMS responsibilities include the following tasks:
 1. Assistance with evacuation efforts.
 2. Assistance in providing warning to the public.
 3. Providing medical transport support.

4. Assistance in providing radiological decontamination.
2. **American Red Cross.** The American Red Cross (ARC) provides a wide range of disaster and emergency assistance. ARC personnel are well-trained and experienced in the following disaster relief activities:
 - a. Establishing and operating emergency/disaster mass care and feeding shelter.
 1. Providing emergency assistance to individuals and families, particularly counseling, on the availability of relief and recovery resources.
 2. Providing blood and blood products, as well as other medical supplies and equipment.
 3. Handling inquiries from concerned people and relatives from outside of the disaster area.
 4. Providing skilled personnel to act as a Mass Care Coordinator in the EOC.
 3. **Salvation Army.** It is a matter of the organization's principles that the Salvation Army does not compete with, or displace any other organizations in providing emergency or disaster relief services. The organization's resource base does not allow it to become a long-term player after a disaster. The Salvation Army operates on a self-sustaining basis assuming all of their administrative, financial,

and other costs in providing disaster relief services. A partial listing of their resources include:

- a. Radio equipped mobile canteens and other vehicles.
 - b. A limited radio communications system.
 - c. The ability to recruit, train, organize, and direct volunteers to perform emergency or disaster relief activities.
 - d. Food, clothing, and household furnishings.
 - e. Counseling and spiritual ministry.
 - f. Disaster assistance is based upon need, not loss, and will include the following:
 1. Individual and mass care feeding.
 2. Emergency shelter.
 3. Distribution of food, clothing, furniture, and household supplies.
4. **Local Groups and Organizations.** Other local entities such as churches, church groups, civic groups, and industrial associations can be of considerable assistance during an emergency or disaster.

- a. The HCBES will operate an outreach program to such groups in order to develop a better understanding and appreciation of the Office.
 - b. This outreach program will enable the Bureau to take advantage of the varied skills and resources of these groups should they be needed in an emergency or disaster event.
5. **Private Business and Industries.** Many private operations have emergency response resources due to the nature of their business, and others are involved in providing essential public services that may be disrupted during emergency or disaster events.
- a. Private operations with emergency response resources, such as fire services and HAZMAT response teams, can provide critical assistance during emergency events.
 - b. Private utility companies, which have service operations in Harrison County, develop and maintain emergency plans which provide for a prioritized system of restoring essential services on an essential need basis.
 - c. Private communications companies, such as television, cable, radio, and Internet service providers, are available to provide emergency warning services and other emergency public information to the general public and in the case of the first three (television, cable, and radio), their emergency public information plans should be coordinated with the Harrison County Bureau of Emergency Services.

L. **Other Emergency Organizations.** Other organized groups in Harrison County that can provide specialized services on a volunteer basis include:

1. The Civil Air Patrol.
2. Dog handlers/teams.
3. Scuba diving organizations and divers.

VI. ADMINISTRATION AND LOGISTICS

A. **Administrative Policies and Procedures.** In pursuing its mission and responsibilities, the HCBES abides by all applicable local, state, and federal rules, regulations, and laws which govern the conduct of its operations, its employees, and any others operating under the Bureau's authority.

1. Emergency operations in Harrison County will be coordinated by the Emergency Services Director under the authority and guidance of the President of the Harrison County Commission.
2. The heads of county and city agencies and departments are responsible for emergency operations as described in this Basic Plan and the functional annexes attached to it.
3. The established priorities for providing emergency and disaster response services in Harrison County are:
 - a. The protection and preservation of human life and

- b. The protection and preservation of public and private property.

B. Requisitions. During emergency operations, there may arise an immediate need for specific supplies, services, and equipment that are either not available or readily available through normal procurement procedures. Extraordinary procurement practices may be exercised under the following two scenarios.

1. **Procurement Before Declaration of Local State of Emergency.**

Every effort will be made to meet requirements from local government resources. City/County officials will be contacted without regard to normal business hours to assist in obtaining those necessary items not readily available in local government stocks. Unless specifically authorized by the appropriate City/County official, normal procurement procedures will prevail.

2. **Procurement After Declaration of Local State of Emergency.**

Those resources determined by competent authority that are required to **save lives** and **protect welfare** which can not be obtained from regular sources may be requisitioned using the special requisition form.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Planning Responsibilities. The HCBES is the agency in the County with the primary responsibility for emergency planning and management. The Director is responsible to ensure that the County develops and maintains an EOP.

1. Basic Plan. The Director will review this document on a regular basis to ensure that it is adequate in meeting the County's emergency management needs.

2. Functional Annexes. The HCEOP has functional annexes included in it, each of which includes a discussion of those responsible for that particular annexes review and update.

[Authorities and References](#)

The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Emergency Management and Assistance, CFR, Title 44

Guide for All-Hazards Emergency Operations Planning, SLG 101. FEMA, 1996

West Virginia Emergency Operations Plan, Bureau of Emergency Services, 1999

Harrison County Emergency Operations Plan, 2001

National Incident Management System (NIMS), An Introduction, IS 700, FEMA, 2004

ANNEX A

DIRECTION AND CONTROL

I. PURPOSE

A. Mission. The mission of the HCBES is to save lives, protect the health, safety, and property of all citizens of Harrison County, minimize damage, and restore the operation of essential public services.

B. Critical Function. Direction and control is one of the most critical of all emergency management functions. It remains critical through all phases of the management of a disaster event, enabling emergency managers to implement the following emergency management functions:

1. Analyze the event and determine the most effective, appropriate, and rapid response.
2. Direct and coordinate all of the County's response agencies involved in the event.
3. Maximize the utilization of all local emergency response resources and assets.
4. When necessary, coordinate the County's response activities with those of other jurisdictions.

C. Focus. This Annex focuses on the critical direction and control operations that must be performed by emergency response forces during an emergency or disaster event.

1. Emergency response management problems may arise when agencies and organizations that do not often operate or work together on a routine basis must work together and coordinate their activities.
2. Direction and control activities during an emergency event may prove to be of a long-term nature and change significantly as the response activities proceed from the initial response to the final recovery

D. Management. This Annex will explain and describe how local emergency managers will direct and coordinate the activities of the various emergency response forces in Harrison County, and, if necessary, coordinate these activities with the response efforts of other jurisdictions.

II. SITUATION AND ASSUMPTIONS

A. Centralized Facility. The Harrison County Emergency Operations Center has been designated a central base for directing and controlling emergency resource and management activities in the County.

1. To provide the most efficient response to an emergency, all response and recovery activities in the County will be coordinated through the EOC.
2. The EOC will be adequate for coordinating disaster and emergency events.
3. The EOC will be staffed and operational on three shifts, 24 hours, and seven days per week basis.

B. Centralized Command. The EOC will enable local emergency managers to more effectively and efficiently coordinate and control responding forces, particularly in cases of a large-scale disaster.

1. To provide the most efficient response to an emergency, all response and recovery activities in the County will be coordinated through the EOC.
2. The EOC will be adequate for coordinating disaster and emergency events.
3. The EOC will enable local emergency managers to more effectively and efficiently coordinate and control responding forces, particularly in cases of a large-scale disaster.
 - a. The EOC has adequate space, assets, and resources for coordinating all disaster or emergency events that may arise in Harrison County.
 - b. The EOC staff will operate on a schedule as established by the EOC Manager.

III. CONCEPT OF OPERATIONS

A. Authority. Pursuant to the mandates of State law, the HCBES has been designated as the primary agency to direct and to coordinate emergency management and response activities in the County.

1. When an emergency develops, the OES assumes direction and control of the emergency response operations.

2. The EOC is the most critical element for successful management of emergency response activities where the appropriate decision-makers, emergency personnel, resources, and assets can work more effectively.
3. The OES will maintain control until the emergency is resolved, or until local capabilities have been exhausted, and/or State level response has been initiated.

B. Command Structure. During emergency operations, the EOC staff is divided into four groups: **the Executive Group, the Operations Group, the Communications Group, and the Administrative Group.**

1. **Executive Group.** This group is composed of the Harrison County Commission (or a designated representative), the OES Director, and the Deputy Director, and is responsible for all major decisions and the overall direction of the emergency operations.
2. **Operations Group.** This group is made up of the various operational personnel assigned to the EOC and their field staff, and is responsible for implementing response activities.
3. **Communications Group.** This group is composed of the various communications personnel assigned to the EOC, and is supervised by the Communications Officer.
4. **Administrative Group.** This group is composed of the HCBES's support staff with the responsibility to implement all administrative activities and tasks.

C. Centralized Command. This EOP assumes that the majority of emergency events in Harrison County will be addressed with a centralized command system with the Director (HCBES) directing all response and recovery activities from the EOC. This command system enables the Director to:

1. Get a clear and accurate picture of the scope of the emergency event throughout the County from information provided to the EOC.
2. Work closely with the appropriate personnel from other emergency response and supporting agencies to enable the prioritized response actions based upon the overall situation in the County.
3. Adjust and readjust response activities and the use of resources to meet the needs of disaster victims, and protect property as the situation may warrant and allow.

D. National Incident Management System (NIMS). Homeland Security Presidential Directive-5 (HSPD-5) instructs the Secretary of Homeland Security to develop and administer a National Incident Management System that will allow all government, private sector, and non-governmental organizations to work together during domestic incidents through a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and all functional disciplines, and which has the following intentions.

1. Be applicable across a complete range of potential emergency or hazardous incidents, regardless of either the size or complexity of the incident.

2. Enhance the coordination and cooperation between public and private entities in a variety of domestic incident management activities by providing for interoperability and compatibility among all emergency responders.

E. NIMS: Concepts and Principals. NIMS provides an overall framework to enable both the interoperability and compatibility of differing response agencies and disciplines through a balance of two operational factors: flexibility and standardization.

1. Flexibility. NIMS provides a flexible framework to facilitate the activities of both public and private organizations working in concert at all levels to manage a domestic incident, with this flexibility applying to all phases of incident management, regardless of the cause, size, location, or complexity of the emergency incident.
2. Standardization. NIMS provides a set of standardized organizational structures, and defines the requirements for processes, procedures, and systems in a manner to enhance interoperability.

F. NIMS Components. NIMS is composed of six primary components operating together in a systematic fashion to create a national framework for incident management and which includes all phases of emergency incident management: preparation, prevention, response and recovery. These primary components are as follow.

1. **Command and Management.** The standard incident management structures organized under the NIMS framework are all based on three primary organizational systems:
 - a. *Incident Command System (ICS).* ICS defines the operating characteristics, management components, and structure of incident management organizations throughout the duration of an emergency incident.
 - b. *Multi-agency Coordination System.* This system defines the operating characteristics, management components and organizational structure of supporting entities.
 - c. *Public Information System.* This system includes the processes, procedures, and systems for communicating timely and accurate information to the general public during all phases of an emergency incident.

2. **Preparedness.** The effective management of an emergency incident starts with preparation activities conducted in anticipation of and prior to the onset of an emergency incident, and which involve a combination of the following.
 - a. Planning, training and exercises.
 - b. Personnel qualification and certification standards.
 - c. Equipment acquisition and certification standards.
 - d. Publication management processes and activities.

- e. Mutual aid agreements and Emergency Management Assistance Compacts (EMACs).
3. **Resource Management.** NIMS has the capability not only to define standard methods, but also to establish requirements for describing, inventorying, mobilizing, dispatching, tracking, and recovering emergency response and management assets and resources through all phases the management of an emergency incident.
 4. **Communications and Information Management.** NIMS provides for a standardized framework for communications, information management, and information sharing support at all levels of incident management, including the need for effective interoperable communications procedures and systems to be in effect across all agencies and jurisdictions.
 5. **Supporting Technologies.** Technology and technological systems, including emerging technologies, can provide the support and assistance necessary to implement and refine NIMS, and include the following capabilities.
 - a. Voice and data communication systems.
 - b. Information management systems.
 - c. Data display systems.

6. **Ongoing Management and Maintenance.** The Department of Homeland Security has established the NIMS Integration Center to provide strategic direction and oversight in support of routine review and ongoing refinement of NIMS and its primary system components.

G. Alerting of Local Forces. Procedures will be established for providing rapid notification and/or recall of departments and key personnel of local agencies and organization whose resources will be required in comprising the initial emergency response force.

H. Communications. Direction, coordination and control of disaster relief and assistance forces will utilize existing departmental channels and facilities to the fullest extent possible.

I. Hazardous Materials Incident Command System (ICS). Federal law requires the use of an ICS when responding to a hazardous materials incident. ICS provides a standardized method to command, control, and coordinate the use of personnel at the scene of an emergency.

1. ICS concentrates direction and control actions on the field operations and places a high degree of importance on responder safety.
2. West Virginia law mandates that the ranking fire service officer at the scene of a hazardous materials event will act as the Incident Commander (IC).

3. The IC will provide the overall management of the incident site (including public safety and public information actions) and directs, controls, and orders resources (including people and equipment).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. **Emergency Services Director.** The HCBES Director is the Chief Executive Officer (CEO) of the agency and is responsible for the organization, administration, and operations of the agency and the following related emergency management command functions.

1. Activate the EOC.
2. Initiate the rapid notification for emergency response groups assigned responsibilities in this Plan.
3. Develop and maintain a public warning and notification system within the County and which operates on a 24-hour basis.
4. Develop a public information program that provides for accurate and timely dissemination of information to the public for all phases of emergency operations.
5. Implement protective measures based on protective action guides and other criteria that are consistent with all Federal and State laws, rules, and regulations.
6. Maintain accurate records of all expenditures made by the OES.

B. Fire Services. There is a total of 16 fire service agencies or departments in Harrison County and each department has the primary responsibility to protect a specific portion of the County.

1. Mutual aid among the departments is implemented on a regular basis.
2. The primary responsibility of each fire department will remain the protection of life and property and fire suppression.
 - a. A fire call will take precedence over all other activities except life saving missions.
3. If a local State of Emergency is declared in the County, all fire departments will be placed on "stand-by" alert to provide public warning activities.
4. If an evacuation is necessary, all fire service facilities will act as coordinating centers to provide bus or ambulance transportation to those unable to be evacuated by private vehicle, and upon proper order from either the Director HCBES or the Incident Commander:
 - a. Fire units assigned warning areas will retrace evacuation areas to verify that all who wish to evacuate have done so.
 - b. Fire personnel will make not force evacuation on those who refuse to leave the risk area.
 - c. Evacuation survey data will be forwarded to the EOC to more precisely define the status of the area.

- d. Fire personnel will make no attempt to force people to evacuate, but information on the situation may be provided to those who refuse to leave due to lack of knowledge or fear.

C. Law Enforcement. During an emergency event, the primary duties of law enforcement agencies is to maintain law and order, protect life and property, provide traffic control, and, if necessary, assist with evacuation efforts.

1. When two or more law enforcement agencies are involved in an emergency event:
 - a. The command of all units will be exercised by the chief law enforcement officer of the jurisdiction where the disaster is located.
 - b. The tactical movement in placement of personnel and equipment at a disaster site is the responsibility of the chief law enforcement officer of the jurisdiction who will assign missions to other law enforcement agencies through the ranking officer/s of the agencies.
2. Additional responsibilities of law enforcement agencies during a disaster event include:
 - a. Assisting in warning activities.
 - b. The protection of critical facilities or installations.

- c. The protection and security mass care facilities and feeding stations.
 - d. The protection of evacuated areas,
 - e. The protection and maintenance of staging areas for emergency response activities.
 - f. When necessary, the relocation and housing of jail, correctional center, or prison inmates.
3. Law enforcement agencies will provide security for the EOC and all restricted or evacuated areas and will develop procedures to grant or bar access to any restricted area which may involve the issuance of badges or passes and other means as deem appropriate for the situation.

D. Emergency Medical Services (EMS). During an emergency event, the primary duties of all Harrison County EMS units is to provide emergency medical care and transportation to disaster victims and will also perform the following emergency response tasks.

1. Triage, stabilize, treat, and transport all injured victims.
2. Coordinate the transportation of the injured with local hospitals.
3. Work in close cooperation and communication with all other emergency response units and local hospitals.

4. If an evacuation is required, assist in the transportation of the patients and immobile populations from hospitals, nursing homes, and other special care facilities that may be located in the risk area.

E. Harrison County Health Department. During a disaster or emergency event, a primary responsibility of all public health agencies is the control of contagious disease, and which involves establishing health and sanitation services in reception and mass centers or facilities and re-establishing such services in affected areas as soon as possible. More specific responsibilities include:

1. Supervising food, water, and drug supplies.
2. Providing for care and relocation of nursing home residents and those requiring special medical care.
3. Assisting the West Virginia Department of Health and Human Resources as required.
4. Assisting other private response groups such as the American Red Cross and the Salvation Army.

F. Harrison County Board of Education. During a disaster or emergency event, the Board of Education is responsible for:

1. The relocation of students from schools in a risk or emergency affected area to their homes or to mass reception areas or mass care facilities.

2. Providing school buses to relocate displaced people or evacuees who lack transportation.
3. Designating available schools in safe areas that may be used as reception centers, mass care facilities, or other appropriate emergency uses.

G. All Harrison County Agencies. All County agencies will develop and maintain their own internal emergency operations plan and standard operating procedures to assure the effective implementation of emergency services assigned in this Plan.

1. Develop and maintain procedures to alert and assemble agency personnel to respond to an emergency or disaster.
2. Maintain a resource inventory that identifies personnel, equipment, and supplies available for emergency response needs.
3. Train agency personnel who may be assigned an emergency response responsibility or task.
4. Ensure that all press inquiries are referred to the HCBES's Public Information Officer.
5. Provide a liaison and/or personnel to the Harrison County EOC.
6. Coordinate with the HCBES staff and develop cooperative arrangements with other State or County agencies in areas of mutual concerns and responsibility.

7. Maintain records of all expenditures and of actions taken in responding to emergency events.

V. ADMINISTRATION AND LOGISTICS

A. **Record keeping Systems.** The reports and records that will be necessary to be maintained by the HCBES will vary by the type of emergency or disaster event.

1. During an emergency situation, situation reports should be completed daily with a copy sent to the West Virginia Office of Emergency Services.
2. When the EOC is activated, a Security Log will be maintained to track those who enter and leave.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. **Responsible Party.** The HCBES Director is responsible for reviewing and updating the Annex on a regular basis.

Authorities and References

"Guide for All Hazards Emergency Operations Planning", SLG 101, FEMA, 1996

"West Virginia Emergency Operations Plan", Office of Emergency Services, 1999

"Harrison County Emergency Operations Plan", 2001

"National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

ANNEX B

COMMUNICATIONS

I. PURPOSE

A. **Emergency Communications Requirements.** This Annex describes the communication systems that will be used by the Harrison County Emergency Communications Center (ECC) to meet the following emergency communications needs:

1. The direction and control of emergency response units.
2. The interchange of information between units and levels of government.

II. SITUATION AND ASSUMPTIONS

A. **Local Capabilities.** Communications needs for large-scale emergency or disaster incidents may exceed the communications capabilities and systems of local emergency response organizations, and some incidents may be managed entirely without radio support.

1. Communications support can be secured locally from other sources such as cellular phones, secure telephone lines, local industry, taxi and transit operations, citizen band radio groups, and local service agencies.
2. Local emergency management agencies may need to augment their communications capabilities with assistance by higher levels of government.

B. Local Agencies. This Plan assumes that local emergency response organizations will maintain operational control over their respective communication systems and will coordinate their emergency communications activities with the Harrison County EOC during emergency operations.

III. CONCEPT OF OPERATIONS

A. Harrison County Emergency Communications Center (ECC). The ECC is staffed and operated on a 24 hour basis, seven days per week, and is responsible for the activation and coordination of emergency response personnel.

B. National Incident management System (NIMS). NIMS identifies the requirements to enable the framework for more effective communications and information sharing during an emergency event or incident at all levels of incident management.

1. This plan recognizes that appropriate and effective emergency management response activities are dependent on the effective management of emergency communications to enable more informed and accurate decision-making.
2. This plan recognizes that information management systems should enable the efficient flow of communications through accepted communications systems.
3. The HCBES will work to ensure that effective and interoperable communications processes procedures and systems exist across all agencies and organizations that operate under its management and/or coordination responsibilities in Harrison County.

C. **NIMS: Concepts and Principles.** This plan recognizes that effective communications, information management, and supporting technologies, all of which are critical components of emergency incident management, and that are enhanced by NIMS standards for these emergency management functions which are founded on the following concepts and principles.

1. *It is necessary to have a common operating picture that is accessible across jurisdictions and agencies.* A common operating picture helps to ensure consistency at all levels and among all who respond to or manage incident response activities.
2. *Common standards for communications and data are fundamental.* Effective communications, within and without of the incident response structure, are enhanced by adherence to standards.
3. *Interoperability and Compatibility.* Communications systems must be able to work together.
4. *Technology support and standards.* By utilizing NIMS, local emergency response organizations will be able to enhance all aspects of their respective emergency response and incident management activities, while compliance with national standards will enable their ability to facilitate compatibility and interoperability of major systems.

D. **Emergency Communications Capability.** The following systems and capabilities for emergency communications are either present or readily available to the Harrison County ECC.

1. **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 between County and State EOCs.
2. **National Warning System (NAWS).** A dedicated telephone circuit for dissemination of state and national information.
3. **Emergency Broadcast System (EBS).** A federally coordinated system using radio station WKKW to broadcast emergency information to the public. It may be initiated by designated federal, state, and local officials.
4. **WEAPON/NLETS.** A telephone system used for data transmission between law enforcement agencies, both state and nationwide.
5. **West Virginia State Police.** A low band radio network. No transmit capabilities exist in the ECC; monitoring capabilities exist.
6. **Statewide Sheriff Network.** A low band radio network for county-to-county communications.
7. **Statewide Emergency Medical Services Network.** A very high frequency (VHF) radio network used for ECC for ambulance communications and for ambulance dispatching.
8. **Harrison County Fire Frequency.** A VHF radio system used for dispatching all fire departments in the County.

E. **Communications Procedures.** The ECC is responsible for the development of all procedures and checklists that are required to activate the County's emergency response operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. **Harrison County Bureau of Emergency Services Director.** The Director of the Harrison County Bureau of Emergency Services (HCBES), under the direction of the County Commission, has been assigned the responsibility and authority to manage emergency operations within the County. Acting in this capacity, the Director has the responsibility to manage and direct the activities of all personnel operating in the EOC, the emergency management staff, and the ECC. The Director has the following specific responsibilities with regard to emergency communications.

1. Upon activation of the EOC, the Director will activate the Communications Section and implement emergency communications procedures.
2. The Director will ensure that the Communications Section is capable of operating on a 24-hour basis.
3. Coordinate the development of procedures and checklists required to activate emergency response operations.
4. Define the duties of OES and ECC personnel and other emergency response agency personnel involved in or responsible for communications support.

B. Communications Coordinator. Upon notification of an emergency situation or disaster event, the Communications Coordinator (CC) will report to the EOC and under the supervision of the Director will perform the following tasks and responsibilities.

1. Manage the Communications Group and the emergency communications sector of the EOC.
2. Ensure that the communications staff of the EOC are notified to report to the EOC and that all operate their communications equipment assigned to them.
3. Ensure that all communications staff members follow the established procedures for voice transmissions and message handling.
4. Ensure that the communications staff screen and record information appropriately and that incoming calls are routed to the proper section of the EOC.
5. Provide support to any emergency media center communications operators on an as-needed basis.

C. Other Communications Tasked Organizations. Other such organizations include all organizations or agencies that are either directly involved in emergency response activities or involved in the support of emergency response activities. During emergency operations, when the EOC is activated, these organizations should:

1. Ensure that their communication systems and equipment remain in proper operating condition.

2. Maintain communications with the EOC to provide information on the agency's operational situation.
3. Maintain emergency communications for as long as required.
 - a. Provide the EOC with backup communications, if requested.
 - b. Activate any backup or alternate systems as may be necessary.
4. In the event of an evacuation, provide a secondary channel between the EOC and all mass care facilities and feeding stations.
5. When practical, protect communications equipment against lightning strikes and electromagnetic pulse (EMP) effects.
6. Once emergency operations are phased down, all agencies should clean, repair, and perform maintenance on all equipment before returning to normal operation or into storage.
7. All agencies with communications responsibilities in this EOP will ensure that their assigned personnel are adequately trained to use the County's emergency communication equipment, are familiar with the communications procedures and protocol of the EOC, and understand its operational procedures.

V. ADMINISTRATION AND LOGISTICS

A. **Facilities and Equipment.** Appendix 1 to this Annex contains a complete listing of all communications and public warning capabilities.

B. **Maintenance and Repair.** The Harrison County BES will ensure that all communications systems and equipment will be maintained in proper operating condition, taking particular actions to protect against lightening and wind blasts.

C. **Training.** Any additional training in the operation and maintenance of the ECC's communication equipment will be provided by the Director, the CC, or other EOC personnel as may be appropriate.

D. **Telephone Service.** The restoration of telephone circuits and the installation of equipment will be performed on a priority basis as established by Verizon and the HCBES.

E. **Security.** Due to the vital role played by communications during emergency response or disaster assistance activities and the vulnerability of communications equipment, systems, and facilities, the BES and the Director reserve the right to conduct background investigations on any person who may be assigned to work in the EOC, the ECC, or any support elements.

F. **Agreement.** An agreement with Verizon provides for the priority installation of telephone lines and the restoration of telephone circuits will be conducted on a priority basis established by the HCBES and Verizon.

VI. PLAN DEVELOPMENT AND MAINTENANCE.

[A. Responsible Party.](#) The Harrison County BES Director, in conjunction with the Communications Coordinator, will review and update this Annex on a regular basis.

[Authorities and References](#)

"Guide for All Hazards Emergency Operations Planning", SLG 101, FEMA, 1996

"West Virginia Emergency Operations Plan", Office of Emergency Services, 1999

"Harrison County Emergency Operations Plan", 2001

"National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

ANNEX C

WARNING

I. PURPOSE

A. **Public Warning.** The purpose of this Annex is to describe the public warning system that the Harrison County Bureau of Emergency Services will use to warn the County's population of an emergency or disaster event that will require protective action on the part of the general public.

II. SITUATION AND ASSUMPTIONS

A. **Warning.** A "warning" is a special type of emergency message directed at the general public to gain their attention and tell them the critical details of the potential threat or hazard and provide them with information on methods to protect themselves, their families, and their property.

1. Warnings may be not heard, misunderstood, or ignored by some people.
2. People with special needs (physical or mental impairment, confinement, or non-English speaking) require special attention to establish a workable warning system.
3. Local Emergency Alert System (EAS) stations will assist in disseminating hazard warnings, and it is further assumed that non-EAS stations will cooperate in warning activities.

B. Warning System. The Harrison County emergency communications and warning system will withstand and survive the effects of the great majority of hazards that threaten the County.

C. Vital. Warning information is vital and must be made available to ensure that both emergency responders and the general public are able to take proper protective actions to prevent injury, death, and property damage.

D. Assistance. Local emergency response organizations, particularly fire service and law enforcement, may be called upon to help warn the public.

III. CONCEPT OF OPERATIONS

A. Warning Point. The Harrison County Warning Point is located in the Harrison County Emergency Operations Center (EOC). It is staffed 24 hours per day and has the proper communications and warning equipment to provide emergency communications and warnings necessary for most emergencies and hazards.

B. Operations. The Harrison County warning system will be reviewed and tested on no less than on an annual basis to determine the need for any improvements or upgrades.

1. A continuous maintenance schedule is followed.
2. Spare parts are readily available.
3. EOC personnel are trained to issue emergency warnings and capable of maintaining the warning system equipment.
4. When warning procedures are initiated, follow-up activities will be implemented to determine if the desired public response occurred.

5. After the emergency event or disaster, the warning system will be returned to standby mode to be prepared for use when the next hazard or emergency requires it.

C. Weather Warnings. The primary source of forecasts and warnings for weather-generated hazards is the National Weather Service (NWS) which operates the following weather related services.

1. A system that can observe, analyze, and forecast weather conditions.
2. A system to disseminate forecasts and weather related warnings,
3. Weather Service Radio: a continuously broadcasting system of a weather radio station that provides weather forecasts and river level priorities.
4. The NWS is able to activate the EAS by either teletype or telephone on a statewide, regional, or county basis to provide warning of weather hazards or other emergencies.

D. Dissemination. The West Virginia Emergency Operations Plan (WVEOP) calls for the following actions to be taken upon the receipt of severe weather, river and flood warnings, and other disaster or emergency related warnings.

1. All county warning points are to notify their respective Director of Emergency Services or Emergency Management or other key local officials of the warning.

2. The general public of the effected county are to be alerted and warned of the hazard in the manner as prescribed in the County's EOP.

E. **Weather Terms.** The following terms are used to define specific weather-related warnings.

1. **Advisory.** Provides information regarding potential destructive forces including details on location, intensity, movement, and what precautions should be taken.
2. **Watch.** Indicates that conditions are appropriate for the development of a specific type of severe weather.
3. **Warning.** Indicates that severe weather is either occurring or imminent and that precautionary measures should be immediately taken.
4. **Statement.** Provides information on developing or occurring severe weather.
5. **Nowcast.** Short-term weather forecast covering the next one to four hours and when appropriate, it will include severe weather information.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. **Emergency Services Director.** The Director of the Harrison County Bureau of Emergency Services (HCBES) has the authority to activate the County's warning systems and the EAS.

B. **Responsible Agency.** The HCBES will act as the agency responsible for

activating the County's public warning systems.

1. The HCBES operates on a 24-hour basis and can initiate the warning systems around-the-clock.
2. HCBES personnel will be designated to act as monitors to determine if the messages broadcast over commercial radio/TV stations are accurate and timely.
3. The HCBES has established a public warning system using designated personnel from allied emergency response organizations, and in particular, law enforcement and fire service. These agencies will:
 - a. Initiate appropriate internal organization notifications.
 - b. Alert personnel (paid and volunteer) with emergency response duties of the emergency situation.
 - c. Augment the EOC's warning activities with mobile public address system or face-to-face/door-to-door communication.

V. ADMINISTRATION AND LOGISTICS

A. **System Integrity.** The Harrison County warning system will be reviewed and tested no less than an annual basis to determine the need for any improvements or upgrades.

1. A continuous maintenance schedule will be followed.

2. Spare parts are readily available.
3. Provisions are available for the repair or replacement of damaged warning equipment.

B. Equipment. Public warning and communications equipment are listed in Appendix 1 to Annex B, Communications, of this EOP.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsible Party. The Harrison County Emergency Services Director is responsible for reviewing and updating this Annex on a regular basis.

[Authorities and References](#)

The Federal Civil Defense Act of 1950, Public Law 81-920, as amended

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288,
as amended

"Emergency Management and Assistance", CFR, Title 44

"Guide for All-Hazards Emergency Operations Planning", SLG 101. FEMA, 1996

"West Virginia Emergency Operations Plan", Bureau of Emergency Services, 1999

"Harrison County Emergency Operations Plan", 2001

"National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

ANNEX D

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

A. Introduction. While the initial focus of emergency public information (EPI) is getting out information and instructions to people at risk of an emergency or disaster event, EPI must also address the wider public's need for additional information and desire to provide help or assistance.

B. Purpose. The purpose of this Annex is to provide policy and guidance for the dissemination of accurate, timely, and comprehensive emergency information and instructions from a central source to the general public through available media venues in Harrison County.

1. Initial EPI activities are focused on providing instructions and information to the "at-risk" population.
2. EPI must also address the wider public's interest in the emergency event, their desire to provide assistance, and their desire for information about friends or relatives in the "at-risk" population.

II. SITUATIONS AND ASSUMPTIONS

A. Situation. While the residents of Harrison County may become vulnerable to a range of emergency or disaster events, the most probable events that would require the implementation of an EPI Program are floods and other weather-related emergencies such as prolonged winter storms or a hazardous materials transportation incident.

1. **Dissemination.** The principal means for disseminating in Harrison County includes: radio, television, cable television, and newspapers.
2. **Media.** Past experience strongly indicates that all local media outlets or venues in Harrison County will place the public's need for EPI in advance of the need for news coverage, particularly during the initial stages of an emergency when EPI can prove quite critical to the public's safety and welfare.
3. **On-going EPI programs** can be quite effective in Harrison County in that it has a relatively stable population that does not include a significant number of transients or tourists.

B. Assumptions.

1. In an emergency, conflicting and inaccurate information and instructions may be provided to the various media by persons unfamiliar with the overall situation or the nature of the hazard causing the emergency.
2. Media personnel anxious to obtain information may create problems on the scene or at the emergency center and/or forward command posts.
3. The public often does not know how to respond or plan for hazards that may affect their well being, if not their lives.

4. Most of the public will respond positively to orders and requests from public officials, especially when those orders and requests are easily understood and presented in a timely and proper manner.
5. A well-informed public will respond faster and cause fewer problems.
6. The media will cooperate in broadcasting and publishing detailed disaster/emergency-related instructions.
7. An aggressive program that combines emergency information and educational material will significantly reduce casualties and property damage.
8. Power outages, broadcast media failures, and telephone line jamming will occur resulting in loss of some or all of the standard sources of the news media, requiring alternate methods of disseminating emergency-related information.

III. CONCEPT OF OPERATIONS

A. **General.** Perhaps more than any other emergency related function, EPI is always one or more of the four emergency phases. Generally no matter what phases are involved, there are five concepts to always consider.

1. Focus on specific event-related information.
2. When possible, report positive information concerning emergency response efforts.
3. Practice rumor control.

4. Target on-going EPI programs to increase awareness of hazards and proper responses.
5. Depend on the cooperation of the commercial media for information and education programs.

B. Phases of Emergency Management.

1. Mitigation

- a. Appoint and maintain a Public Information Officer (PIO).
- b. Develop a hazard awareness program.
- c. Develop a continuing, positive relationship with all of the local media.
- d. Develop the Emergency Alert System (EAS) and exercise it regularly.
- e. Designate media room at or near the Emergency Operations Center (EOC).
- f. Set up a system for maintaining a history or record of significant events during an emergency (chronological record of events).

2. Preparedness

- a. Distribute pertinent material to commercial media to conduct public education programs.
- b. Prepare emergency information packets for release during emergencies.
- c. Participate in all emergency exercises possible and continue EAS and other alerting systems tests.
- d. Compile chronological record of events that occur during exercises and tests.

3. Response

- a. Activate EAS.
- b. Schedule news conferences.
- c. Distribute press releases and emergency information packets.
- d. Coordinate rumor control.
- e. Begin and maintain record of significant events for history of emergency (chronological events record).

4. Recovery

- a. Continue emergency public information programs.
- b. Compile record of chronological events.
- c. Assess effectiveness of information and education programs.

C. State Assistance. When action by the State of West Virginia is required to manage a disaster or emergency event in Harrison County, the WVOES will then have the primary responsibility for coordinating all EPI activities, and in doing so, will provide information regarding the following matters.

1. The emergency event or situation, and describe or explain the location, damages, injuries, fatalities, etc.
2. State actions and responses.
3. State EOC status and activities.
4. Assistance that is available to victims.

D. Responsible Party. In any emergency event or disaster, the Public Information Officer (PIO) working under the supervision of the Bureau of Emergency Services Director (Director) has the primary responsibility of providing EPI through all media that are at the PIO's disposal.

1. The PIO will be designated by the Director of the HCBES.

2. The PIO, in consultation with the Director, will coordinate the County's EPI activities with all local emergency response organizations involved in the emergency or disaster event.
3. The PIO will operate within guidelines established by the Harrison County Commission and will make recommendations to modify the guidelines as events may warrant.

E. Guidelines. This EOP assumes that EPI is a constant element that is involved in all phases of emergency management.

1. EPI will provide specific information directly related to the emergency event or disaster.
2. In providing needed information to the public, EPI should provide positive information on emergency response activities.
3. It is critical to secure the cooperation of the local media in all phases of EPI.
4. On-going public awareness and education will be a strong element in the County's EPI Program.
5. EPI activities should dispel misinformation and control rumors in an aggressive fashion.
6. The timing and content of EPI activities depends specifically on the type of emergency or disaster event and the amount of warning time preceding the potential event.

F. Message Content. In developing pre-impact messages, the PIO (or others involved in the effort) should strive to follow the following format as suggested by the Federal Emergency Management Administration (FEMA).

1. Hazard - describe the specific hazard.
2. Estimated area and time of impact.
3. Property protection measures.
4. Disaster supply kit for surviving 72 hours.
5. Evacuation instructions: departure time, routes, mass care facility locations.
6. Instructions on how to protect and to care for young children, pregnant women, and senior citizens.
7. Instructions on how to protect and care for companion and farm animals.
8. Other "do's and don'ts" if not feasible to evacuate, such as stay indoors, close all windows and doors, etc.
9. How (and how often) government will be in touch with the public during the emergency.
10. Telephone numbers for specific kinds of inquiry.

G. Limited Warning. In providing guidance on message content, the Federal Emergency Management Agency (FEMA) recognizes that certain hazards will involve little pre-impact warning time and suggests that EPI messages in such events include the following information.

1. Hazard - kind of risk posed to people and property.
2. Area at risk and predicted time of impact.
3. Protective action instructions - these may address specific groups (e.g., parents with school children in the area) as well as the general public.
4. Reference to any useful information at-hand (e.g., in telephone book).
5. What government is doing or will do.
6. How (and how often) government will be in touch with the public during the emergency.

H. Post Impact. EPI continues to be a critical emergency management function following the impact of a disaster or other emergency event and in providing EPI to the populace; the PIO (or others involved in developing EPI messages) will follow the following content components as suggested by FEMA.

1. Current situation assessment.
2. Current government actions.

3. Survival instructions (for those affected or still potentially affected).
4. How/where to get help (for those affected).
5. Health hazards information.
6. How/where to get help for companion and farm animals.
7. Restricted areas (for those not affected).
8. Telephone numbers for inquiries regarding survivors.
9. What to do and whom to contact in order to offer help.
10. Telephone number for donation offers and inquiries, accompanied by donations policy.
11. How and how often government will be in touch with the public during the emergency.

I. **Coordination.** In an effort to ensure that all EPI provided to the public during a disaster or emergency event is consistent and enables all Harrison County emergency responders to “speak with one voice”, all local EPI will be coordinated and managed by the PIO.

1. All EPI will be released by the PIO working out of the EOC.
2. The PIO will coordinate with emergency responders at the scene of the event to ensure that all EPI is controlled in the EOC.

3. EPI coordination includes procedures to verify and authenticate information and for securing approval of the release of the information.

J. Federal Assistance. When the resources of a Federal agency become involved in responding to a disaster or emergency event, the designated Federal PIO will be primarily responsible for providing EPI on all Federal actions and responses.

K. Presidential Declaration. If Harrison County becomes involved in a Presidential Declaration of Disaster, the dissemination of all Federal EPI will be coordinated by the PIO as designated by FEMA.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Services Director. The Director will serve as the primary spokesman to the media unless the situation requires that this function be delegated to the Public Information Officer (PIO). Unless designated by the PIO, the Director will have the following responsibilities and/or perform the following tasks.

1. Give final approval to release emergency information or instructions.
2. If the emergency event involves the establishment of an Incident Command, the Director will provide guidance on the transfer of the authority to release information from the Incident Command Post to the EOC should the incident escalate to a level requiring activation of the EOC.
3. The Harrison County Bureau of Emergency Services (HCBES) Director supervises the PIO. All information released to the media

must first be cleared by the Director or his designated representative.

B. Public Information Officer (PIO). The PIO will develop and maintain a public information and education program that includes pre-packaged information kits for specific emergency events and hazard awareness programs.

1. Develop and maintain a positive working relationship with local media.
2. Direct emergency public information programs.
3. Prepare news releases.
4. Assign monitors to review media releases.
5. Maintain chronological record of emergency/disaster-related events.
6. Supervise EOC media center.
7. Coordinate visitor control at EOC and disaster sites.
8. Coordinate rumor control activities.
9. Develop and maintain SOPs and recommend revisions to this Annex.
10. Coordinate with local and agency PIOs and news media to establish:

- a. A continuing information and education program.
- b. A team to operate the information office and/or the media room during emergency activities.

C. **Local Media Organizations.** Will assist in the following ways:

1. Store pre-packaged emergency information kits for release upon request by the County PIO.
2. Cooperate in covering public education programs.
3. Verify all field reports of emergency's development.
4. Train staff to handle emergency announcements, especially the EAS station.

D. **Communications Officer.** The Communications Officer will work with the PIO to establish communications facilities for media room at the EOC.

E. **Advisories and Directives.** The PIO will prepare EPI advisories and directives in advance of any disasters or emergency situations for adaptation to any real situations that may develop in Harrison County. The Emergency Services Director, the County Commission, and a representative of both the broadcast and print media shall review all such advisories.

1. The PIO will include all stages of a disaster or emergency event in the advisories and warnings:
 - a. Preparation for the disaster.

- b. Response operations during the disaster.
 - c. Recovery operations after the disaster.
2. The PIO will assemble Warning Advisories for use in advance of approaching potential disasters involving natural events such as flooding, severe thunderstorms, severe windstorms, and other natural events.
3. Flood Advisory and Flood Evacuation Directives should include information on the areas which are at-risk and/or effected by the flooding as well as the following matters:
- a. Protective actions such as evacuation orders.
 - b. How police and fire protection will be provided.
 - c. Agencies and telephone numbers which may be called for assistance.
 - d. Actions to prevent looting.
 - e. Identification requirements for gaining access to the "at-risk" or emergency effected area.
4. Utilities Advisories will include information on the particular utilities and service areas which are effected, along with estimates of when the service will be restored and whom to contact for assistance.

5. Evacuation Advisories and Directives will provide information on the area to be evacuated and when the evacuation is to start, and will also include the following important matters:
 - a. Evacuation routes - how traffic will flow out of the area.
 - b. When and where to access supplementary transportation out of the area.
 - c. The location of designated assembly areas.
 - d. Information on the location and status of emergency shelter operations.
 - e. The location and status of feeding stations.
6. Debris Clearance Advisories will address the areas effected, what will be cleared, when the operations will begin, who is conducting the activities, and who to contact for assistance.

F. Emergency Alert System Stations. All radio and television stations that are EAS members are expected to perform the following EPI related tasks.

1. Maintain "canned" EPI messages as well as other EPI messages which can be broadcast to the public at the request of either the PIO or the Director.
2. Disseminate to the public all other EPI as may be requested by the PIO or the Director.

G. Tasked Organizations. All EPI tasked organizations, and in particular law enforcement and fire services, will be prepared to perform the following EPI related activities.

1. Provide or secure information as may be requested by the PIO.
2. Recruit public affairs officers or other members of their staff with media experience to assist with EPI activities in the EOC.
3. Refer all inquires and other requests for information from the media to the PIO.
4. Secure the approval of the PIO before releasing any emergency or disaster related news or information to the media.

H. Others. All agencies and local government departments will clear all emergency-related press releases with the Harrison County PIO.

V. ADMINISTRATION AND LOGISTICS.

A. Administration. In concert with FEMA guidance, the PIO will develop and maintain in a manner and place separate from this EOP, the necessary EPI materials and other matters that can be distributed to the media for dissemination to the public.

1. Hazard or emergency specific news releases.
2. Public service announcements regarding those hazards which pose the greatest potential threat to Harrison County.

B. Record Keeping. The PIO will maintain a chronological record of the disaster or emergency related events throughout the entire event and all press or media releases of EPI during the event.

1. The PIO will maintain records on the flow of information to and from the EOC, including the EOC's request for information from other emergency response tasked organizations as well as requests of information from the EOC to media and other organizations or agencies.
2. The PIO will maintain records of all agreements and understandings between the PIO and other local PIOs, as well as those with the local media.

C. Logistics. The PIO will inform the "core" EPI staff of the HCBES and will ensure the operational integrity of the media room while the EOC is in operation.

1. The PIO will be responsible for locating and securing additional other media briefing space should it become necessary.
2. The PIO will be authorized to either purchase or requisition any materials, supplies, equipment, and services required for the successful implementation of the EPI Program during an emergency or disaster event.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsible Party. The PIO, in conjunction with the Harrison County Bureau of Emergency Services Director, will review this Annex on at least an annual

basis and update it as may be necessary to maintain its operational integrity and effectiveness.

[Authorities and References](#)

The Federal Civil Defense Act of 1950, Public Law 81-920, as amended

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended

"Emergency Management and Assistance", CFR, Title 44

"Guide for All-Hazards Emergency Operations Planning", SLG 101. FEMA, 1996

"West Virginia Emergency Operations Plan", Bureau of Emergency Services, 1999

"Harrison County Emergency Operations Plan", 2001

"National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

ANNEX D
EMERGENCY PUBLIC INFORMATION
APPENDIX 1
WORDING OF TYPICAL ADVISORIES AND DIRECTIVES

- A. The PIO will, in advance of any expected disasters, prepare the wording of general advisories and directives, which should be reviewed by the County Emergency Services Director, the County Commission, and a representative from the broadcasting industry and the newspapers for content and tone. The PIO should adapt these approved messages to the actual situations in Harrison County during a disaster.

- B. All stages are to be covered via warnings and preparation for the disaster, operations during the disaster period, and recovery phase after the disaster.

- C. Emphasis shall be placed on help for the individual citizens, what they should do, where to go for assistance, etc.

- D. Prepare typical Warning Advisories of approaching natural disasters, etc., e.g., tornadoes, high waters, etc.

- E. Prepare typical "Evaluation Advisories" and "Directives" covering when evacuation is to start, areas to be cleared, traffic flow from the area, supplementary transportation being provided, assembly in new area designated, dispersal to mass shelters provided, identification needed to re-enter the evacuation area, and exclusion of spectators.

- F. Shelter and Feeding Advisories will be prepared covering who is eligible,

where to go, when, and who is providing services.

- G. First aid and Hospitalization Advisories will be prepared concerning who is eligible, where to go, when, and who is providing the treatment, etc.
- H. Flood Advisory and Flood Evacuation Directives concerning areas affected, when to evacuate or what to do, police and fire protection provided, whom to call for help, what is being done to prevent looting, cautioning spectators to stay out of the area, identification requirements for entering designated areas, and assistance in saving material belongings will be prepared.
- I. Debris Clearance Advisories will also be prepared covering areas affected, what will be removed, the agency handling removal, whom to contact for help, and when the area is to be cleaned, etc.
- J. Utilities Advisories in regard to areas affected, when the service will be restored, the services affected (electricity, gas, water, sewerage), and whom to contact for help will also be drafted.
- K. Emergency Housing Advisories will cover what is being provided, where to find disaster emergency housing, for how long, what home repairs are eligible for relief assistance, and whom to contact for information and possible loans.
- L. Advisories concerning Unemployment Compensation resulting from the disaster, who is eligible, where to go to apply, what funds are available, etc. will be prepared.

- M. An Emergency Transportation Advisory noting what is being provided, who is providing the service, and where to apply or go for help will also be prepared to assist the individual citizens.

ANNEX D
APPENDIX 2
EXTRAORDINARY METHODS
OF INFORMING THE PUBLIC

The PIO shall prepare a list of possible extraordinary measures of getting information to the public in the event that the usual radio, television, and newspaper channels of information have been knocked out during an extreme disaster period. Methods to be used by the PIO are as follows.

- A. Police cars with radios and Public Address systems to alert the citizens.
- B. Utility Company Employees rapping on doors of homes or using bullhorns.
- C. Local Emergency Service Workers arousing their local area by organizing citizen groups to contact their neighbors.
- D. Sending messages to any Schools that may still be staffed. Consider employing this method during the "recovery period" to supplement broadcast information.
- E. Asking the Local Mailmen to deliver handbills to each home on their route (especially during the "recovery period").
- F. Having Emergency Service Workers post handbills on telephone poles in each block; gathering place in the area (e.g., libraries, general stores, etc.). Also post handbills at Emergency Shelter and

Feeding stations.

- G. Contact Clergymen and Church Groups to notify citizens in their neighborhood or their church parish.
- H. Send messages to industrial plants and request the manager to relay to employees in the plant.
- I. Organize Boy Scouts, Homemakers Clubs, etc., to distribute handbills or call at individual homes carrying written messages.

The PIO should in all Advisories and Directives ask each citizen tuned to the broadcast to alert his neighbors on both sides of his home or apartment in order to spread the warning rapidly by person-to-person messages.

The Communications Officer at the EOC should employ every available means to communicate instructions and information to the workers in these units, and ask those workers to spread the messages by bull-horn or pounding on doors; also to carry messages to out-of-county news media for broadcast back to Harrison County.

As part of the pre-disaster educational campaigns, every household shall be urged to keep one portable battery-operated A.M. radio receiver in good working condition at all times (to supplement the car radios) to receive radio warnings during periods of electric power failure.

ANNEX D
APPENDIX 3
EXTRAORDINARY SITUATIONS REQUIRING
SPECIAL WARNINGS

The PIO shall prepare in advance a listing of “Extraordinary Situations” which may require special warnings beyond the usual radio broadcasts. During the emergency, the PIO can then turn to this list to check whether special warning or evacuation operations need to be undertaken to reach these “isolated” groups.

The PIO should review and expand the following list of probable situations:

1. Notify campers.
2. Notify areas in danger of flooding.
3. Notify areas endangered by noxious gases from an industrial explosion or tank car or tractor trailer explosion.
4. Notify groups endangered by an industrial fire or brush fire.
5. Notify residents of mobile home parks when indicated.
6. Notify preschools and kindergartens.
7. Notify handicapped and elderly persons.

ANNEX D

APPENDIX 4

EMERGENCY NEWS RELEASES

The following attachments to this Appendix contain examples of suggested news releases in the event of a disaster.

Public Service Announcement
WINTER STORMS CAMPAIGN
20 Seconds

EXPOSURE

OVEREXPOSURE TO WINTER WEATHER CAN BE RECOGNIZED BY UNCONTROLLABLE SHIVERING, SLURRED SPEECH, DROWSINESS, AND EXHAUSTION. FINGERS BECOME STILL AND FUMBLING, AND WALKING BECOMES DIFFICULTY. IF YOU DEVELOP THESE SYMPTOMS, SEEK SHELTER, HEAT AND DRY CLOTHES IMMEDIATELY. THIS ADVICE IS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE HARRISON COUNTY BUREAU OF EMERGENCY SERVICES.

Public Service Announcement
WINTER STORMS CAMPAIGN
45 Seconds

CHILL FACTOR

WINTER BRINGS REDUCED TEMPERATURES THAT CAN BE FATAL TO ANYONE WHO IS CAUGHT UNPREPARED. ALTHOUGH EVERYONE IS CONCERNED WITH SUB-ZERO TEMPERATURES, ALL TOO OFTEN CHILL FACTOR (THE EFFECT OF WIND AND REDUCED TEMPERATURE ON EXPOSED FLESH) IS IGNORED. IT MUST BE REMEMBERED THAT A 40 MPH WIND REDUCES THE CHILL FACTOR ON A 45 DEGREE DAY TO 19 DEGREES ABOVE ZERO, AND THE SAME WIND VELOCITY REDUCES A 10 DEGREE ABOVE ZERO TEMPERATURE TO MINUS 37 DEGREES BELOW ZERO! PAY ATTENTION TO CHANGING WEATHER CONDITIONS. DRESS AND PREPARE YOURSELF ACCORDINGLY BECAUSE CHILL FACTOR AND TEMPERATURE ALONE CAN ENDANGER YOUR LIFE. THIS ADVICE IS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE HARRISON COUNTY BUREAU OF EMERGENCY SERVICES.

Public Service Announcement
SPRING AND SUMMER STORMS CAMPAIGN
15 Seconds

FLOODING

IF YOU LIVE IN AN AREA THAT IS PRONE TO FLOODING CONDITIONS, YOU SHOULD MAINTAIN A CONSTANT VIGIL OF CHANGING WEATHER CONDITIONS. IF YOUR AREA HAS BEEN FLOODED BEFORE, CONTINUOUS RAINS, RAPIDLY MELTING SNOW, OR A SUDDEN HEAVY DOWNPOUR OF RAIN WILL PROBABLY PRODUCE REPEATED FLOOD POSSIBILITIES. STAY TUNED TO YOUR LOCAL RADIO STATION (S) FOR CURRENT WEATHER REPORTS AND WARNINGS AND WATCH FOR CHANGING CONDITIONS THAT COULD PRECIPITATE FLOODING IN YOUR IMMEDIATE AREA. THIS ADVICE IS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE HARRISON COUNTY BUREAU OF EMERGENCY SERVICES.

RADIO/TELEVISION RELEASE:

WHAT TO TAKE TO THE SHELTER

FOR IMMEDIATE RELEASE

THIS IS BASIC PUBLIC PREPAREDNESS INFORMATION FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY, WASHINGTON, D.C. AND THE HARRISON COUNTY BUREAU OF EMERGENCY SERVICES.

THERE IS ONE EASY, SENSIBLE THING YOUR FAMILY SHOULD DO TO PREPARE FOR A POSSIBLE TIME OF EMERGENCY. SET ASIDE A FEW SIMPLE, BASIC SUPPLIES YOU WILL NEED TO TAKE TO THE PUBLIC SHELTER — SUPPLIES TO HELP KEEP YOU AND YOUR FAMILY ALIVE AND WELL.

FOR INSTANCE, ANY SPECIAL MEDICINES OR DIET FOODS REQUIRED BY MEMBERS OF THE FAMILY — INSULIN, HEART TABLETS, BABY FOOD, AND OTHER INFANT SUPPLIES — BLANKETS, A BATTERY POWERED RADIO, A FLASHLIGHT, AND EXTRA BATTERIES. YOU WILL NEED TO TAKE AS MUCH FOOD AND WATER AS YOU CAN CARRY.

ANNEX E

EVACUATION

I. PURPOSE

A. **Introduction.** Evacuation is a critical emergency management function when an emergency or disaster event, or threat of such an event, requires the movement of people from a risk area to a safe area.

B. **Purpose.** The purpose of this Annex is to provide an evacuation plan for the residents of Harrison County to enable the safe, orderly, and coordinated evacuation of people out of areas deemed to be at-risk of the effects of an emergency or disaster event.

II. SITUATION AND ASSUMPTIONS

A. **Situation.** Historically floods and other weather-related disasters represent the most probable emergency events that could require the evacuation of people in Harrison County. However, in recent years the possibility of a transportation accident involving hazardous materials has emerged as another threat that could result in an evacuation of a risk area.

1. **Flooding.** The West Fork River, which bisects Harrison County in a north-south direction and passes through some of the County's more densely populated areas, particularly the City of Clarksburg, presents the greatest danger for flooding in the County.
2. **Transportation Routes.** Interstate 79, along with U. S. Routes 50 and 19, are not only the most likely routes to move people during an evacuation, and they also represent the transportation routes

where a hazardous materials transportation accident could require an evacuation.

B. Assumptions. This Evacuation Annex focuses on those hazards and emergency events that occur within a time period that enables the implementation of an evacuation of people from the risk area. And, in doing so, it is based on the following basic assumptions:

1. The general public will receive and understand emergency public information on evacuation.
2. People will act in a rational manner and in their own self-interest and leave dangerous areas when advised to do so by local emergency management officials.
3. When there is sufficient warning time prior to an emergency event or threat, people will spontaneously evacuate the risk area and that on average between 5 and 20 percent of those in the risk area will leave an area before an evacuation is ordered.
4. Regardless of the threat, there will be a few people who will refuse to follow evacuation orders.
5. Some pet owners will not evacuate if they cannot make arrangements to take care of their companion animals.
6. When ordered or advised to evacuate, the majority of evacuees will find shelter with relatives, friends, hotels/motels, or other options (including campgrounds), and on average, approximately 20

percent of the threatened population will seek shelter in government provided mass care facilities.

C. Official Information. This Annex is based on the assumption that the public will both receive and understand official information regarding protective actions such as evacuation.

1. The public will act on its own interest and evacuate at-risk areas when advised by local government officials to do so.
2. If necessary, local government authorities will implement mandatory evacuation orders.
3. Evacuation instructions should be based upon the known (or assumed) health risks associated with the hazard.

D. Evacuation Types. As a general rule, the majority of evacuations that are anticipated in this Annex fall into two categories: immediate evacuations or precautionary evacuations.

1. Immediate Evacuations - take place when there is little or no warning time and the hazard presents an immediate threat.
2. Precautionary Evacuations - take place when there is sufficient warning time before the on-set of either a real or potential hazardous event.

III. CONCEPT OF OPERATIONS

A. Planning Factors. Among the several factors to be considered for planning for evacuation are the characteristics of the hazard. The speed of onset, magnitude, duration, and intensity of the threat will determine the number of people to be moved.

1. The time and distance required to travel to a safe location must be considered, as well as roads and traffic conditions.
2. The means of transport and the vulnerability of the routes to the hazard are other important factors to consider.
3. The availability of shelters and/or mass feeding facilities may also be a major factor in the final determination of evacuation planning.

B. Comprehensive Emergency Management. As with most emergency management functions, the implementation of the four inter-related areas discussed below will enhance the protection of the residents of Harrison County and result in a more hazard resistant community.

1. **Mitigation.**
 - a. Determine the areas most likely to need evacuation - flood plains, hazardous materials areas, etc.
 - b. Enact zoning ordinances or discourage developing in the hazard areas, particularly residential development.
2. **Preparedness.**

- a. Identify population groups that may need special assistance during an evacuation - handicapped persons and the elderly - as well as those in hospitals, nursing homes, and schools.
- b. Plan the evacuation routes, especially considering the variability of traffic conditions due to time of day, all possible weather conditions, and ability to control traffic flow.
- c. Plan with the Public Information Officer to provide public education about evacuation routes and procedures.
- d. Plan with Communications Officer to determine the various methods to deliver evacuation orders.

3. **Response.**

- a. Issue evacuation orders, establish traffic and perimeter controls, and if necessary, designate reception area(s).
- b. Assure the evacuation of the handicapped and elderly.
- c. Initiate public information activities and, when required, advise shelters and reception centers of the earliest estimated time of arrival of evacuees.
- d. Check evacuated area to determine all persons have cleared the area and establish security measures for properly protection.

4. **Recovery.**

- a. Continue public information activity initiating advice regarding the safety of returning to the effected area as soon as practical.
- b. Establish disaster assistance centers as needed.

C. **Ad Hoc.** When hazards develop with little or no warning, people will be evacuated from the at-risk area and will be evacuated on an ad hoc basis.

1. The Incident Commander (IC) at the scene of the emergency event will be responsible for implementing the ad hoc evacuation.
2. If necessary, the evacuation may be supported through the EOC.
3. As in any evacuation, instructions should be based on known (or assumed) health risks associated with the hazard.

D. **Shelters.** Shelters to provide emergency housing for people displaced by an evacuation will be identified and selected on the basis of their location, suitability and capacity.

E. **Plans.** Evacuation plans will be developed with the assistance of the PIO to provide EPI about evacuation routes and procedures and to select the best methods to deliver evacuation orders.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Responsibility. According to the West Virginia Code, the primary responsibility for evacuation rests with local government.

1. During an evacuation involving a more slowly developing hazard, all evacuation activities will be managed, controlled, and directed through the EOC.
2. All ad hoc evacuations ordered by an Incident Commander in the face of a more rapidly developing emergency will be managed at the scene with assistance and support provided through the EOC.

B. Decision. The decision to evacuate an area will be made by the senior executive official of the effected jurisdiction in more slowly developing emergencies or by the IC at the scene of a more rapidly developing emergency. All decisions to order the evacuation of an area should be immediately made known to the following:

1. The senior elected executive official.
2. Director, Harrison County Bureau of Emergency Services.
3. The West Virginia Office of Emergency Services.
4. The Governor of West Virginia (WV Code, 15-5-6).

C. Emergency Management Council. The Harrison County Emergency Management Council is responsible for the following emergency management and planning activities in pursuit of developing and implementing a

comprehensive and efficient evacuation plan.

1. Develop evacuation plans.
2. Coordinate evacuation efforts.
3. Coordinate relocation of at-risk populations into other jurisdictions.
4. Establish disaster control centers.

D. **Emergency Manager (EM)**. Upon the activation of the EOC, the EM will:

1. Issue evacuation instructions or if necessary, an evacuation order.
2. Identify evacuation routes and evacuation methods.
 - a. Estimates the traffic capacity of all designated evacuation routes.
 - b. Identifies the evacuation routes out of risk areas to designated mass care facilities.
 - c. Coordinates evacuation efforts with law enforcement.
 - d. Identifies assembly areas for providing transportation for evacuees needing transportation.

- e. Assists, as may be appropriate, with the efforts to evacuate animals from the risk area.

E. Mass Care Coordinator. The Mass Care Coordinator (MCC) will select and designate appropriate facilities for use as mass care shelters (in cooperation and coordination with the owners) and will also arrange for shelter (and feeding) of displaced evacuees with other local service organizations.

F. Public Information Officer (PIO). In the event of an evacuation, the PIO will be prepared to provide the following types of information and instructions to the at-risk populace and the general public.

1. **Instructions.** As a general rule, the instructional information is directed at the at-risk populace to provide guidance on protective actions and includes the following matters.
 - a. An identification of the specific areas that must be evacuated.
 - b. A list of items that evacuees should take with them such as: food, water, medications, portable radios, fresh batteries, clean clothing, sleeping bags, etc.
 - c. Evacuation times.
 - d. Evacuation routes should be described in easy to understand instructions using readily identifiable major routes, streets, highways, and other applicable landmarks.

- e. The location of mass care facilities outside of the evacuation area.

G. [Law Enforcement](#). During an evacuation, local law enforcement will be responsible for:

1. Providing traffic control during evacuation operations.
2. Assisting in evacuating the risk area.
3. Protecting evacuated/vacated properties.
4. Controlling access into the evacuated areas.

H. [Harrison County Board of Education](#).

1. Provides buses for transportation.
2. Provides facilities and resources for mass care, reception centers, etc.

I. [Harrison County Emergency Squad](#).

1. Provides transportation for sick, handicapped, elderly, etc.

J. [Harrison County Fire Departments](#).

1. Supervises or assists in property protection in evacuated areas.
2. Assists in evacuation of the elderly, sick, and handicapped from the danger zones.

V. DIRECTION AND CONTROL

A. General. The Harrison County Emergency Management Council has the over-all authority for planning and implementing evacuations in Harrison County.

1. All evacuation activities will be coordinated through the EOC.
2. The EOC will be the source of all evacuation direction and control activities.

B. River or Flash Flooding. When flash flooding or flood warnings are issued, personnel from local fire services and law enforcement agencies will be responsible for providing on-site evacuation assistance.

VI. ADMINISTRATION AND LOGISTICS

A. Records and Reports. The EM will ensure that proper records are maintained on evacuation activities, including:

1. Evacuation orders or notices.
2. Number of people evacuated.
3. Number of evacuees in mass care facilities.

B. Logistics. The EM will ensure that proper provisions have been made to secure essential supplies and equipment required to sustain and support emergency response activities and to meet the needs of displaced people. Such items include:

1. Food.
2. Water and water trailers.
3. Medical supplies and equipment.
4. Sanitation equipment and devices.
5. Portable generators and lighting equipment.
6. Gasoline and diesel fuel.
7. Public works and construction vehicles and equipment: backhoes, bulldozers, road graders, dump trucks, snowplows, etc.
8. Police, fire fighting, rescue emergency medical vehicles, etc.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsible Party. The Harrison County Emergency Services Director is responsible for reviewing and updating this Annex on a regular basis.

Authorities and References

"Guide for All Hazards Emergency Operations Planning", SLG 101, FEMA, 1996

"Harrison County Emergency Operations Plan", 1989

"West Virginia Emergency Operations Plan", Office of Emergency Services, 1999

"Harrison County Emergency Operations Plan", 2001

"National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

ANNEX F

MASS CARE

I. PURPOSE

A. Introduction. When an emergency or disaster event results in an evacuation of an at-risk population, emergency management officials must ensure that a range of actions are taken to protect displaced people from the effects of the disaster. These actions include providing temporary shelter, food, medical care, clothing, and other essential needs.

B. Purpose. This Annex articulates the operational and organizational policies and procedures designed to:

1. Meet all of the basic needs of the residents and evacuees in Harrison County when sheltering is required as the result of an emergency or disaster event, and
2. Define the establishment and operation of reception centers and mass care facilities to care for displaced people.

B. Local Responsibility. Harrison County officials are responsible to provide different types of assistance to victims and evacuees based upon the type of emergency or hazard involved, and may include: temporary shelter, food, medical care, personal protection, clothing, and other essential needs.

II. SITUATION AND ASSUMPTIONS

A. Situation. Of the emergencies and disaster events which present a threat to Harrison County, flooding and other weather-related disasters are most likely

to result in the evacuation of large at-risk populations which would require shelter and mass care services.

1. During emergencies or disasters, an evacuation of an area of the County may be necessitated. This area may be small or the entire County, depending upon the hazard source. The evacuees will need food and shelter for hours, days, or possibly weeks.
2. For all but the minor evacuations, the personnel in charge of emergency housing and feeding will be stationed in the County Emergency Operations Center (EOC) and will direct operations from there.
3. If a hazard threatens a large area, the entire County may be evacuated to a nearby County. Likewise, this County may someday be asked to host the population of a neighboring county threatened by a disaster.

B. Assumptions. This Annex is predicated on the basic assumption that the ultimate responsibility for providing mass care services rests with local government. Other guiding assumptions include the following.

1. In Harrison County, the American Red Cross (ARC) will act as the primary organization for establishing and operating mass care facilities for residents and other evacuees displaced by an emergency or disaster event.
2. Sufficient warning time will precede the on-set of the disaster to allow mass care facilities to be opened in time to meet the shelter

and other essential needs of evacuees.

3. On average 80 percent of all displaced persons will seek shelter with friends and relatives or other venues instead of taking shelter at an established mass care facility.
4. Harrison County will enter into mutual aid agreements with adjacent jurisdictions to arrange for mass care services in excess of those available in the County and to provide similar services to other jurisdictions should the need arise.

C. American Red Cross (ARC). Harrison County emergency managers will work and cooperate with the ARC, which will act as the primary organization to establish, operate, and manage mass care facilities for evacuees and other disaster victims.

III. CONCEPT OF OPERATIONS

A. General. The final responsibility for sheltering citizens rests with the local government, although the local government seldom operates shelter facilities directly. The ARC has been designated, nationally, as the agency to operate shelter facilities during natural disasters. When they are not available locally, arrangements with other public or non-profit agencies should be made to manage shelters.

B. Phases of Emergency Shelter Management.

1. Mitigation

- a. Resource lists should be prepared identifying personnel,

agencies, supplies, and facilities available for use as shelters, along with agreements to assure access to the facilities and the use of supplies and personnel should be prepared.

- b. Sites should be surveyed for protection factor (PF) ratings, capacities, facilities, power and communications sources and for potential hazards and disaster conditions.
- c. Enact zoning ordinances that will require architects to include shelter factors (such as PF and wind strength factors) in new construction.
- d. Develop a public information program to make citizens aware of shelter availability and locations.
- e. Develop SOPs for shelters.
- f. Prepare shelter management kits and stockpile shelter supplies.

2. **Preparedness**

- a. Review and update shelter resource lists and SOPs, particularly the availability of personnel, services, and facilities.
- b. Arrange training programs for shelter managers and staff.
- c. Check and replenish shelter supplies. Replace food and other supplies that may be nearing the end of a safe shelf

life.

- d. Identify potential expedient shelters.

3. **Response**

- a. Select shelters considering hazard vulnerability, location to evacuation routes and services available in the facilities.
- b. Open and staff shelters, and if needed, develop expedient shelters and upgrade existing shelters.
- c. Check with EOC staff to see if communications are established, routes to shelter clearly marked, and appropriate traffic control systems established.
- d. Check with shelters to see if communications are satisfactory, identifying marker signs posted, sufficient supplies are on hand, and their readiness to receive evacuees. Provide supplies as required.
- e. Make public announcements about shelter availability and locations.
- f. Maintain a complete record of monies spent and shelter supplies used.

4. **Recovery**

- a. Arrange for returning evacuees to their homes or for transportation to long-term shelters.

- b. Close unnecessary shelters, cleaning and returning them to their original condition, or negotiating for reimbursement for damages.
- c. Submit shelter expenditure statement to proper authorities for reimbursement.

C. Primary Agency. In Harrison County, the ARC will serve as the primary agency for operating mass care facilities when hazards require the evacuation of at-risk populations and in acting as such will also:

1. Provide an operating plan and procedures for the County's mass care facilities.
2. Provide managers and the necessary support staff for all of the County's designated mass care facilities.
3. Assist the Harrison County Bureau of Emergency Services to identify sites that are appropriate to operate as mass care facilities.
4. Provide a Mass Care Coordinator (MCC) who will report to the EOC to manage all mass care operations during an emergency or disaster event.

D. Reception and Registration. To ensure proper processing, assign evacuees to congregate care facilities and feeding facilities and inform them of all medical, sanitation, and movement rules. If necessary, have them report to a registration center on arrival.

1. Upon completion of registration, evacuees will be directed to assigned congregate care facilities.
2. Traffic control teams will be organized to direct evacuees on specific routes to parking areas and facilities in the hosting area.
3. The Reception and Registration organization will be headed by the Red Cross Disaster Chairman and staffed by his appointees.

E. Congregate Care Facilities. Congregate care facilities may be defined as: public or private buildings that may be used to lodge and care for evacuees. Generally assigned space is approximately 40 square feet per person.

1. Each congregate care facility will be assigned a manager who will be a point of contact for those who are housed in the facility. The evacuees will receive assistance for items such as: meal tickets, bedding, clothing, and sanitation by contacting the congregate care facility manager. The manager receives direction from the ARC Disaster Chairman.
2. A facility or facilities nearby to the evacuated area should be reserved for key-workers and their dependents to enable them to commute back to the evacuated area. This should be coordinated with the Resource and Supply Coordinator.
3. Establish a campsite area, if possible, where evacuees relocating in recreational vehicles may stay in the familiar surroundings of their own vehicles. This campsite should receive the same services as any other congregate care facility.

4. Designate one or more facilities as needed as congregate care facilities for individuals or groups with specialized needs: the physically handicapped, aged, hearing impaired, etc.

F. Mass Feeding Facilities. Mass feeding facilities may be described as feeding evacuees as a group “cafeteria” style in a designated dining area.

1. Mass feeding may be based on two meals per day. The first meal of the day could be a combination of breakfast and lunch, then the second meal could be dinner.
2. Several locations might be used to feed the evacuees. The Department of Health and Human Resources will determine which feeding facilities will be best to utilize depending upon the number of evacuees and where they are staying.
3. In case of a major disaster affecting a wide portion of the State, portions of food commodities originally scheduled for shipment to the affected areas will be rerouted and distributed to the reception areas to augment their present supply of food.
4. Staffing a mass feeding facility may be augmented as needed from skilled evacuees or other volunteer evacuees.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Harrison County Emergency Services Director. When an emergency or disaster event requires the evacuation of an at-risk population or has the potential to do so, the Director will ask the MCC (as designated by the ARC) to report to the EOC. If necessary, the Director will order the activation of the

appropriate mass care facilities and notify the following agencies or organizations of the action.

1. Harrison County Board of Education.
2. American Red Cross.
3. Salvation Army.
4. Harrison County Health Department.
5. West Virginia Department of Health and Human Resources.
6. West Virginia Office of Emergency Services.

B. Mass Care Coordinator (MCC). The MCC (as designated by the ARC) will, at the request of the Emergency Services Director, report to the EOC and immediately assess the disaster event, review the list of all available mass care facilities, and recommend to the Director the number and location of facilities which should be activated. The MCC will also perform the following tasks and responsibilities under the supervision of the Director.

1. Notifies all organizations, agencies, and individuals identified by the ARC Shelter Manual as a resource regarding the potential or actual need of the facility or facilities.
2. Ensures that appropriate mass care information is made available to the appropriate sections of the EOC.
3. Collects information from the mass care facility managers to assist

in responding to inquiries regarding the status of family members who may be evacuees.

4. Ensures that all mass care facilities stay in contact by radio or telephone with the EOC to maintain a current count of evacuees at the facility, the overall condition of evacuees and their needs, and the facility's general operational status.
5. Coordinates with the Resource Manager (RM) for any additional needed supplies and ensures their delivery to the appropriate facility or facilities.
6. Coordinates with the EOC and staff to ensure that routes to the mass care facilities are clearly identified and marked and that each facility has a highly visible identity marker and sign that identifies its location.
7. Provides each Mass Care Facility Manager with a list of the locations of any animal shelters which are available to house and care for companion animals.

C. Public Information Officer (PIO). The PIO will provide timely and accurate EPI regarding all evacuation efforts, including the precise location of all R&R sites, mass care facilities, and concise directions to them.

D. Mass Care Facility Managers (MCFM). This Plan is based on the assumption that all mass care operations necessitated by an emergency event or disaster will be coordinated and managed by personnel provided by the ARC. However, should an event require protective actions to supercede the arrival of ARC

personnel, the Harrison County Emergency Services Director will assign a staff member to act as the temporary MCC and who will coordinate the activities of locally designated Mass Care Facility Managers who will be assigned the following responsibilities and tasks.

1. Report to their assigned mass care facility and upon arrival take the necessary actions to open the facility to receive evacuees and to care for the health and welfare of the evacuees.
2. Contact the EOC when the facility is open and ready to receive evacuees.
3. Implement registration procedures for all evacuees who present themselves at the facility for shelter and care services.
4. If requested, provide the MCC with names and other appropriate information about people taking shelter in the facility so as to be able to respond to inquiries from relatives and friends.
5. Provide the following informational reports to the EOC on a daily basis:
 - a. The number of people staying in the facility.
 - b. The status of supplies.
 - c. The condition of the facility with attention directed at any problem areas.
 - d. When necessary, request specific types of support and

assistance.

6. Maintain records of all supplies that are expended in operating the facility.
7. Provide appropriate space for service animals that belong to people with disabilities.
8. Provide information regarding care sites and alternatives to owners of companion and domestic animals.
9. Maintain the operation of the facility for as long as may be necessary.
10. When appropriate, terminate operations and close the facility.
11. Clean the facility and return it to its original condition.
12. Submit a mass care facility report to the MCC that identifies the needed supplies and equipment to restock the facility and any other problems which need to be addressed before placing the facility back into operation.

E. Evacuation Notice. Following the decision by the County Commission and/or Director of the HCBES to implement an evacuation, the Harrison County Board of Education will be notified of the intention to utilize designated schools as reception and/or mass care centers.

1. Each school will follow standard procedures for notification and

activities of its staff.

2. The HCBES Director will notify emergency response organizations of the activation of reception and mass care centers. These organizations are:
 - a. American Red Cross
 - b. Salvation Army
 - c. Harrison County Department of Health
 - d. State Department of Health and Human Resources, County Office
3. Each emergency response organization will notify appropriate staff members upon activation of the reception and mass care centers.

F. Operation and Staffing. The American Red Cross, supported by the State Department of Health and Human Resources (County Office) and assisted by local, state, and/or private organizations will operate and staff mass care centers.

1. School and volunteer personnel will supervise evacuee processing at reception centers.
2. The operation of mass care facilities and requirements are outlined in the American Red Cross handbook.

G. Security. The Harrison County Sheriff and supporting law enforcement

agencies will provide continued security of reception and mass care centers.

H. Communications. Telephone and/or radio communications capability will be available at reception and mass care centers.

1. Reception and mass care center personnel will maintain communications with the Harrison County EOC concerning the number of evacuees at the center and the general conditions at the centers.

I. Pets and Animals. Household pets are not allowed in mass care centers. If a person should arrive at a center with a pet, it is that individual's responsibility to make other provisions for the animal.

1. Farm animals are the responsibility of the owner and protective measures should be conducted by the owner.

J. Phase Out. The Harrison County Emergency Services Director will authorize the closing of reception and mass care centers.

1. American Red Cross personnel will follow normal procedures to close or consolidate reception and mass care facilities in accordance with the American Red Cross handbook.

V. ADMINISTRATION AND LOGISTICS

A. Forms and Record Keeping. An essential element of disaster or emergency management involves the accurate tracking of evacuees and the resources expended to care for them. The following forms and/or records can be provided by the ARC handbook (Shelter Manual).

1. Registration Form (Evacuees)
2. Lodging Assignment Form (Evacuees)
3. Meal Ticket (Evacuees)

B. Facilities and Sites. All sites and facilities that have been identified as appropriate to serve as mass care facilities, mass feeding sites, and R&R sites will be included in the ARC's Shelter Manual.

1. All such locations should be reviewed at least annually to ensure their continued appropriateness to serve as an emergency care or service facility.
2. All changes in sites or facilities should be included in the above ARC Manual.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsible Party. The Harrison County Emergency Services Director is responsible for reviewing and updating this Annex on a regular basis.

Authorities and References

"Guide for All Hazards Emergency Operations Planning", SLG 101, FEMA, 1996

"Harrison County Emergency Operations Plan", 1989

"West Virginia Emergency Operations Plan", Office of Emergency Services, 1999

"Harrison County Emergency Operations Plan", 2001

"National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

ANNEX F
APPENDIX 1
RECEPTION AND REGISTRATION AREAS

- A. Persons will be directed to Reception and Registration Areas nearest them.

- B. Each incoming evacuee family should register at a Reception and Registration Facility. At this Facility, the evacuees should fill out a Registration Form, be assigned a lodging, feeding, and fallout shelter facility, and be given meal tickets. Families being lodged in private homes will still receive meal tickets for feeding at a public facility.

- C. Registrars at the Facility should keep tally sheets of the number of evacuees assigned to each Facility so that the capacity of no one shelter is exceeded. Also, a master registration location file should be maintained at the registration facility. Lodging, feeding, and shelter coordinators should be provided with a listing of evacuees assigned to their facilities and their feeding schedules. Additionally, resource lists concerning evacuee's useful skills should be maintained for work assignments.

- D. Congregate care facilities are listed and contained in the Harrison County Shelter, Reception, and Care Manual.

**ANNEX F
APPENDIX 1
ATTACHMENT 1
REGISTRATION FORM**

When registering, evacuees will fill out a carbon copy registration form. Upon completion of the registration process, evacuees will receive a copy of the form which will enable them to enter their assigned congregate care facility. If an attack is eminent and movement to shelter takes place, the form will be given to the evacuees by the congregate care facility manager for their entrance to an assigned shelter.

Registrar's Name: _____

Home Address: _____

Sex: Male _____ Female _____ Age _____ Marital Status: Married _____ Single _____

Occupation: _____

Special Skills/Abilities: _____

Mode of Transportation Used: _____

Number of People in Your Party: _____

Name	Age	Sex	Special Skills
1.			
2.			
3.			
4.			
5.			
6.			

Special Medical Requirements: Yes _____ No _____
(If yes, please complete the following)

Name: _____

Address: _____

Type of Medication: _____

Physical Disabilities/Handicaps: Yes _____ No _____
(If yes, please complete the following)

Name: _____

Address: _____

Type of Disability/Handicap: _____

ASSIGNED CONGREGATE CARE FACILITY: _____

ASSIGNED FALLOUT SHELTER: _____

ASSIGNED FEEDING FACILITY: _____

ANNEX F
APPENDIX 1
ATTACHMENT 2
LODGING ASSIGNMENT FORM

Name: _____

Sleep At: _____

Eat At: _____

First Aid At: _____

Clothing At: _____

Laundry At: _____

Welfare Services At: _____

Work At: _____

Manpower At: _____

Transportation At: _____

NOTE: This form is to be retained by the evacuees upon completion of the registration process and will provide him/her with essential information regarding daily needs.

ANNEX G

HEALTH AND MEDICAL SERVICES

I. PURPOSE

A. **Purpose.** The purpose of this Annex is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area.

B. Definitions.

1. **Disaster Medical Assistance Team.** A team of volunteer medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care.
2. **Disaster Mortuary Services Team.** A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters.
3. **National Disaster Medical System.** A nationwide mutual aid network consisting of federal agencies, businesses, and other organizations that coordinates disaster medical response, patient evacuation, and definitive medical care. At the federal level, it is a partnership between Department of Health and Human Services, the Department of Defense, the Department of Veterans Affairs, and FEMA. Non-federal participants include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.

4. **Special Needs, Individuals/Groups.** Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need specially trained health care providers to care for them, special facilities equipment to meet their needs, and require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

5. **Strategic National Stockpile (SNS).** Formerly the National Pharmaceutical Stockpile (NPS). SNS is a stockpile of multiple large packages of drugs, vaccines, medical supplies, and medical equipment that exists to augment depleted state and local resources. SNS is shipped in two phases. The first phase is the 12-hour Push Package. It contains almost everything needed to respond to a broad range of threats during the early hours of an event. It does not contain vaccines for anthrax, smallpox, botulism antitoxin, and anthrax hyper-immune plasma. These are distributed in the second phase called the Vendor Managed Inventory (VMI). The VMI contains large quantities of specific items to deal with a specific threat

II. SITUATION AND ASSUMPTIONS

A. Situation.

1. As outlined in the Basic Plan, Harrison County is vulnerable to a number of hazards. These hazards could result in the evacuation, destruction of, or damage to homes and businesses, loss of personal property, disruption of food distribution and utility services, serious health risks, and other situations that adversely affect the daily life of the citizens of Harrison County.

2. Emergency situations could result in the loss of water supply, wastewater, and solid waste disposal services, creating potential health hazards.
3. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergency situations.
4. Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
5. Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.
6. Uninjured persons who require frequent medications such as insulin and antihypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
7. Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical system.

8. Emergency responders, victims, and others who are affected by emergency situations may experience stress, anxiety, and display other physical and psychological symptoms that may adversely impinge on their daily lives. In some cases, disaster mental health services may be needed during response operations.
9. During any major health-related event (such as a bioterrorist attack), the health system can expect many people who were not exposed to the event (the worried well) to contact or visit health facilities for treatment

B. Assumptions.

1. Although many health-related problems are associated with disasters, there is an adequate regional capability to meet most emergency situations.
2. Public and private medical, health, and mortuary services resources located in Harrison County will be available for use during emergency situations; however, these resources may be adversely impacted by the emergency.
3. If hospitals and nursing homes are damaged, it may be necessary to relocate significant number of patients to other comparable facilities elsewhere.
4. Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
5. Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires could result in toxic

environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biologicals, radiological substances, and contaminated water supplies, crops, livestock, and food products.

6. The public will require guidance on how to avoid health hazards caused by the disaster or arising from its effects.
7. Some types of emergency situations, including earthquakes, severe storms, and floods may affect a large proportion of Harrison County making it difficult to obtain mutual aid from the usual sources.
8. State, and possible federal, assistance will be available, upon request, to supplement local health and medical resources.

III. CONCEPT OF OPERATIONS

A. General.

1. Local government has a general responsibility to ensure the welfare of its citizens and will develop a capability to provide appropriate health and medical services during emergency situations.
2. The Harrison County Board of Health is the Health Authority for Harrison County.
3. This Annex is based upon the concept that the emergency functions of the public health, medical, and mortuary services will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended

for the duration of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks.

4. Provisions must be made for the following:
 - a. Establishment of a medical command post.
 - b. Coordination of health and medical response team efforts.
 - c. Triage, if indicated.
 - d. Medical care and transport for the injured.
 - e. Identification, transportation, and disposition of the deceased.
 - f. Holding and treatment areas for the injured.
 - g. Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases, as needed.
 - h. Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
 - i. Issuing health and medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.

B. Mental Health Services.

1. Appropriate disaster mental health services need to be made available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them.

C. Medical Services.

1. Ambulance and Transportation.
 - a. All ambulances and emergency rescue vehicles serving in Harrison County will be equipped with Field Triage Tags and other equipment as required by law.
 - b. Upon notification of an emergency situation, the appropriate ambulance service will dispatch the necessary units to the scene.
 - c. The Senior EMT or paramedic who first arrives on the scene will:
 1. Survey the disaster scene.
 2. Serve as EMS Officer in Charge.
 3. Establish a triage area.
 4. Access, triage, treat, and transport casualties.
 5. Report to the Incident Commander.

shall oversee patient care, triage, transportation, and all EMS personnel.

- e. The Triage Officer is in charge of sorting patients to establish priority of treatment and transportation. This person is also in charge of the care of patients awaiting transportation.
- f. The EMS Transportation Officer is in charge of all ambulances and directs the loading and transportation of patients. This person acts as liaison with the field and the hospitals.
- g. Available EMS personnel may respond immediately to the disaster site. They will work with the Triage Officer and apply their skills as required to disaster victims.
- h. Equipment and medication for administering advanced life support to trauma victims will be transported to the scene by each responding unit. Additional supplies will be obtained from local hospitals or regional response team upon request.
- i. **Triage Priorities – Patients with certain conditions or injuries have priority for transportation and treatment over others utilizing the Simple Triage And Rapid Treatment (START) method. An outline of these conditions is as follows:**
 - 1. **Red Category – First Priority – Most Urgent**
 - a. **Airway and breathing difficulties.**
 - b. **Uncontrolled or suspected severe bleeding.**

- c. **Shock.**
- d. **Open chest or abdominal wounds.**
- e. **Severe head injuries.**

2. Yellow Category – Second Priority – Urgent

- a. **Burns.**
- b. **Major or multiple fractures.**
- c. **Back injuries with or without spinal damages.**

3. Green Category – Third Priority – Non-Urgent

- a. **Transportation and treatment is required for minor injuries (but not necessarily by EMS personnel), minor fractures, or other injuries of a minor nature.**

4. Black Category – Deceased – Non-Urgent

- j. When it becomes apparent that the incident is beyond the local medical community's capacity to respond, the EMS Officer in Charge shall report to the Incident Commander. The Incident Commander will request assistance from the EOC. The EOC will report to the Health Officer. The Health Officer is responsible for the formal declaration of a medical disaster.

3. Water Response.
 - a. The need to furnish life support service to flood victims and fisherman, swimmers, boaters, or other recreational water enthusiasts could arise at any time. Trained personnel and medical supplies for providing advanced life support to trauma victims are available on land and timely deployment to the scene of the incident can save lives.
 - b. A request for waterway medical assistance should include details of the trauma to the extent necessary to determine the victim's needs, location, name and description of the vessel, a description of medical items that are available, and other pertinent information.
 - c. The most expedient method of transportation will be used to provide the life support service. This may consist of a helicopter, boat, or a combination of the two.
 - d. The OES, in conjunction with responding agencies, is responsible for the overall coordination of the transportation activity and will be assisted by other agencies as requested.

D. Mortuary Services.

1. Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. The Medical Examiner/County Coroner is responsible for determining cause of death, authorizing/requesting autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing removal of bodies from incident sites.

2. When it appears that an incident involves fatalities, the Incident Commander shall request the Communications Center make notifications to the Medical Examiner/County Coroner and law enforcement and request that they respond to the scene.
3. The Medical Examiner/County Coroner shall arrange for the transportation of bodies requiring autopsy or identification to morgues or suitable examination facilities. When mass fatalities have occurred, it may be necessary to establish a temporary morgue and holding facilities and obtain additional mortuary service assistance (hospitals, morgues, funeral homes, DMORT, etc.)

E. Medical and Mortuary Assistance.

1. **West Virginia Department of Health and Human Resources (WVDHHR).**

When requested by local officials, the WVDHHR can provide health and medical advice and assistance during emergency situations from its various regional offices.

2. **Disaster Medical Assistance Team (DMAT).**

As previously noted, DMAT is a group of volunteer medical professionals and support personnel equipped with supplies and equipment that can be moved quickly to a disaster area and provide medical care. DMATs are a part of the National Disaster Medical System (NDMS). The DMAT concept involves using volunteer medical professionals to provide emergency services to victims of disasters. Each DMAT is an independent, self-sufficient team that can be deployed within a matter of hours and can set up and continue operations at the disaster site for up to 72 hours with no additional supplies or personnel. The 72-hour period allows

federal support, including medical supplies, food, water, and any other commodity required by the DMAT to arrive.

3. **Disaster Mortuary Services Team (DMORT).**

DMORT provides mortuary and victim identification services following major or catastrophic disasters. The team is comprised of volunteer professional from the mortuary and funeral industries.

F. **Damage Assessment.**

1. **Casualty Information.** The Harrison County Board of Health has primary responsibility for gathering information concerning injuries and fatalities resulting from emergency and disasters. Since accurate information concerning casualties is essential in identifying required levels of medical support, information of this type must be forwarded to the Health Officer, or designee in the EOC, as soon as it is available to support requests for assistance and for inclusion in required reports.

2. **Water Supply Systems.** In cooperation with Harrison County's PSDs, WVDHHR Bureau for Public Health (WVBPH) has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of the system vulnerability to numerous forms of contamination and because of the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential that rapid and accurate assessments of damage be completed. Accurate timely estimates for required repairs will permit the WVBPH and the Harrison County Health Department to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.

3. **Private Water Supplies.** In cooperation with OES, the Harrison County Health Department has the responsibility for evaluating damage to private water supplies. Private water supplies are vulnerable to contamination due to floods, hazardous waste spills, and other environmental emergencies. It is essential that rapid and accurate assessments of damage be completed and accurate and timely information on how to properly treat private water supplies is distributed.

4. **Wastewater Systems.** Wastewater treatment facilities are vulnerable to disaster-related interruptions and their unavailability can have a major impact on the community health and well-being. The DEP and WVBPH Division of Environmental Engineering, in cooperation with Public Works, has a responsibility for evaluating damage to those facilities, as well as advising local officials concerning expedient sanitation practices which may be required in the affected areas.

5. **Medical Facilities.** The Harrison County Board of Health is responsible for evaluating reported damage sustained by medical facilities in a disaster area. The hospitals and nursing homes in Harrison County will provide support in this activity. The facility administrator, or his designee, will gather initial damage reports and identify which patients must be removed pending repairs.

G. Requesting External Assistance.

1. If health and medical problems resulting from an emergency situation can not be resolved with local resources, those obtained pursuant to inter-local agreements, or resources obtained by the Resource Management Staff in the EOC, local governments may request medical or mortuary assistance from the State. The

Harrison County Bureau of Emergency Services Director should make requests for such assistance to the WVOES. Cities must request assistance from Harrison County before requesting assistance from the State.

H. Activities By Phases of Emergency Management.

1. **Mitigation.**

- a. Give immunizations.
- b. Conduct health inspections.
- c. Promote and encourage the use of the blood donation program.
- d. Conduct specialized training (e.g., hazmat, decontamination, etc.).
- e. Conduct epidemiological surveillance, evaluation, presentation, and detection of communicable diseases.
- f. Conduct normal public health awareness programs.

2. **Preparedness.**

- a. Maintain adequate medical supplies.
- b. Coordinate with county and city officials to ensure water quality.
- c. Coordinate with county and city officials to provide safe waste disposal.

- d. Review emergency plans for laboratory activities regarding examination of food and water, diagnostic tests, and identification, registration, and disposal of the deceased.
- e. Train and exercise personnel.

3. **Response.**

- a. Conduct public information programs dealing with personal health and hygiene.
- b. Conduct disease control operations.
- c. Monitor sanitation activities.
- d. Ensure that supplies of potable water are available.
- e. Conduct environmental health activities regarding waste disposal, refuse, food and water control, and vector control.
- f. Begin the collection of vital statistics.
- g. Ensure adequate patient care is provided.

4. **Recovery.**

- a. Compile health reports for state and federal officials.
- b. Identify potential and/or continuing hazards affecting public health.
- c. Distribute appropriate guidance for the prevention of the harmful effects of the hazard.

- d. Continue to collect vital statistics.

IV. ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

A. Organization.

1. Harrison County's Bureau of Emergency Services will plan and carry out health and medical operations during emergency situations.
2. Harrison County's Board of Health functions as the local health authority. The Board of Health (BOH) has primary responsibility for the health and medical services function and shall designate a Health Officer to plan and coordinate public health and medical services during emergency situations. The Health Officer, or a designee, shall serve as a member of the EOC Staff. Health and medical service response activities at an incident scene will be coordinated by through the Incident Commander. Large-scale health and medical efforts shall be coordinated from the EOC.

The Board of Health will assume overall responsibility for the public health activities. These activities are divided into four broad categories:

- a. Public Health Nursing.
 - b. Environmental Health Oversight.
 - c. EMS Oversight.
 - d. Hospital Oversight.
3. Upon receipt of official notification of an actual or potential emergency condition, it is the responsibility of the BOH to receive

and evaluate all requests for health and medical assistance and to disseminate such notification to all appropriate public health, medical, and mortuary services.

B. Assignment of Responsibilities.

1. General.

All agencies/organizations assigned to provide health and medical services are responsible for the following:

- a. Designating and training representatives of their agency.
- b. Ensuring that appropriate SOPs are developed and maintained.
- c. Maintaining current notification procedures to insure trained personnel are available for extended emergency duty in the EOC and, as needed, in the field.

2. Emergency Functions.

Under Harrison County's Emergency Management Plan, the County Board of Health has primary responsibility to coordinate the following services in response to emergency situations.

- a. Essential medical, surgical, and hospital care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster.
- b. Public health protection for the affected population.
- c. Mortuary and vital records services support.

- d. Damage assessment for public health and medical facilities and systems.
3. To ensure that these services are available as needed, various medical and public health services have been assigned primary or support responsibility for specific activities. Those activities, and the services responsible for their accomplishment, are summarized below.

C. Task Assignments.

1. **The County Board of Health will:**
 - a. Designate a Threat Preparedness Coordinator to perform pre-emergency planning for emergency health and medical services and coordinate such activities during major emergencies and disasters.
 - b. Coordinate qualified staff to support health and medical operations at the ICP and EOC as indicated by the event.
2. **The BOH/Health Officer/or designee will:**
 - a. Coordinated emergency health and medical activities from the EOC when that facility is activated.
 - b. Rapidly assess health and medical needs.
 - c. Oversee and coordinate the efforts of local health and medical organizations activated for an emergency, assess their needs, help them obtain additional resources, and ensure that necessary services are provided.

- d. Ensure that emergency medical teams responding to a disaster site establish a medical command post.
- e. Coordinate with neighboring community health and medical organizations on matters related to assistance from other jurisdictions.
- f. Coordinate state and federal officials regarding state and federal assistance.
- g. Coordinate with incoming response units, such as DMAT, DMORT, etc.
- h. Ensure that positive identification and proof of licensure is obtained from all volunteers.
- i. Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
- j. Provide, through the PIO, information to the news media on casualties and instructions to the public on dealing with public health problems.
- k. Coordinate the provision of laboratory services required in support of emergency health and medical services.
- l. Coordinate immunization campaigns, mass prophylaxis, enhanced disease surveillance, or quarantines, as needed.

- m. Coordinate inspection of foods, water, drugs, and other consumables that were exposed to the hazard.
- n. Coordinate inspection of damaged building for health hazards.
- o. Coordinate with County animal control agency to dispose of dead animals.
- p. Coordinate the implementation of measures to prevent or control disease vectors such as flies, mosquitoes, and rodents.
- q. Establish preventive health services, including control of communicable diseases such as influenza, particularly in shelters.
- r. Monitor food handling and sanitation in emergency facilities.
- s. Continue disease surveillance and epidemiological functions.
- t. Initial procurement of CDC's SNS in the event of an overt release of biological or chemical agent, notification of a release or a likely release from intelligence or law enforcement, or clinical or epidemiological indications such as lab results, unexplained increase in emergency medical service requests, or an unexplained increase in antibiotic prescriptions or over the counter medication.

3. **Emergency Medical Services will:**

- a. Respond to the scene with appropriate emergency medical personnel and equipment.

- b. Upon arrival at the scene, assume an appropriate role in the ICS. If the ICS has not been established, initiate it and report to the Communications Center/EOC.
 - c. Triage, treat, and transport the injured.
 - d. Coordinate with local and regional hospitals to ensure casualties are transported to the appropriate facilities.
 - e. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio and/or telephone communications with hospitals, as appropriate.
 - f. Direct the activities of private, volunteer, and other emergency medical units, and of bystander volunteers, as needed.
 - g. Assist with evacuation of patients from affected hospitals and nursing homes, if needed.
4. **Hospitals will:**
- a. Implement internal and/or external disaster plans and augment staff as necessary.
 - b. Advise the health and medical services staff in the EOC of conditions at the facility and the number and type of available beds.

- c. Establish and maintain field and inter-facility medical communications.
- d. Provide medical guidance, as needed, to EMS.
- e. Coordinate with EMS, other facilities, and any medical response personnel at the scene to ensure the following is accomplished.
 - 1. Casualties are transported to the appropriate medical facility.
 - 2. Patients are distributed to and among hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, and bed capacity.
 - 3. Take into account special designations such as trauma centers and burn centers.
 - 4. Consider the use of clinics to treat less than acute illnesses and injuries.
- f. Coordinate with local emergency responders to isolate and decontaminate incoming patients, if needed, to avoid the spread of chemical, viral, or bacterial agents to other patients and staff.
- g. Coordinate with other hospitals and EMS on the evacuation of affected hospitals, if necessary. Evacuation provisions should specify where the patients are to be taken.

- h. Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
 - i. Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
 - j. Provide patient identification information to the American Red Cross upon request as allowed by law.
 - k. Sustain the ability to treat victims of large-scale attacks or events by setting aside supplies sufficient to treat large numbers of patients until federal or state aid becomes available.
5. **The Mental Health Authority will:**
- a. Ensure that appropriate mental health services are available for disaster victims, survivors, bystanders, responders, and their families, and other community caregivers during response and recovery operations.
6. **The Medical Examiner/County Coroner will:**
- a. Conduct inquests for the deceased and prepare death certificates.
 - b. Order autopsies if necessary to determine cause of death.
 - c. Assist forensic investigations to identify unidentified bodies.

- d. Authorize removal of bodies from incident sites to the morgue or mortuary facilities.
 - e. Provide information, through the PIO, to the news media for the dissemination of public advisories, as needed.
7. **Law enforcement will:**
- a. Upon request, provide security for medical facilities, pharmaceutical storage facilities, isolation, quarantine, and clinics.
 - b. Conduct investigations of deaths not due to natural causes.
 - c. Locate and notify next of kin.
 - d. Provide crowd and traffic control.
8. **Mortuary Services will:**
- a. Provide for the collection and care of human remains.
 - b. Establish temporary holding facilities and morgue sites, if required.
 - c. Coordinate, as necessary, with emergency health and medical services.
9. **The Public Information Officer will:**
- a. Disseminate emergency public information provided by health and medical officials. The Health Officer has primary responsibility for coordination of health and medical information intended for release through public media

during emergency operations, with support provided by those public health and medical services responsible for particular aspects of the response.

V. DIRECTION AND CONTROL

A. General.

1. The Health Officer/designee, in the EOC, may collaborate and coordinate the efforts of local health and medical services and agencies and organizations during major emergencies and disasters requiring a coordinated response.
2. Routine health and medical services operations may continue during less severe emergency situations. Direction and control of such operations will be conducted or performed by those that normally direct and control day-to-day health and medical activities.
3. External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units will normally work under the immediate control of their own supervisors.
4. Once it has been determined that an agent threatens the health and safety of the citizens of Harrison County, the Bureau of Emergency Services will convene the County's Emergency Operations Center (EOC). This body will convene to discuss further evaluation and mitigation of the problem. Agencies represented in the EOC may include, but are not limited to:

- a. Harrison County Commission.
- b. Harrison County Health Department.
- c. Harrison County Bureau of Emergency Services.
- d. Law Enforcement.
- e. Fire Departments.
- f. Public Service Districts.
- g. Department of Highways.
- h. Harrison County Public Information Officer (PIO).
- i. Harrison County Prosecuting Attorney's Office.
- j. City Mayors.

Representatives from the Governor's Office, WVBPH, WV Hospital Association, National Guard, FBI, US Health and Human Services, CDC, and USAMRID may also be invited, as appropriate.

B. Incident Command System – EOC Interface.

1. If both the EOC and an ICP are operating, the Incident Commander and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort as well as conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow.

C. Disaster Area Medical Coordination.

1. In emergency situations involving significant damage to County medical facilities, each facility shall be responsible for determining its overall status and compiling a consolidated list of resources or services needed to restore vital functions. Each operating unit will reports its status and needs to a single contact point designated by the facility. The facility contact should consolidate the data provided and report it to the Health and Medical staff in the EOC.

2. The Health Officer/designee must be prepared to receive the consolidated requests and channel various elements of those requests to those local health and medical facilities as well as other departments, agencies, and organizations that can best respond. Requests for resources that cannot be obtained through normal sources of supply or through mutual aid by health and medical facilities outside the local area should be identified to the Resource Management staff in the EOC for action.

D. Line of Succession.

1. To ensure continuity of health and medical activities during threatened or actual disasters, the following line of succession is established for the Health Officer:
 - a. Harrison County Board of Health, Health Officer.

 - b. West Virginia Health Officer.

VI. READINESS LEVELS

A. Green (Normal):

1. Develop, review, and update plans and related SOPs.
2. Review assignment of all personnel.
3. Coordinate with local private industries on related activities.
4. Maintain a list of health and medical resources.
5. Maintain, inventory, and periodically test equipment/supplies.
6. Conduct appropriate training, drills, and exercises.
7. Develop tentative task assignments and identify potential resource shortfalls.
8. Establish a liaison with all private health and medical facilities.
9. Recruit volunteers and vaccinate as needed.
10. Identify facilities for mass clinics.

B. Blue (Increased):

1. Check readiness of health and medical equipment, supplies, and facilities.
2. Check readiness of equipment, supplies, and facilities.
3. Correct any deficiencies in equipment and facilities.
4. Correct shortages of essential supplies and equipment.

5. Update incident notification and staff recall rosters.
6. Review procedures for relocating patients and determine the availability of needed specialized equipment if evacuation of health and medical facilities is required.
7. Review departmental assigned disaster responsibilities and prepare to respond.
8. Conduct/participate in emergency management training and exercise emergency response plans.
9. Ensure response team is properly immunized.

C. **Yellow (High):**

1. Continue development of trained volunteer workforce.
2. Develop mutual aid agreements with adjacent jurisdictions.
3. Check functionally communication equipment.
4. Notify key personnel of possible emergency operations.

D. **Orange (Maximum):**

1. Alert personnel and volunteers to the possibility of emergency duty.
2. Place selected personnel and equipment on standby.
3. Identify personnel to staff the EOC and ICP if those facilities are activated.

4. Test internal Communications Plans.
5. Activate enhanced passive disease surveillance.

E. Red (Severe):

1. Mobilize health and medical resources to include personnel, volunteers, and equipment.
2. Dispatch health and medical representative(s) to the EOC, when activated.
3. Initiate active disease surveillance.

VII. ADMINISTRATION AND SUPPORT

A. Reporting.

1. In addition to reports that may be required by their parent organizations, health and medical agencies participating in emergency operations should provide appropriate situation reports to the Incident Commander, or if an incident command operation has not been established, to the Health Officer/or designee in the EOC. The Incident Commander will forward periodic reports to the EOC.
2. Pertinent information from all sources will be incorporated into the initial emergency report and the periodic situation report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergency operations.

B. Maintenance and Preservation of Records.

1. **Maintenance of Records.** Health and medical operational records generated during an emergency will be collected and filed. This is so a record of events is preserved for use in determining the possible recovery of emergency operations expenses, response costs, settling claims, assessing the effectiveness of operations, and updating emergency plans and procedures.
2. **Documentation of Costs.** Expenses incurred in carrying out health and medical services for certain hazards may be recoverable from the responsible party or other sources. Hence, all departments and agencies should maintain records of personnel and equipment used and supplies consumed during large-scale health and medical operations.
3. **Preservation of Records.** Vital health and medical records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance for preserving and restoring those records should be obtained as soon as possible.

C. **Post Incident Review.**

1. For large-scale emergencies and disasters, the Harrison County Bureau of Emergency Services Director shall organize with the Local Emergency Planning Committee and conduct a review of emergency operations by those tasked in this Annex. The purpose of this review is to identify needed improvements in this Annex, procedures, facilities, and equipment. Health and medical services that participated in the emergency operations that are being reviewed should participate in the post-incident review.

D. **Exercises.**

1. Local drills, tabletop exercises, functional exercises, and full-scale exercises based on the hazards faced by Harrison County should periodically include health and medical services operations. Additional drills and exercises may be conducted by various agencies and services for the purpose of developing and testing abilities to make effective health and medical response to various types of emergencies.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

A. **Responsible Party.** The Harrison County Emergency Services Director is responsible for reviewing and updating this Annex on a regular basis.

Authorities and References

Annex H (Health and Medical Services), "West Virginia Emergency Operations Plan"

Texas Department of Health (TDH) website: www.tdh.state.tx.us.

ANNEX H

RESOURCE MANAGEMENT

I. PURPOSE

A. Introduction. In performing their duties, emergency response organizations manage people, equipment, facilities, and supplies. Some emergency situations call for more or more specialized resources that may be available to local responders. The function of emergency response and services resource management is to ensure that:

1. Decision-makers have a comprehensive knowledge of all available resources.
2. All resources are directed to the proper use and arrive when and where they are most needed.
3. Supplemental resources can be delivered in a timely manner as local resources are expended.
4. The most critical needs of the public are met
5. Local emergency response and service resources are accurately accounted before, during, and after an emergency event.

B. National Incident Management System (NIMS). Resource management is an area of special attention under NIMS because it involves the coordination and oversight of tools, processes, and systems that provide incident managers with timely and appropriate resources during an emergency incident.

C. Local Management. The purpose of this Annex is to describe the process by which local emergency response and service resources will be identified, inventoried, coordinated, and managed for local emergency response needs and which involves:

1. Establishing a network for response resource inventories to assist in maintaining an adequate level of available resources.
2. Maintaining the Harrison County Resource Manual that includes an inventory of all emergency supplies and resources that are available in the County.
3. Providing for a more efficient and proper coordination of all available resources.

II. SITUATION AND ASSUMPTIONS

A. Natural Hazards. As is the case with most areas of West Virginia, Harrison County experiences a wide range of weather patterns and conditions which include major winter storms with extended sub-freezing temperatures, severe rain and thunderstorms with flooding and drought conditions.

B. Man-made Hazards. Interstate 79, a major north-south US Interstate highway, and US Route, a major east-west US highway, intersect in the County in the City of Bridgeport, adjacent to the City of Clarksburg. This situation creates the potential hazard of a hazardous materials transportation accident.

C. Resources. The Harrison County Bureau of Emergency Services maintains a comprehensive and current inventory listing of emergency resources in the Harrison County Resource Manual and which includes the following categories and items:

1. Personnel (includes skilled labor and professionals).
2. Communications equipment.
3. Vehicles: passenger vehicles, cargo vehicles, garbage and dump trucks, tanker trucks, etc.
4. Heavy equipment (required for public works applications): earth movers, cranes, road graders, material handling equipment, etc.
5. Pumps
6. Useful materials and tools including: fuel, sand/sand bags, plastic sheeting, shovels, picks, hatchets/axes, chain saws, etc.
7. Mass care supplies including: first aid and medicinal supplies, potable water, food, bedding/blankets, cots, sanitation supplies (particularly toilets), lighting, etc.
8. Portable generators

D. Mutual Aid Agreements/Emergency Management Assistance Compacts. All local emergency response organizations and agencies in Harrison County have entered into mutual aid agreements and/or emergency management assistance compacts that call for sharing of personnel, equipment, resources and other support when responding to an emergency situation.

E. Sustainability. All emergency response organizations and agencies in Harrison County will maintain sufficient resource inventories and manage them

properly to sustain self-sufficiency for the first 24 hours of an emergency event.

1. Households and businesses in Harrison County which are located in the area affected by the emergency will be expected to be able to sustain themselves for a period of 72 hours.
2. A public information effort will inform the population of the County about the above expectation and what items and supplies should be included in an emergency/disaster supply kit.

III. CONCEPT OF OPERATIONS

A. Primary Tasks. Under NIMS, resource management involves four primary emergency management responsibilities.

1. Establishing systems for describing, inventorying, requesting, and tracking resources.
2. Activating those systems prior to, during, and after an incident.
3. Dispatching resources prior to, during and after an incident.
4. Deactivating or recalling resources during or after an incident.

B. Resource Management Concepts. Resource management under NIMS is based upon four primary concepts.

1. Providing a uniform method of identifying, acquiring, allocating, and tracking resources.

2. Classifying kinds and types of resources required to support incident management.
3. Using a credentialing system tied to uniform training and certification standards.
4. Incorporating resources contributed by private sector and nongovernmental organizations.

C. **Resource Management Principles.** There are five key principles that underlie effective resource management under NIMS.

1. ***Advance Planning:*** Preparedness organizations working together before an incident to develop plans for managing and using resources.
2. ***Resource identification and ordering:*** Using standard processes and methods to identify, order, mobilize dispatch, and track resources.
3. ***Resource categorization:*** Categorizing by size, capacity, capability, skill, or other characteristics to make resource ordering and dispatching more efficient.
4. ***Use of agreements:*** Developing pre-incident agreements for providing or requesting resources.
5. ***Effective management:*** Using validated practices to perform key resource management tasks.

D. General Policies. During an emergency or disaster event, it is the responsibility of Harrison County to protect the lives and property of its citizens and in doing so, it will commit and manage all available resources in a manner which places priority on saving and protecting lives, relieving suffering and hardship, and protecting property.

1. The County will identify and train an adequate number of local emergency response personnel in resource management and the efficient use of existing resources in each of the following agencies or organizations:
 - a. Law enforcement: municipal and county.
 - b. Fire services: urban and rural.
 - c. Local/regional health departments.
 - d. Hospitals.
 - e. School board.
 - f. Public utilities: municipal and public service districts.

E. Resource Manager (RM). The RM will be among the first emergency management personnel who will be notified of an emergency and one of the first to be called to report to the EOC upon its activation.

1. The RM will activate the resource management functions of the EOC:

- a. Anticipate resource needs based upon preliminary information, preliminary damage assessments, and historical events.
 - b. Request all involved emergency response agencies (tasked agencies) to report any resource needs that they are unable to secure through their channels.
2. When time permits, suppliers with existing purchase or procurement agreements/contracts will be notified of the potential need of or the actual intention of activating these arrangements.
3. All resource requests should be met through either utilization of local resources or through procurement/purchase agreements or contracts that are in place at the time of the disaster or emergency event.
4. The RM will stay apprised of the authorized budget for emergency resource procurement and ensure that all emergency purchases are processed and recorded in the proper manner.
5. When the emergency or disaster event subsides and all resource needs have been addressed, the RM will manage the following activities:
 - a. Disposal/return of excess supplies and equipment
 - b. Emergency response or disaster relief staffs and facilities need to be deactivated as soon as possible with all necessary reports and supporting documents filed appropriately.

- c. If necessary, ensure that all owners of private property are reimbursed or compensated and ensure that the County submits the proper paperwork for any financial liabilities for emergency/ disaster assistance received under the Stafford Act.

F. Tasked Organizations. All tasked organizations will provide the RM with requests for needed resources that they are unable to meet through their own efforts and in doing so; they will provide the following necessary information on the requested resources.

1. What and why: Explain what is needed and why in deliberate and specific language.
2. How much: What quantity is needed?
3. Who: Who needs it?
4. Where: Where is it needed?
5. When: When is it needed?

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Resource Manager (RM). The RM operates under the management supervision of the Harrison County Emergency Services Director and is responsible for coordinating the management of local resources during an emergency situation or disaster event. When the EOC is activated, the RM has the following responsibilities.

1. Determines resource needs based upon preliminary information, preliminary damage assessments, and past experience.
2. Requests that all tasked organizations determine if they can meet the demands of the emergency situation with existing resources, and if not, what additional resources are required.
3. Alerts all resource providers with existing purchase or procurement contracts that it may be necessary to activate the agreements.
4. Identifies possible shortfalls in necessary resources.
5. Locates additional facilities/sites that may be used to store required resource demands from the Incident Commanders and identify where and when the requested resources can be delivered.
6. In events involving multiple scenes, the RM will monitor resource demands from Incident Commanders and identify where and when the requested resources can be delivered.
7. Match donation offers with resource needs and requests.

V. ADMINISTRATION AND LOGISTICS

A. **Resource Manual.** The Harrison County Resource Manual includes an inventory of all emergency response and disaster assistance resources available in the County.

1. The Manual is maintained by and located in the HCBES.

2. The Manual will be reviewed and updated on a regular basis and as events, such as a disaster/emergency, may dictate.

B. Reports and Records. During an emergency or disaster event, the RM will ensure that accurate records are maintained of services and resources that are provided and obtained or procured by all emergency response organizations and agencies whose activities are coordinated through the Harrison County EOC.

1. Documentation detailing the delivery or receipt of resources through mutual aid agreements will be maintained and delivered to the appropriate parties.
2. Resource management problems encountered during a disaster and their final solutions will be recorded for analysis in post-emergency reviews and debriefings.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsible Party. The Harrison County Emergency Services Director is responsible for reviewing and updating this Annex on a regular basis.

Authorities and References

"Guide for All Hazards Emergency Operations Planning", SLG 101, FEMA, 1996

"Harrison County Emergency Operations Plan", 1989

"West Virginia Emergency Operations Plan", Office of Emergency Services, 1999

"Harrison County Emergency Operations Plan", 2001

"National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

ANNEX I

SEARCH AND RESCUE

I. PURPOSE

A. Introduction. Search and rescue (SAR) involves the deployment of public and private resources under the authority and direction by a government agency to locate and bring to safety people who are lost, stranded, or trapped.

B. Purpose. This Annex describes Harrison County's SAR system and in doing so, assigns responsibilities for conducting three types of SAR operations.

1. Natural disasters where SAR is an integral part of the overall disaster response operation.
2. Industrial or transportation accidents.
3. Locating lost persons or lost civilian aircraft.

II. SITUATION AND ASSUMPTIONS

A. SAR Category I. This involves lost person(s) or aircrafts. A category SAR 1 may involve any number of searches over a large area with the distinction that the lost or missing person or aircraft is the single reason for the emergency.

B. SAR Category II. This involves industrial or transportation accidents and usually involves a large number of searches over a more restricted area. The important distinction is that the SAR operation is a function of the emergency rather than the emergency.

C. **SAR Category III.** This involves a large scale or widespread emergency or disaster event such as a major flood. This category involves a large number of searches and is a function of the emergency involving a large number of searches over a large area.

III. CONCEPT OF OPERATIONS

A. **SAR Category I.** SAR operations involving lost aircraft will be conducted in accordance with the West Virginia SAR Plans.

1. Operations involving missing or lost persons will be under the direction of the appropriate local government agency, generally the Harrison County Sheriff.
2. SAR operations on property owned by the State of West Virginia will be directed by the Department of Natural Resources (DNR).
3. Requests for assistance from the State of West Virginia will be made through the Harrison County Bureau of Emergency Services, (HCBES).

B. **SAR Category II.** These SAR operations are under the direction of local authorities using local responders (public and private) and as is the case in Category I, any request for State assistance must be made through the HCBES.

C. **SAR Category III.** Local governments are expected to expend all local resources before requesting assistance from the State.

1. Requests for State assistance must be made through the HCBES.

2. Local resources will remain under local control if and when State assistance is provided.
3. The overall coordination of SAR operations will remain with the appropriate local government, unless:
 - a. The local government requests that the State assumes coordination of the operations.
 - b. The Governor directs that the State will assume coordination of SAR operations that involve a multi-county area due to the magnitude and severity of the emergency or disaster situation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The HCBES, in conjunction with all other Harrison County emergency response agencies, will develop the needed plans and procedures to conduct SAR operations of all SAR categories in the County.

B. The Emergency Services Director will designate an individual or agency to direct SAR operations in Harrison County.

C. The HCBES will develop mutual aid agreements for SAR operations.

1. The HCBES will develop and enter into agreement with local volunteer organizations to assist in SAR operations when needed and requested.

2. All requests for State or Federal assistance in conducting SAR operations will be made by the HCBES to the WVOES.
3. The Harrison County Sheriff's Department will direct and control ground SAR operations in the County.

V. ADMINISTRATION AND LOGISTICS

A. Administration. In conducting SAR operations the HCBES will adhere to all applicable local, state, and federal regulations, guidelines, and laws.

B. Logistics. All requisitions made in conjunction with SAR operations will conform with the policies provided in the Harrison County Emergency Operations Plan, Basic Plan, Part VI. B. (Administration and Logistics, Requisitions).

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsible Party. The Harrison County Bureau of Emergency Services Director is responsible for reviewing and updating this Annex on a regular basis.

Authorities and References

"Guide for All Hazards Emergency Operations Planning", SLG 101, FEMA, 1996

"Harrison County Emergency Operations Plan", 1989

"West Virginia Emergency Operations Plan", Office of Emergency Services, 1999

West Virginia Code, Chapter 15, Article 5, as amended

Others:

Joint Statement to Designate Duties, Responsibilities, and Relationships in Preparation For and During an Emergency By and Between West Virginia Wing Civil Air Patrol and West Virginia Office of Emergency Services

Search and Rescue Agreement and Procedures

Search and Rescue Agreement Between the State of West Virginia and the Aerospace Rescue and Recovery Service in Support of the National Search and Rescue Plan

"Harrison County Emergency Operations Plan", 2001

"National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

ANNEX J

HAZARDOUS MATERIALS

I. PURPOSE

A. Introduction. For the purpose of this Annex, the terms “hazardous materials” and “hazardous materials incident” are defined as follow.

- 1. Hazardous Materials** are defined as explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious, or radioactive materials that, when involved in an accident and released in sufficient quantities, will place a segment of the general public in immediate danger from exposure, contact, inhalation, or ingestion.
- 2. Hazardous Materials Incidents** are those involving either the release or potential release of a hazardous material as the result of transportation or fixed facilities spills, leaks, or airborne hazardous materials and are divided into four categories depending upon the severity of the incident and the appropriate response level.

B. Purpose. The purpose of this Annex is to define those policies and procedures to determine the risk posed by hazardous materials to the residents of Harrison County, to identify risk areas, and to guide the response activities intended to minimize the threat to the public and the environment from a hazardous materials accident.

II. SITUATION AND ASSUMPTIONS

A. Situation. Hazardous materials are routinely handled and transported in and through Harrison County and as a result, a hazardous materials incident or

accident could occur and place members of the general public in immediate danger.

1. Hazardous materials risk areas in Harrison County include: fixed facilities which handle and store hazardous materials, pipelines which transport natural gas, and highways upon which hazardous materials are transported.
2. Past history and current traffic patterns indicate that highway transportation accidents pose the most probable risk for an accidental release of hazardous materials in the County and in particular on Interstate 79 and US Routes 50 and 19.
3. There are no individual emergency response agencies in Harrison County that have all the necessary equipment and properly trained personnel to handle an incident involving the accidental release of a hazardous material without assistance from other emergency response organizations.

B. Assumptions. In accordance with the applicable provisions of the Occupational Safety and Health Administration's Regulations (Standards 24CFR) Hazardous Waste Operations and Emergency Response (1910.120), a hazardous material emergency response is defined as follows:

1. A response effort by employees (or personnel) from outside the immediate release area or by other designated emergency responders, such as local fire departments or mutual aid groups, to an event that has (or is likely to result) resulted in an uncontrolled release of a hazardous material.

2. Responses to incidental releases of hazardous materials where the material can be absorbed, neutralized, or otherwise controlled at the time of the release by either employees or maintenance personnel in the immediate release area are not considered as an emergency response.
3. Responses to releases of hazardous materials where there is not a potential safety or health hazard (such as fire, explosion, or chemical exposure) are not considered emergency responses.

III. CONCEPT OF OPERATIONS

A. Hazardous Materials Incident Levels. Hazardous materials incidents are separated into categories according to the severity of the incident and the appropriate emergency response.

1. **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:
 - a. Present little immediate risk to either the environment or the public health.
 - b. Present a minimal clean-up or containment problem.
2. **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:

- a. Present a potential or long-term threat to life, health, or the environment.
 - b. Present a significant clean-up problem.
3. **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. The hazardous materials involved in a Level IIB incident pose the same threat as those involved in a Level IIA incident.
4. **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 the Governor to declare a State of Emergency. The hazardous materials involved in a Level III incident:
- a. Present a potential or long-term threat to life, health, or the environment.
 - b. Present a significant clean-up problem.

B. Hazard Vulnerability. The HCBES has the primary responsibility for emergency management and planning in the County and is responsible for the following activities associated with hazardous materials.

1. Perform a hazardous material Hazard Vulnerability Analysis (HVA) for Harrison County that will include the following three components:
 - a. Hazards Identification.
 - b. Vulnerability Analysis
 - c. Risk Analysis
2. Initiate and maintain communication with local industry to better coordinate the planning for and emergency response to hazardous materials incidents.
3. Work with local and County agencies to develop suggested operating procedures (SOP) for responding to a hazardous materials incident.
4. Coordinate hazardous materials response training exercises for local and county agencies.
5. Provide advice and information to local and county government officials on hazardous materials incidents and related issues.
6. Develop and maintain a manual which describes the equipment needed to respond to a hazardous materials incident and includes

an inventory of all hazardous material response supplies and equipment which are available for responding to an incident.

7. Conclude mutual aid agreements with appropriate agencies (both public and private) for responding to hazardous materials incidents.
8. Provide technical assistance and coordination services in the development of hazardous materials exercises.
9. Develop and maintain maps of Harrison County which display public water system intake points, environmentally sensitive areas, chemical manufacturing and storage sites, population centers, and specific evacuation routes and alternate routes for all risk areas. Such maps should also include:
 - a. The location of special populations and their specific destinations in the case of evacuation.
 - b. Traffic control points.
 - c. Location of hazardous material response equipment and supplies.
10. Develop and maintain telephone rosters for hazardous materials emergencies organized according to the level of the incident/emergency.
11. Review local response policy and references (SOPs, resource manuals, checklists, call-down lists, and related matters) to ensure

compliance with current Federal/State regulations or advisories and upgrade as necessary.

12. Develop an emergency management system that includes decision making criteria to determine when and where a shelter-in-place protection response should be implemented.

C. National Incident Management System (NIMS). Homeland Security Presidential Directive-5 (HSPD-5) instructs the Secretary of Homeland Security to develop and administer a National Incident Management System that will allow all government, private sector, and non-governmental organizations to work together during domestic incidents through a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and all functional disciplines, and which has the following intentions.

1. Be applicable across a complete range of potential emergency or hazardous incidents, regardless of either the size or complexity of the incident.
2. Enhance the coordination and cooperation between public and private entities in a variety of domestic incident management activities by providing for interoperability and compatibility among all emergency responders.

D. NIMS: Concepts and Principals. NIMS provides an overall framework to enable both the interoperability and compatibility of differing response agencies and disciplines through a balance of two operational factors: flexibility and standardization.

1. Flexibility. NIMS provides a flexible framework to facilitate the activities of both public and private organizations working in concert at all levels to manage a domestic incident, with this flexibility applying to all phases of incident management, regardless of the cause, size, location, or complexity of the emergency incident.
2. Standardization. NIMS provides a set of standardized organizational structures, and defines the requirements for processes, procedures, and systems in a manner to enhance interoperability.

E. NIMS Components. NIMS is composed of six primary components operating together in a systematic fashion to create a national framework for incident management and which includes all phases of emergency incident management: preparation, prevention, response and recovery. These primary components are as follow.

1. **Command and Management.** The standard incident management structures organized under the NIMS framework are all based on three primary organizational systems:
 - a. *Incident Command System (ICS).* ICS defines the operating characteristics, management components, and structure of incident management organizations throughout the duration of an emergency incident.
 - b. *Multi-agency Coordination System.* This system defines the operating characteristics, management components and organizational structure of supporting entities.

- c. ***Public Information System.*** This system includes the processes, procedures, and systems for communicating timely and accurate information to the general public during all phases of an emergency incident.
2. **Preparedness.** The effective management of an emergency incident starts with preparation activities conducted in anticipation of and prior to the onset of an emergency incident, and which involve a combination of the following.
 - a. Planning, training and exercises.
 - b. Personnel qualification and certification standards.
 - c. Equipment acquisition and certification standards.
 - d. Publication management processes and activities.
 - e. Mutual aid agreements and Emergency Management Assistance Compacts (EMACs).
3. **Resource Management.** NIMS has the capability not only to define standard methods, but also to establish requirements for describing, inventorying, mobilizing, dispatching, tracking, and recovering emergency response and management assets and resources through all phases the management of an emergency incident.
4. **Communications and Information Management.** NIMS provides for a standardized framework for communications, information

management, and information sharing support at all levels of incident management, including the need for effective interoperable communications procedures and systems to be in effect across all agencies and jurisdictions.

5. **Supporting Technologies.** Technology and technological systems, including emerging technologies, can provide the support and assistance necessary to implement and refine NIMS, and include the following capabilities.
 - a. Voice and data communication systems.
 - b. Information management systems.
 - c. Data display systems.
6. **Ongoing Management and Maintenance.** The Department of Homeland Security has established the NIMS Integration Center to provide strategic direction and oversight in support of routine review and ongoing refinement of NIMS and its primary system components.

F. Integrated Emergency Management System. The HCBES uses an Integrated Emergency Management System (IEMS) in developing and implementing emergency response plans and activities that divide emergency management into the four categories of emergency management as described below.

1. **Mitigation.** These activities are designed to either prevent the occurrence of an emergency or as in the case with many long-term

activities, to minimize the potentially adverse effects of an emergency. Hazardous materials mitigation activities include:

- a. The identification of fixed facilities that handle or store hazardous materials.
- b. The preparation of hazardous materials response plans by owners/operators of fixed facilities that handle or store hazardous materials.
- c. The identification of transportation routes where hazardous materials are transported.
- d. The identification of special facilities which could pose a significant risk for loss of life in the event of a hazardous materials incident.

2. **Preparedness.** These activities, programs, and systems were initiated or placed into operation before the onset of an emergency and are used to support and enhance emergency response activities during a hazardous materials incident and include the following:

- a. The purchase and maintenance of protective clothing and equipment for response personnel.
- b. The implementation of hazardous materials training programs and exercises.

- c. The preparation of a hazardous materials response plan and hazardous materials response operating procedures.
 - d. The development of mutual aid agreements, internal notifications/recall rosters/communication procedures, and related matters.
3. **Response.** These activities and programs are designed for the immediate and short-term effects of a hazardous materials incident to reduce injuries, deaths, damage to the environment, and to facilitate recovery. During a hazardous materials incident, these response activities include the following:
- a. Notification of emergency management personnel of the incident.
 - b. Isolation of the incident.
 - c. Identification of the hazardous material.
 - d. Identification of an IC and the establishment of an ICP.
 - e. Identification of incident staging areas.
 - f. Rescue and treatment of any casualties.
 - g. Initiation of public warning activities.
 - h. Initiation of public emergency information activities.

- i. Preliminary assessment of the severity of the incident and any possible environmental damage.
 - J. Evacuation or in-place sheltering of any populations deemed to be at-risk.
 - k. Activation of mutual aid agreements.
 - l. Examination of mitigation issues which could arise out of the response activities.
4. **Recovery.** These activities are directed at restoring systems back to normal. Short-term recovery actions assess damage and return vital life support systems back to minimum operating standards or needs. Long-term recovery operations may continue for years after a serious hazardous material incident.
- a. Recovery activities pursuant to a hazardous material event may involve parties other than local emergency response organizations and could include State or Federal agencies and private contractors.
 - b. Given the seriousness of the incident and its potential for harm, the authority for conducting the recovery phase could remain with local government, or it could be transferred to State or Federal agencies as well as a private contractor.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. **Federal Regulations.** The Environmental Protection Agency (EPA) and the Occupational Safety and Health Administration (OSHA) require that emergency

response activities associated with a hazardous materials incident use an Incident Command System (ICS).

1. ICS is appropriate regardless of the number or type of emergency response agencies involved in the incident.
2. ICS is effective and adaptable to not only any hazardous materials incident but is also adaptable to new technologies and changing response protocols.

B. Incident Command System (ICS). The current ICS used in emergency management of hazardous materials incidents is a management system which can integrate personnel, facilities, policies, procedures, and equipment into a common organizational structure to improve and to enhance emergency response operations, and in doing so, can address the following management concerns.

1. It can provide for effective operations at three levels of incident character:
 - a. Single jurisdiction/single agency.
 - b. Single jurisdiction with multiple agency support.
 - c. Multi-jurisdictional and/or multi-agency support.
2. It must be able to adapt to a wide variety of emergencies ranging from hazardous materials incidents to fire, flood, rescue, etc.

3. It must be prepared to readily accommodate new technologies as they become available to support emergency response activities and management.
4. It must be able to expand from the organizational needs of a routine or low-level incident to the needs of a major event.
5. It must have basic common elements in organization, terminology, and procedures.
6. Its implementation should have little or no disruption to existing agency or organizational procedures.
7. It needs to be simple enough to assure fast and efficient proficiency for new users and to ensure low operation and maintenance costs.

C. Hazardous Materials Operations. Proper response to an incident involving the release of hazardous materials requires the coordinated action of numerous Harrison County departments. Rapid communications must be utilized to inform responsible officials of the situation to facilitate decision-making. The following tasks are not intended to be all-inclusive or exclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken when a hazardous materials incident occurs.

1. **Fire Services.** The first fire department officer present at the scene of an incident involving the release of hazardous materials will:
 - a. Take immediate steps to identify the nature of the hazardous material and report the incident.

- b. Apply appropriate fire fighting techniques if the incident has resulted in fire.
 - c. Ensure that no action is taken to flush or wash the contaminate into the storm drain system until approval is obtained.
 - d. Notify agencies and industries as outlined in this Plan.
2. The **Officer In Charge**, upon arrival at the scene, will establish an on-scene command post and:
- a. Take charge of on-scene operations, direct the efforts of all forces involved in emergency actions related to the release, and act through respective department representatives who will retain control of their respective forces. He will also **request the Dispatcher to confirm that all concerned departments and agencies have been notified of the hazardous materials release or threat.**
 - b. Determine, as soon as possible, if the emergency creates a serious threat to life or health or persons in the vicinity.
 - 1. If it does, designate a danger area and define its limits.
 - 2. Requirements for evacuating the area will be relayed to the on-scene ranking police officer.
 - c. Be responsible for the efforts of his department to reduce the emergency by:

1. Prompt identification of the hazardous material and disseminating this information to appropriate emergency forces and citizens in the area of the incident.
2. Obtain assistance from the County Medical Examiner/ Emergency Room representatives to determine the hazards involved and the proper limit for the danger area.
3. Ensure that all department representatives at the on-scene command post are informed of the danger area limits and of the need, where appropriate, for evacuation of the danger area.
4. Assist law enforcement in the evacuation by providing protective clothing and breathing apparatus, if appropriate.
5. Rescue injured persons.
6. Supervise on-site operations of ambulance personnel and vehicles.
7. Determine when the area is safe for the return of the evacuees and inform the Emergency Management representative, who will obtain media assistance, to inform as many affected persons as possible.

3. **Law Enforcement.** The ranking law enforcement officer at the scene will report to the on-scene command post, and will do the following:
 - a. Keep one radio-equipped law enforcement officer at the on-scene command post until released by the fire official in charge of on-scene operations.
 - b. Evacuate citizens from the danger area when requested to do so by the fire official in charge. Inform the HCBES as soon as possible regarding the evacuation. Request the assistance of the Fire Department if protective clothing and breathing apparatus is required.
 - c. Cordon off the danger area for safety and exclude entry by unauthorized personnel.
 - d. Provide necessary normal assistance for identification of bodies and report on the number of fatalities to the HCBES.
 - e. Once the area has been designated a danger area and evacuated, entry by non-emergency personnel will be permitted on the basis of the law enforcement officer's judgment. Questionable persons who insist on right of entry will be referred to the on-scene command post for determination of status.
 - f. Protect sensitive and critical installations and prevent looting in the danger area.

from the hazardous material, as requested by the senior fire official.

- c. Provide sand for building dikes to contain liquids and for use in blotting hazardous materials entering drains or sanitation systems.
- d. Cooperate with law enforcement officials to establish an efficient detour with the appropriate signs, arrow, and law enforcement officers to expedite movement of traffic.
- e. Give appropriate assistance and support to public utilities in checking for damage to their facilities and restoring services to normal where required.
- f. Supervise the removal, transportation, and disposal of liquid or solid contaminants either by appropriate private means or the use of public forces and equipment.
- g. Coordinate with fire and law enforcement evidence-gathering personnel in clearing or moving debris.

6. **County Medical Examiner.** In case of a disastrous release of hazardous materials resulting in injuries or fatalities, a Harrison County physician will be furnished to the on-scene command post as soon as possible after the accident.

- a. The physician will make a medical estimate of the situation, based on the magnitude of the disaster, and will take appropriate actions.

- b. Direct injured to the proper medical facility capable of handling persons exposed to and/or contaminated by hazardous materials.
7. **Public Water Utility.** The senior department official arriving on the scene will report to the on-scene command post and:
- a. Assist the Fire Department officer in charge in matters pertaining to effluent that might adversely affect the water and/or sanitary sewage system.
 - b. Support the on-scene emergency actions by filling requests for employment of the Water Department's heavy or specialized equipment.
 - c. Regulate the water supply for Fire Suppression and react to the water's main damage so as to restore service as expeditiously as possible.
 - d. React to the entry of any pollutant or containment into the water supply sources by shutting off appropriate intakes or switching to alternate sources.
 - e. Cooperate in determining and carrying out actions designed to neutralize or eliminate pollutants that have entered into the water supply system.

V. ADMINISTRATION AND LOGISTICS

A. **Authority.** All hazardous material incident response activities in the County will be coordinated through the HCBES.

1. All agencies responding to the incident will abide with all applicable local, state, and federal requirements for reporting and documentation of the incident.
2. A fixed facility where an incident occurs is responsible for documenting an accidental release by preparing a report that describes:
 - a. The incident including the time it occurred, the cause, the material, and quantity that was released, and the facility's response measures and actions.
 - b. A chronological log detailing a minute-by-minute account of the event, all response activities, including the decision to notify off-site authorities and when it was made, and any significant changes in the situation.
3. The HCBES Director will be the chief coordinator between County government agencies and the fixed facility where the incident has taken place.
 - a. The ranking jurisdictional fire service officer will act as the on-site, Incident Commander.
 - b. The fixed facility's personnel will remain under the authority of the facility's management.

4. The on-scene, Command Post personnel will be responsible for monitoring the size, concentration, and movement of hazardous material releases.
5. The HCBES Director will determine if the hazardous material event requires more than routine media considerations.
 - a. Briefing space may be provided at the EOC.
 - b. News conferences and media releases will be prepared and distributed on an as-needed basis.
6. An inventory of all emergency response supplies, equipment, and resources that are available in the County is contained in the Harrison County Resource Manual, and the EMC will ensure that precise records of these services that are either procured or rendered during a hazardous material response effort are maintained.
7. If a hazardous materials incident escalates and expands to require the involvement of either (or both) State or Federal assistance, the HCBES Director will act as the coordinator between all local emergency response agencies or organizations and the State and Federal agencies and officials.

B. Additional Supplies. In the course of the emergency response to a hazardous material incident, the need for additional supplies, equipment, and special services often arises. It may not be possible to address the acquisition needs of a hazardous materials incident under normal procurement procedures.

The situations under which extraordinary procurement procedures may be used are described below.

1. **Procurement Prior To A Declaration of Local State of Emergency.** Every effort will be made to meet emergency or disaster needs from local government resources. Local officials will be contacted regardless of normal business hours to assist in obtaining needed resources that are not readily available in local government inventories. However, unless it is specifically authorized by the proper local official, normal procurement procedures will apply to all transactions.

2. **Procurement After A Declaration of Local State of Emergency.** Those resources determined by competent authority required to save lives and protect welfare which can not be obtained from "regular" sources may be requisitioned using procedures outlined beforehand by the County Commission.

C. **Public Protection Measures.** The HCBES will be responsible for the identification and selection of suitable mass care facilities in view of their location being either upwind and/or out of harms way of any known fixed facilities that handle or store hazardous materials.

1. Potential mass care site locations will be based upon identified fixed facilities, known hazardous materials, and historical wind and weather patterns.
2. Shelter-in-place protective actions represent a viable and effective alternative to evacuation.

D. Health and Medical. During an incident involving hazardous materials, the following health and medical considerations, at a minimum, need to be addressed.

1. The public should be informed of any health risks associated with the hazardous materials involved in the event.
2. The public should be informed of those medical facilities with the proper facilities and capabilities to:
 - a. Decontaminate and treat people exposed to the hazardous materials involved in the event.
 - b. Dispose of any items and materials that were contaminated by the incident, e.g.: clothing, medical supplies, waste materials, etc.

E. Resource Management. The HCBES will develop and maintain on a current basis a descriptive listing of all emergency response equipment housed in SARA facilities in the County as well as the names, addresses, and means of contacting the officials who are responsible for the equipment and the operation of the facility.

1. The HBOES will also maintain the following information:
 - a. Provisions for stockpiling or obtaining essential items for responding to a hazardous materials incident.
 - b. Methods to identify agencies or contractors that can assist in clean-up activities and related tasks.

- c. Lists of other resources, their locations and quantities, and points of contact.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. **Responsible Party.** The Harrison County Bureau of Emergency Services Director is responsible for reviewing and updating this Annex on a regular basis.

Authorities and References

- "Guide for All Hazards Emergency Operations Planning", SLG 101, FEMA, 1996
- "Harrison County Emergency Operations Plan", 1989
- "West Virginia Emergency Operations Plan", Office of Emergency Services, 1999
- "Hazardous Materials Emergency Planning Guide, NRT-1
- "Criteria for Review of Hazardous Emergency Plans" NRT-1A
- "Technical Guidance for Hazardous Analysis", EPA
- "Handbook of Chemical Analysis Procedures", EPA, DOT, and FEMA
- "Guidelines for Public Sector Hazardous Materials Training", (Planning Section), FEMA/DOT
- "Review of Federal Authorities for Hazardous Materials Accident Safety", (Chapter 4), EPA
- "North American Emergency Response Guidebook", DOT
- "Site Specific Technical Guidance for Hazards Analysis: Emergency Planning for Extremely Hazardous Substances", EPA, FEMA, and DOT
- Comprehensive Environmental Response, Compensation and Liability Act, (CERCLA)
- Emergency Planning Right To Know Act, (SARA)
- Hazardous Waste Operations and Emergency Response Standards, (29 CFR 1910)
- "Harrison County Emergency Operations Plan", 2001
- "National Incident Management System (NIMS), An Introduction" IS 700, FEMA, 2004.

Annex “K”

Not available to Public access due to nature of content

**HARRISON COUNTY
EMERGENCY OPERATIONS PLAN
2005**

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of this Emergency Operations Plan to share an understanding of the Plan.

<i>American Red Cross</i>	The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.
<i>Attack</i>	A hostile attack taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage or destruction to public and private property.
<i>Checklist</i>	Written (or computerized) enumeration of actions to be taken by an individual or organization, meant to aid memory rather than provide detailed information.
<i>Chief Executive Officer</i>	The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations of the community. He or she may be a mayor, city manager, etc.
<i>Community</i>	A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each State defines its own political subdivisions and forms of government.
<i>Contamination</i>	The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.
<i>Dam</i>	A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

<i>Damage Assessment</i>	The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.
<i>Decontamination</i>	The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.
<i>Disaster</i>	An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Plan, a "large-scale disaster" is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a "major disaster" is "any natural catastrophe (...) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under (the) Act to supplement the efforts and available resources or States, local governments, and disaster relief organization in alleviating the damage, loss, hardship, or suffering caused thereby."
<i>Disaster Field Office</i>	The office established in or near the designated area of a Presidential declared major disaster to support Federal and State response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.
<i>Disaster Recovery Center</i>	Places established in the area of a Presidential declared disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).
<i>Dose (Radiation)</i>	A general term indicating the quantity (total or accumulated) of ionizing radiation or energy absorbed by a person or animal.
<i>Dose Rate</i>	The amount of ionizing radiation that an individual would absorb per unit of time.
<i>Dosimeter</i>	An instrument for measuring and registering total accumulated exposure to ionizing radiation.

<i>Earthquake</i>	The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.
<i>Electromagnetic Pulse</i>	A sharp pulse of energy radiated instantaneously by a nuclear detonation which may affect or damage electronic components and equipment.
<i>Emergency</i>	Any occasion or instance - such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe - that warrants action to save lives and to protect property, public health, and safety.
<i>Emergency Alert System</i>	A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission. The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters.
<i>Emergency Environmental Health Services</i>	Services required to correct or to improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities.
<i>Emergency Health Services</i>	Services required to prevent and treat the damaging effects of an emergency, including communicable disease control, immunization, laboratory services, dental and nutritional services; providing for aid for treatment of ambulatory patients and those with minor injuries; providing public health information on emergency treatment, prevention, and control; and providing administrative support including maintenance of vital records and providing for a conduit of emergency health funds from State and Federal governments.
<i>Emergency Medical Services</i>	Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately

required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Mortuary Services

Services required to assure adequate death investigation, identification, and disposition of bodies; removal, temporary storage, and transportation of bodies to temporary morgue facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies.

Emergency Operating Center

The protected site from which State and local civic government officials coordinate, monitor, and direct emergency response activities during an emergency.

Emergency Operations Plan

A document that: describes how people and property will be protected in disaster and disaster threat situations; explains who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in disaster; and outlines how all actions will be coordinated.

Emergency Response Team

An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination and responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff.

Emergency Response Team Advance Element

For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.

Emergency Response Team National

An ERT has been established and roistered for deployment to catastrophic disasters where the resources of the FEMA Region have been, or are expected to be, overwhelmed. Three ERT-Ns have been established.

Emergency Support Function

In the FRP, a functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety. ESFs represent those types of Federal assistance which the State will most likely need because of the impact of a catastrophic or significant disaster on its own resources and response capabilities, or because of the specialized or

unique nature of the assistance required. ESF missions are designed to supplement State and local response efforts.

Emergency Support Team An interagency group operating from FEMA headquarters. The EST oversees the national-level response support effort under the FRP and coordinates activities with the ESF primary and support agencies in supporting Federal requirements in the field.

Evacuation Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

Evacuation Mandatory or Directed This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Evacuation Spontaneous Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and directions of travel is unorganized and unsupervised.

Evacuation Voluntary This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or order are NOT required to evacuate, however, it would be to their advantage to do so.

Evacuees All persons moved or moving from areas threatened or struck by a disaster.

Exposure (Radiological) A quantitative measure of gamma or x-ray radiation at a certain place based on its ability to produce ionization in air.

Exposure Rate (Radiological) The amount of ionizing radiation to which an individual would be exposed or which he or she would receive per unit of time.

Federal Coordinating Officer The person appointed by the President to coordinate Federal assistance in a Presidential declared emergency or major disaster.

Field Assessment Team A small team of pre-identified technical experts that conduct an assessment of response needs (not a PDA) immediately following a disaster. The experts are drawn from FEMA, other agencies and organizations - such as the U. S. Public Health Service, U. S. Army Corps of Engineers, U. S. Environmental Protection Agency, and the American Red

Cross - and other affected State(s). All FasT operations are joint Federal/State efforts.

Flash Flood

Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to stream stages and other information in time to forecast a flood condition.

Flood

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Governor's Authorized Representative

The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.

Hazard Mitigation

Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

Hazardous Material

Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

High-Hazard Areas

Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

Hurricane

A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye". Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

Incident Command System

A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology,

modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

Joint Information Center A central point of contact for all news media near the scene of a large-scale disaster. News media representatives are kept informed of activities and events by public information officials who represent all participating Federal, State, and local agencies that are collocated at the JIC.

Mass Care The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

Nuclear Detonation An explosion resulting from fission and/or fusion reactions in nuclear material, such as that from a nuclear weapon.

Public Information Officer A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

Preliminary Damage Assessment A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.

Radiation Sickness The symptoms characterizing radiation injury, resulting from excessive exposure to ionizing radiation.

Radiological Monitoring The process of locating and measuring radiation by means of survey instruments that can detect and measure (as exposure rates) ionizing radiation.

Recovery The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status

or to reconstitute these systems to a new condition that is less vulnerable.

Regional Operating Center

The temporary operations facility for the coordination of Federal response and recovery activities, located at the FEMA Regional Office (or Federal Regional Center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Once the ERT-A is deployed, the RCO performs a support role for Federal staff at the disaster scene.

Resource Management

Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

Secondary Hazard

A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency. For example, dam failure might be a secondary hazard associated with earthquakes.

Standard Operating Procedure

A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out.

State Coordinating Officer

The person appointed by the Governor to coordinate State, Commonwealth, or Territorial response and recovery activities with FRP-related activities of the Federal Government, in cooperation with the FCO.

State Liaison

A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.

Storm Surge

A dome of seawater created by the strong winds and low barometric pressure in a hurricane that causes severe coastal flooding as the hurricane strikes land.

Terrorism

The use of - or threatened use of - criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

Tornado

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

Tsunami

Sea waves produced by an undersea earthquake. Such sea waves can reach a height of 80 feet and can devastate coastal cities and low-lying coastal areas.

Warning

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the NWS (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

Watch

Indication by the NWS that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).

**HARRISON COUNTY
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LIST OF ACRONYMS

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The following are acronyms used in this Emergency Operations Plan.

<i>ACP</i>	access control point
<i>ALERT</i>	Automated Local Evaluation in Real Time
<i>ANS</i>	alert and notification system
<i>ARC</i>	American Red Cross
<i>CB</i>	citizens band
<i>CDC</i>	Center for Disease Control and Prevention
<i>“CEO”</i>	Chief Executive Officer
<i>CERCLA</i>	Comprehensive Environmental Response, Compensation, and Liability Act
<i>CFR</i>	Code of Federal Regulations
<i>CHEMTREC</i>	Chemical Manufacturers’ Association Chemical Transportation Emergency Center
<i>CPG</i>	Civil Preparedness Guide
<i>CSEPP</i>	Chemical Stockpile Emergency Preparedness Plan
<i>DFO</i>	Disaster Field Office
<i>DMAT</i>	Disaster Medical Assistance Team
<i>DOD</i>	U. S. Department of Defense
<i>DOE</i>	U. S. Department of Energy
<i>DOT</i>	U. S. Department of Transportation
<i>DRC</i>	Disaster Recovery Center
<i>DWI</i>	Disaster Welfare Information
<i>EAS</i>	Emergency Alert System
<i>ECL</i>	emergency classification level
<i>EMI</i>	Emergency Management Institute
<i>EMP</i>	electromagnetic pulse
<i>EMS</i>	emergency medical services
<i>EOC</i>	emergency operating center
<i>EOP</i>	emergency operations plan
<i>EPA</i>	U. S. Environmental Protection Agency

<i>EPCRA</i>	Emergency Planning and Community Right-To-Know Act
<i>EPG</i>	Emergency Planning Guide
<i>EPI</i>	emergency public information
<i>EPZ</i>	Emergency Planning Zone
<i>ERT</i>	Emergency Response Team
<i>ERT-A</i>	Emergency Response Team Advance Element
<i>ERT-N</i>	Emergency Response Team National
<i>ESF</i>	Emergency Support Function
<i>EST</i>	Emergency Support Team
<i>FasT</i>	Field Assessment Team
<i>FCO</i>	Federal Coordinating Officer
<i>FEMA</i>	Federal Emergency Management Agency
<i>FHBM</i>	Flood Hazard Boundary Map
<i>FIA</i>	Federal Insurance Administration
<i>FIRM</i>	Flood Insurance Rate Map
<i>FIS</i>	Flood Insurance Study
<i>FPEIS</i>	Flood Programmatic Environmental Impact Statement
<i>FRERP</i>	Federal Radiological Emergency Response Plan
<i>FRP</i>	Federal Response Plan
<i>GAR</i>	Governor's Authorized Representative
<i>GIS</i>	geographic information system
<i>HAZMAT</i>	hazardous material
<i>HRCQ</i>	highway route controlled quantity
<i>IC</i>	Incident Commander
<i>ICP</i>	Incident Command Post
<i>ICS</i>	Incident Command System
<i>IRZ</i>	Immediate Response Zone
<i>JIC</i>	Joint Information Center
<i>JIS</i>	Joint Information System
<i>JNACC</i>	Joint Nuclear Accident Coordinating Center
<i>LEPC</i>	Local Emergency Planning Committee
<i>MOU</i>	memorandum of understanding
<i>mph</i>	miles per hour

<i>MSDS</i>	material safety data sheet
<i>NCP</i>	National Oil and Hazardous Substances Pollution Contingency Plan
<i>NDA</i>	National Defense Area
<i>NDMS</i>	National Disaster Medical System
<i>NFA</i>	National Fire Academy
<i>NFIP</i>	National Flood Insurance Program
<i>NIMS</i>	National Incident Management System
<i>NOAA</i>	National Oceanic and Atmospheric Administration
<i>NRC</i>	Nuclear Regulatory Commission, National Response Center
<i>NRT</i>	National Response Team
<i>NUREG</i>	Nuclear Regulation
<i>NWS</i>	National Weather Service
<i>OPA</i>	Oil Pollution Act
<i>OSC</i>	On-Scene Coordinator
<i>OSHA</i>	U. S. Occupational Safety and Health Administration
<i>PA</i>	public address
<i>PAZ</i>	Protective Action Zone
<i>PDA</i>	Preliminary Damage Assessment
<i>PIO</i>	Public Information Officer
<i>PL</i>	Public Law
<i>PPA</i>	Performance Partnership Agreement
<i>PZ</i>	Precautionary Zone
<i>RACES</i>	Radio Amateur Civil Emergency Service
<i>RAP</i>	Radiological Assistance Program
<i>REACT</i>	Radio Emergency Associated Communications Teams
<i>REP</i>	Radiological Emergency Preparedness Plan
<i>ROC</i>	Regional Operating Center
<i>ROD</i>	Record of Decision
<i>RRP</i>	Regional Response Plan
<i>SAME</i>	Specific Area Message Encoder
<i>SARA</i>	Superfund Amendments and Reauthorization Act
<i>SCO</i>	State Coordinating Officer

<i>SEMA</i>	State Emergency Management Agency
<i>SERC</i>	State Emergency Response Commission
<i>SLG</i>	State and Local Guide
<i>SOP</i>	standard operating procedure
<i>SPCA</i>	Society for the Prevention of Cruelty to Animals
<i>USDA</i>	U. S. Department of Agriculture
<i>USGS</i>	U. S. Geological Survey
<i>US&R</i>	urban search and rescue