

# Town of Butner



## EMERGENCY OPERATIONS PLAN

August 2022

Adopted September 1, 2022

Town of Butner

414 Central Avenue

Butner, North Carolina 27509

(919) 575-3032

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# Basic Plan

# SECTION 1

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## LETTER OF PROMULGATION



TO: Town of Butner Government  
Residents of the Town of Butner

By virtue of the powers and authority vested in me as the Mayor of the Town of Butner, I hereby promulgate and issue the Town of Butner Emergency Operations Plan, dated August 2022, as a regulation and guidance to provide for the protection of the residents of Butner. The Town of Butner Emergency Operations Plan, hereafter, will be referred to as “The Plan.”

The Plan outlines the coordinated actions to be taken by Municipal officials and volunteer organizations to protect lives and property in natural or manmade disasters. It identifies manpower and other resources available to prevent, minimize, and recover from injury, loss of life, and destruction of property, which tragically characterize disasters. The Town Council adopted NIMS on 11 July 2019 and endorses the use of the Incident Command System (ICS) at all levels of response, as promulgated in The Plan.

This plan is an effective tool for emergency response and recovery planning and will be implemented when directed by the Mayor and/or the City Manager as set forth by adoption of this document.

A handwritten signature in black ink, appearing to read "T. Turner".

Sincerely,  
Terry Turner, Mayor

## RECORD OF DISTRIBUTION

Town of Butner, Town Council	Town of Butner, Mayor
Town of Butner, Planning Board	Town of Butner, Manager
Town of Butner, Board of Adjustment	Town of Butner, Clerk
Town of Butner, Public Safety Director	Town of Butner, Planning Director
Town of Butner, Human Resources Director	Town of Butner, Finance Director
Town of Butner, Parks and Recreation Director	Town of Butner, Attorney
Town of Butner, Public Works Director	American Red Cross
Granville County Emergency Management	Granville County Schools
Granville County Fire Marshal	Granville Medical Center
Local Emergency Planning Committee	NC Forest Service
Federal Correctional Institute, Butner	Central Regional Hospital
Murdoch Developmental Center	Granville Correctional Institution
R.J. Blackley Alcohol & Drug Abuse Treatment Center	Dillon Youth Development Center

ENDORSEMENT AND IMPLEMENTATION

SIGNATORIES TO THE PLAN

The following agree to support the overall concept of operations of the Town of Butner Emergency Operations Plan and to carry out the functional responsibilities as assigned in the plan.

Thomas  
Mayor

9-7-22  
Date

Thomas Mann  
Town Manager

9-7-22  
Date

James G. Champin  
Chief, Public Safety

9/8/2022  
Date

Susan C. Hissink  
Director, Finance

9/7/2022  
Date

[Signature]  
Director, Planning

9/7/22  
Date

Barbara J. Roke  
Town Clerk

9-7-22  
Date

[Signature]  
Director, Public Works

9/7/2022  
Date

Liz Davis  
Manager, Human Resources

9-9-2022  
Date

**RECORD OF CHANGES**

<b>Change Number</b>	<b>Date</b>	<b>Date of Change Entered</b>	<b>Change Made By (Signature)</b>

## MISSION

### Town Mission

The Town of Butner provides quality municipal services to our citizens, businesses, and visitors to enhance the quality of life of our community.



### Public Safety Mission

To provide the people, businesses, and institutions of its jurisdiction with professional fire and law enforcement services, thereby enhancing the quality of life of those served by Butner Public Safety.





## PURPOSE

The Town of Butner Emergency Operations Plan (EOP) describes the roles, responsibilities, and actions necessary to provide an effective, efficient, and coordinated response to a significant event within the Town of Butner. The EOP provides a framework of direction to identified agencies in order to successfully prepare for, respond to, and begin the recovery process resulting from a significant event that impacts the Town.

In addition to meeting statutory obligations defined in North Carolina General Statute 166-A, the EOP:

- Assigns responsibilities and identifies actions for organizations and individuals during a significant event;
- Establishes lines of authority and organizational relationships and demonstrates how missions and assignments are coordinated;
- Provides direction, control, and coordination of Town of Butner resources during a significant event;
- Describes the procedures and support requirements necessary for liaising with the Granville County Emergency Operations Center (EOC) during an activation;
- Promotes and outlines operational plans, policies, and procedures necessary for identified agencies to develop and implement in order to effectively respond during a significant event; and
- Describes the management and control, operations, planning, logistics, and finance/administration sections employed during a significant event.

## SCOPE

The EOP is an all-hazards, multi-discipline response plan designed to manage and coordinate department assignments. These departments are comprised of existing departments within the Town of Butner who perform tasks during a significant event that are similar to their day-to-day, normal operations.

The EOP also serves as a coordination guide used to execute operational plans, policies, and procedures utilized by the departments to mitigate and resolve impacts of a significant event. Departments are organized and managed using the nationally recognized Incident Command System (ICS). Following one of the tenets of ICS, this plan is flexible and scalable and is designed for use for any planned or no-notice event.

By statute, a declaration of local emergency triggers the activation of the EOP; however, this plan will be implemented during any significant event which requires multi-discipline collaboration even in the absence of a local declaration.

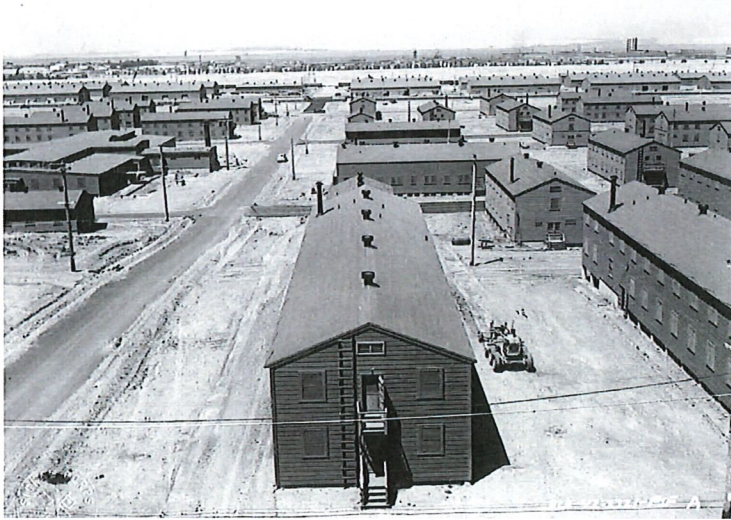
This plan applies to all primary departments and support agencies listed in the plan and any other department or agency deemed necessary by the Town of Butner, Director of Public Safety. All agencies will employ a whole community, all-inclusive planning approach with private-sector partners and citizens of the community who play a large role in preparedness, response, recovery, and mitigation.

The EOP is constructed using a nationally recognized model found in the National Response Framework and the Comprehensive Planning Guide (CPG 101). However, while this plan has been developed to be consistent with similar documents at the state and federal level, it is uniquely tailored to meet the specific needs of The Town of Butner.

This plan does not:

- Dictate agency duties outside of what occurs during a significant event.
- Describe or identify tactical level objectives, requirements, and tasks associated with achieving strategic goals.
- Supersede any statute, law, or ordinance.

## BACKGROUND



Officially incorporated on November 1, 2007, the Town of Butner has a significant history dating back well before its incorporation. During the beginning of World War II 40,300 acres located in Granville County, North Carolina were purchased by the Federal Government and designated as Camp Butner Reservation. A fully functional military training base was constructed and utilized for the training of American Forces for the deployment

and redeployment to the European and Pacific theaters. In 1947 the Federal Government closed Camp Butner, at which time 5,000 acres were transferred to the North Carolina National Guard, 20,000 acres to the original owners of the property and 13,000 acres to the State of North Carolina.

In 1947 the State of North Carolina designated the State Board of Mental Health responsible for governing Butner. Though not an incorporated town, the State of North Carolina governed Butner much the same. Adopting and enforcing ordinances, as well as providing a police and fire department. In 1973, the State Board of Mental Health transferred responsibility for Butner to the North Carolina Department of Health and Human Services. Laying the foundations for much of the government you see today.



The last lip-stalling troops entraining at Camp Butner for separation center

The Butner Incorporation Bill was presented and signed in to law on July 27<sup>th</sup>, 2007 by Governor Mike Easley. Officially incorporating Butner as a municipality on November 1<sup>st</sup>, 2007.

### Town of Butner Statistics

Population (2020):	8,397
Population Growth since 2000:	32.27%
Median Household Income:	\$47,067
Median Household Income Growth Since 2000:	16.67%
Median House Price:	\$136,700
Median House Price, Growth Since 2000:	27.61%

### Population by Age

Under 9 Years Old:	11.33%
10 to 19:	16.43%
20 to 34:	23.03%
35 to 44:	13.59%
45 to 64:	24.20%
65 to 84:	10.72%
85 or Over:	.70%

### Percentage of Population by Race

White:	40.74%
Black:	31.71%
Hispanic	22.79%
Asian:	.55%
Native:	.02%
Other:	.49%
Two or More Races:	3.70%

- Airports, Airfields and Heliports
  - Henderson Oxford Airport (HNZ) is located 24 miles North East of the Town of Butner. This airport is open to the public and is uncontrolled. It is home to a single, asphalt runway that is 100-feet by 5500-feet. The airport is home to 49 permanent aircraft, with 52 percent of its use by transient aviation based out of other locations.
  - Located 7.7 miles South West from the Town of Butner, the Lake Ridge Aero Park (8NC8) is the closest airfield. This uncontrolled private airfield consists of a 150-foot by 3200-foot turf runway. The airfield is home to 51 aircraft, with 77 percent of its use by local general aviation users.
  - Granville Medical Center is located 19 miles North East of the Town of Butner and is home to a single heliport known as 79R2. This port is privately operated by the

Granville Medical Center and used for medical traffic only. It consists of a 60-foot by 60-foot concrete pad. There are no permanently stationed aircraft at this location.

- Highways and Evacuation Routes

Primary traffic routes within The Town of Butner consists of C Street traveling from Southwest to Northeast and Central Avenue traveling from South East to North West, crossing in the town center. Primary evacuation routes out of the Town of Butner consists of Interstate 85 on the South side of Town and Old North Carolina 75 North of Town. Both of which travel from Southwest to North East away from Town.



- Railroads

The Town of Butner contains one rail line which is managed by the Norfolk Southern Railroad. This line consists of mainly freight cargo and sits at the South East edge of Town, running parallel to B Street.

- Waterways and Lakes

The Knap of Reeds Creek/Picture Creek is a waterway that runs along the North Western Town boarder, looping around Town and ending in a pond in the rear of the Umstead Youth Correctional Center.

There are several large bodies of water located outside, but adjacent to the Town of Butner, those consist of:

- Falls Lake is located approximately one-half mile South of the Town and sees considerable recreational use. The lake is approximately 12,410 acres and contains multiple access points within Granville County.
- Lake Michie is located approximately 2 miles West of Town. The lake is approximately 480 acres in size and serves as the primary reservoir for neighboring Durham County.

- Lake Holt is an approximately 385-acre reservoir one-mile North of Town and serves as a reservoir for the Town of Butner and other municipalities. Lake Holt is managed by the Town of Butner and is home to several opportunities for recreation.



- Water Services

Potable water and Sewer within the Town of Butner is provided by the South Granville Water and Sewer Authority (SGWSA), which is achieved through the use of area reservoirs and wells. The Headquarters for SGWSA is located behind Town Hall on Central Avenue in Butner.

- Electrical Power Providers

Electrical Service within the Town of Butner is provided by Duke Energy and Wake Electric.

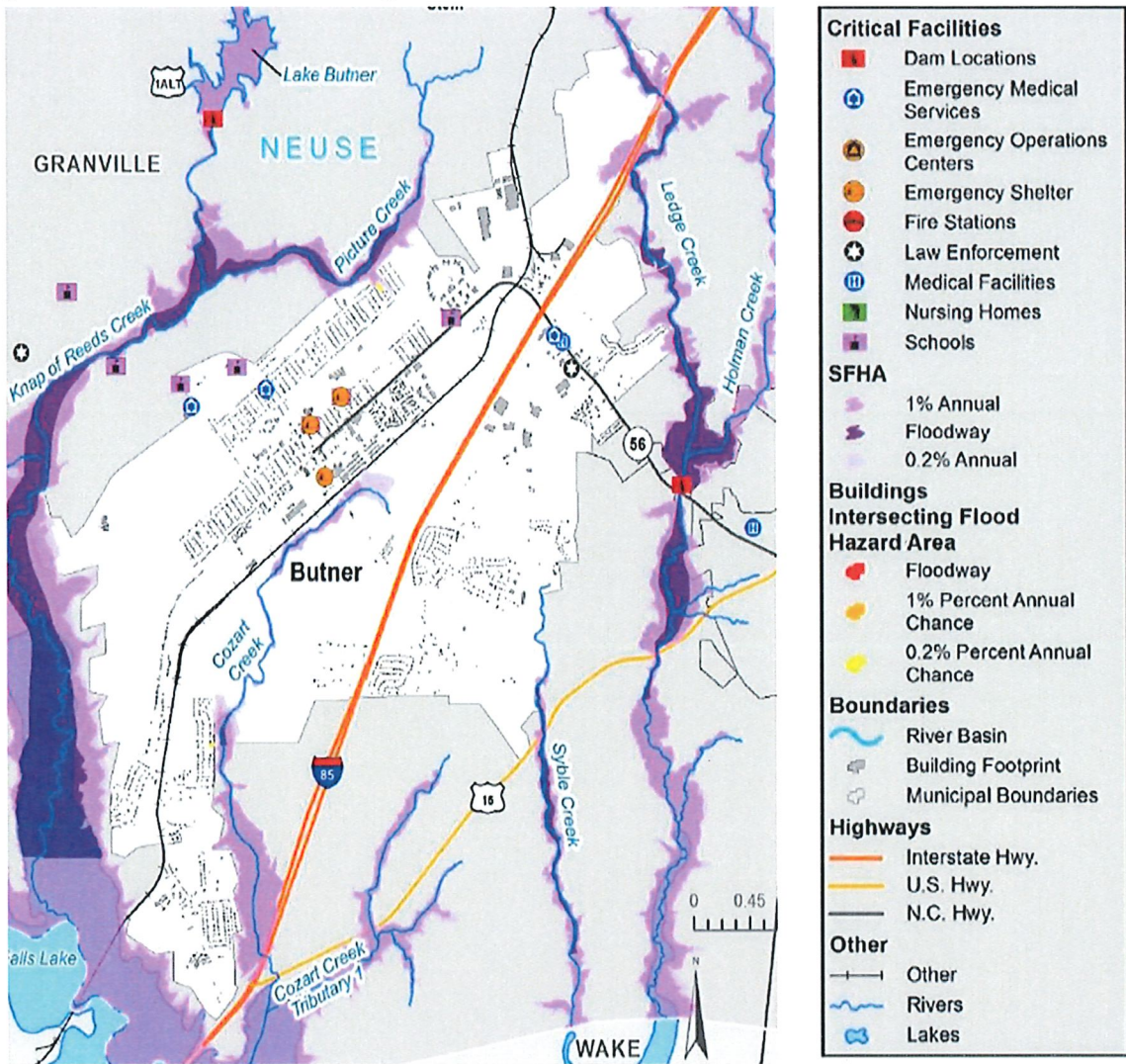
- Natural Gas

Natural Gas Service within the Town of Butner is provided by Dominion Energy.

- Emergency Notification is managed by the Granville County Department of Emergency Management and is accomplished utilizing the CodeRED alert system. This system allows for contact of residents via phone calls, text messages, emails and through the CodeRED mobile application. Use of this system will be coordinated through the Granville County Emergency Services Director.

- Flood Insurance Program

Article 16 of the Town of Butner Land Development Ordinance (LDO) addresses Flood Damage Prevention and the steps in which the Town takes to reduce the likelihood of damage from a flood. The Town has appointed the Planning Department Director to the position of Flood Plane Manager.



## THREAT AND HAZARD IDENTIFICATION AND RISK ASSESSMENT

In conducting a threat and hazard identification and risk assessment process, the Town of Butner partners with Granville County. The Granville County Threat and Hazard Identification and Risk Assessment (THIRA) is a strategic analysis of hazards that pose a significant threat to the community. The THIRA is conducted every four years. With a landscape that ranges from rural to suburban to urban, Butner is vulnerable to a variety of direct impacts during a significant event. In addition, the Town is susceptible to threats that effect neighboring jurisdictions.

The THIRA evaluates and analyzes past experience, historical information, probability, projected impacts, and resource availability. By recognizing and understanding the risks that the community faces, the Town of Butner places itself in a position to make better resource management decisions. The purpose of the THIRA is to:

- Determine plausible and significant community threats and hazards in order to assess risks through subject matter expertise;
- Provide a detailed analysis of resources that are available to the community and/or could be obtained through mutual aid, business processes, or procurement of new resources; and
- Evaluate Butner’s resource capabilities across 5 mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

The THIRA is composed of a four-step process that: identifies threats and hazards of concern, gives the threats and hazards context, establishes capability targets, and then applies the results. This process standardizes the risk analysis by helping the County map and link risks to the core capabilities identified by the National Preparedness System. The analysis generates desired outcomes, capability targets, and resources required to achieve capability targets.

A whole community, all-inclusive planning approach is imperative in achieving a thorough analysis. Local municipalities, county agencies, private-sector partners, and non-profit organizations will be asked to participate in the THIRA process to provide subject matter expertise for each threat and hazard identified. Stakeholders will be tasked with analyzing capabilities and providing potential resources to resolve planning and/or resource gaps.

In preparation for the THIRA process Granville County, in conjunction with Franklin County, Vance County and Warren County Conducted a Hazard Mitigation Planning process in 2020. The below chart demonstrates the specific hazards of concern that were identified during this process.



NATURAL	TECHNOLOGICAL	HUMAN-CAUSED
<ul style="list-style-type: none"> <li>• Hurricanes/Tropical Storm</li> <li>• Flooding</li> <li>• Winter Storms</li> <li>• Severe Weather</li> <li>• Tornados</li> <li>• Wildfire</li> <li>• Earthquakes</li> <li>• Droughts / Heatwaves</li> <li>• Dam / Levee Failure</li> </ul>	<ul style="list-style-type: none"> <li>• Cyber Attack</li> <li>• Water System Attack</li> </ul>	<ul style="list-style-type: none"> <li>• Dam / Levee Failure</li> <li>• Active Shooter</li> <li>• Hazardous Materials Spills</li> <li>• Transportation Accidents</li> <li>• Civil Unrest</li> <li>• Wildfire</li> </ul>

## ASSUMPTIONS

The occurrence of one or more of the above listed potential hazards could result in a catastrophic disaster situation that could overwhelm local and state resources and disrupt government functions. Cascading events are likely in times of disaster and could create one or more of the following situations:

- Loss of water distribution, wastewater, and water treatment capabilities
- Impassable roadways
- Need for mass care and/or feeding operations
- Need for sheltering operations (short and long term)
- Need to aid medical and functional needs patients and companion animals
- Damaged or lost communication networks
- Increase in media requests and interactions
- Increased need for rapid public information
- Need for State and/or Federal Assistance
- Need for assistance of voluntary organizations in disaster (VOAD)
- Need for controlled access and re-entry
- Need for Damage Assessment
- Loss of power and a need for auxiliary power (short or long term)
- Management and coordination of donations and spontaneous volunteers
- Well water contamination (both public and private)
- Increased demands on staff – potential staff shortages
- Damages or loss of critical infrastructure and key resources (CIKR)
- Need for a recovery and resilience program
- Severe economic impacts
- Environmental impacts (including impacts to wildlife)
- Need for debris management (removal and disposal)
- Damaged or destroyed vital records
- Increased demand for temporary and affordable housing
- Increased demand on local medical facilities

- Potential disruption or failure of local E911 System
- Need for Continuity of Operations
- Potential civil disturbances (to include looting and rioting)
- Potential for mass fatalities
- Potential for citizens to become isolated
- Potential for hazardous materials releases

It is necessary for the municipality, to plan for and be prepared to carry out emergency response and short-term recovery operations, utilizing local resources. In addition, it is likely that outside assistance would be available in most emergency situations affecting the municipality, but most likely only after about 72 hours from the onset of the disaster.

Town officials are aware of their responsibilities in the execution of this EOP and will respond when needed.

Implementation of the EOP may reduce or prevent the loss of lives and damage to property. All levels of the municipal government will develop their own standard operating procedures or guidelines for emergency operations (encompassing staffing, lines of succession, concept of operations, parent organization and key position responsibilities, administration and logistics requirements, and checklists) that support this EOP to ensure continuity of government operations. Which will be detailed in the Continuity of Operations Plan (COOP) attached to this document.

The county, state and/or federal governments may provide outside assistance if local capabilities are overwhelmed, or local resources are exhausted.

A particularly intense hurricane or terrorist event could have a devastating impact upon many primary residences within the municipality. This might necessitate local governments agreeing to temporary emergency measures to facilitate shelter needs such as the establishment of areas for tent cities, temporary mobile housing areas, relaxation of zoning regulations, waiver of inspection fees, etc.

## CONCEPT OF OPERATIONS

This portion of the EOP describes how the Town of Butner will manage and coordinate an effective and efficient multi-discipline response to a significant event. It also defines local, state, and federal authority and interaction.

The Director of Public Safety (Director) is responsible for the day-to-day administration of the Town's Emergency Management Program. The foundation of the program and ultimately its success relies on the ability to establish, maintain, and enhance relationships that foster efficient and effective collaboration with partners through all mission areas of emergency management.

In addition to other programmatic responsibilities, a primary mission of EM is gathering, compiling, analyzing, and reporting situational awareness. Whether during normal day-to-day operations or in anticipation of a significant event, EM personnel consistently monitor a number of trusted sources of information to ascertain updated intelligence regarding severe weather, special or high-profile events, large scale public safety emergencies, or potential threats. This situational awareness is regularly and frequently shared with the Director. When a significant event is imminent, EM will generate an Informational Situation Report that describes the event, on-going actions, and anticipated actions. This document is distributed to Town leadership, department personnel, and mission-critical partners.

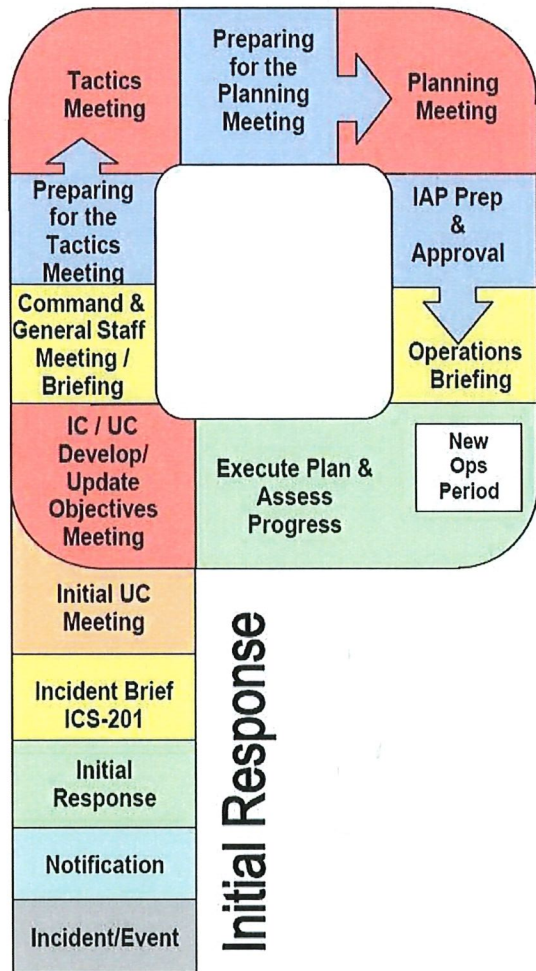
When an event threatens to have significant impacts on the Town, the Director develops an operational plan based on the latest intelligence available. This plan includes the following elements:

- Any Emergency Protective action that may be required or indicated;
- Communication with Granville County Emergency Services to determine if they will activate the EOC;
- If an EOC activation is indicated, the Town of Butner will assign a representative to the Granville County EOC; and
- Any Additional Operational Considerations.

Once the determination is made to issue an activation, the Butner Department of Public Safety Director will prepare a briefing of incident information and recommendations that may be presented to the Town of Butner Leadership. Public Safety personnel will then notify the required support personnel of incident specifics. Public Safety personnel will then work to develop an Incident Action Plan for the first operational period.

Operations are divided into two twelve-hour shifts referred to as operational periods. Activities are coordinated and directed by the Town of Butner EOP. Public Safety Personnel will ensure the Granville County Emergency Operations Center is updated to reflect the current situation. In addition, throughout the operational period Public Safety and support personnel will follow the

planning process as defined by the National Incident Management System. Which includes the development of an Incident Action Plan and a local Situation Report.



While maintaining updated situational awareness regarding the incident, strategic goals are developed and prioritized by the Director and Policy Group. Operational objectives and tasks are generated by Public Safety and support personnel necessary to achieve these goals. Support personnel develop tactical and operational plans that accomplish the objectives. This process continues and repeats itself until the significant event is resolved. As the event begins to de-escalate, personnel within the Public Safety department will develop demobilization plans that will address on-going actions, unmet needs. The Town of Butner representative to the Granville County EOC will remain in place until the EOC is deactivated.

Restoration of essential services is a primary focus during an emergency event. If unmet needs still exist following restoration, the focus transitions to that of community recovery. Prior to the full demobilization of the Granville County EOC, community recovery actions will

be initiated. These actions may include identification and prioritization of recovery issues; development and execution of long-term community recovery plans; and authorization and establishment of recovery workgroups who will lead the recovery effort following the closure of the Granville County EOC.

The Public Safety Department will produce an After-Action Report (AAR) following significant event or as requested by the Director. This report will serve as a retrospective analysis of the event and includes a detailed timeline and narrative. The AAR also includes areas for improvement and strengths that were demonstrated during the event in an effort to improve future responses and continue successful practices. The resulting areas for improvement are captured and assigned in a corrective action document that ensures identified enhancements are completed.

All identified agencies within this plan will participate in various activities during all mission areas of emergency management (Prevention, Protection, Mitigation, Response, and Recovery). These activities may include: development of Town wide and agency-specific plans, policies,

and procedures that directly support the execution of the EOP; actively participate in training and exercises that enhance the emergency management program; and engage the community at-large by providing preparedness outreach and education.

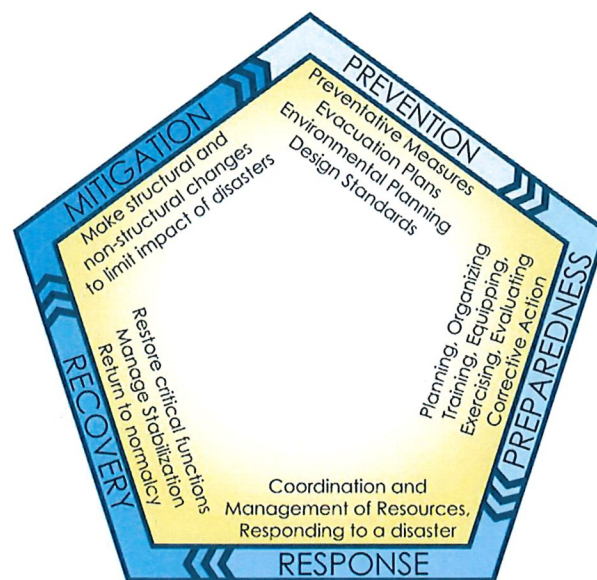
### The Four Objectives of Comprehensive Emergency Management

Preparedness: Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

Response: Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster and help to reduce casualties, damage, and to speed recovery. Response activities include direction and control, warning, evacuation, mass care, and other similar operations.

Recovery: Recovery activities involve restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

Mitigation: Mitigation activities are those designed to either prevent the occurrence of an emergency or minimize the potentially adverse effects of an emergency. Some mitigation activities include development of public health and zoning/building code ordinances and enforcement of those regulations on a day-to-day basis.



## **A. Preparedness**

1. As required by General Statute 166A, it is the responsibility of county/city government to organize and plan for the protection of life and property from the effects of hazardous events or disasters.
2. Facilities vital to the operation of county and local government have been identified. These facilities will receive priority for restoration of service.
3. Planning and training are necessary and integral parts of emergency and disaster preparation and must be pre-requisite to effective emergency operations.
4. Coordination with adjoining jurisdictions is essential when events occur that impact beyond Town or jurisdictional borders.
5. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes and ordinances.
6. The National Weather Service will detect and track potentially dangerous storms and issue advisories as long as the threat exists.
7. Granville County Emergency Services will coordinate with the National Weather Service and/or Central Branch Office of NC Emergency Management to maintain and update information on severe weather.
8. The Town of Butner Public Information Officer, or his/her representative, will be releasing important information during times of emergency.
9. Granville County hosts a voluntary Medically Fragile Individual Registry in an effort to identify those with disabilities and/or special needs.

## **B. Response**

1. In significant emergencies/disasters, direction and control will be managed by the Policy/Administration Group.
2. The County Emergency Operation Center (EOC) will be staffed with a town representative as the situation dictates. When activated, operations are supported by ranking representatives from a number of local governments, private sector and volunteer organizations to provide information, data and recommendations to the Policy/Administration Group.
3. When an emergency situation develops, the senior elected official or the designee of the jurisdiction (as defined in GS 14-288.1) and Butner Code of Ordinances §30.01 & §30.02

may declare a State of Emergency to exist within the jurisdiction (or a part thereof) and begin implementing emergency procedures.

4. The senior elected official or the designee of the jurisdiction is responsible for evacuation and shelter activation as necessary.
5. The Mayor, assisted by the Town Manager and Public Safety Director, will coordinate and control Town resources and advise Granville County of needs or progress.
6. The Town of Butner's Public Information Officer will utilize all available media outlets for the dissemination of emergency information to the public and work in conjunction with the Granville County Emergency Operations Center to ensure coordinated messaging.
7. Should local government resources prove to be inadequate during emergency operations, request for assistance will be made to other jurisdictions, higher levels of government, and/or other agencies in accordance with existing mutual-aid agreements and understandings. These requests should be coordinated through the Granville County Emergency Operations Center. Request for State or Federal resources must be made through the Granville County Department of Emergency Management to the Central Branch Office of the N.C. Division of Emergency Management and forwarded to the State EOC.
8. When a disaster overwhelms the capability of state and local governments, resources of the various federal departments and agencies may be needed. The process of requesting these federal resources must be understood by all parties involved in the response.
9. The National Response Framework (NRF) establishes the basis for fulfilling the federal government's role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster, of any kind, that results in a required federal response. For more information, visit the [National Response Framework](#).
10. Under this Plan, departments and agencies having authorities and resources have been assigned primary and support agency responsibilities.
11. Under the provisions of the Robert T. Stafford Disaster Relief and Assistance Act, a Federal Coordinating Officer (FCO) will be appointed as the President's representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the overall direction of the FCO.
12. County government will use their normal channels for requesting assistance and/or resources, i.e. through the Central Branch Office of NC Emergency Management to the State EOC. Butner Public Safety staff will be integrated into the Unified Command

System for response to all natural and/or man-made disasters that occur within the Town of Butner.

13. Each incident site will establish a Safety Officer and operate within the parameters of safe practices as established by law, training, experience, and sound judgement.

### **C. Deactivation / Demobilization**

Termination of a State of Emergency shall be declared by the authority responsible for initially proclaiming the State of Emergency according to Butner Town Code §30.09. Which may have been initiated by the Mayor of Butner or the Chairperson of the Granville County Board of Commissioners in conjunction with the Town of Butner.

A written demobilization plan will be developed by the Department of Public Safety and approved by the Director of Public Safety.

### **D. Recovery**

Recovery after a disaster can take days, weeks, and even years to accomplish. An organizational structure will be developed to accomplish the most efficient use of resources, personnel, and equipment possible.

### **E. Mitigation**

Mitigation includes any activities that actually eliminate or reduce the probability of occurrence of a disaster. It includes long-term activities designed to reduce the effects of unavoidable disaster, such as developing comprehensive emergency management plans.

### **F. After Action Review (AAR)**

1. Following any major emergency/disaster event, a critique will be held to evaluate the jurisdiction's response to the event.
2. Mitigation of potential problems through use of Hazard Mitigation Grants.
3. Plan Revisions based on Lessons Learned.
4. Unmet Needs Status
5. Resource Needs and Resource Availability
6. Management of Donated Goods and Volunteer Coordination.
7. Interagency Cooperation
8. Damage Assessment Survey Report process and documentation
9. Training Needed

### **G. Record Retention**

The Town of Butner will follow all accepted local government procedures for the retention of records. All actions will be in accordance with the standards set by the North Carolina Department of Cultural Resources, Division of Archives and History, Archives and Records Section, Government Records Branch.



## EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS

The Granville County Emergency Operations Center will be activated according to the below listed levels. The Town of Butner will ensure a representative is in contact with the EOC during this process and that a representative is present at the EOC when required by the activation level.

<b>Not Activated:</b>	Normal situational awareness monitoring conducted by staff.
<b>Monitoring:</b>	Increased monitoring capability for a specific incident or event.
<b>Partial Activation:</b>	Select activation of Departments that may be engaged in a significant event.
<b>Full Activation:</b>	Activation with more than half of Departments engaged in a significant event.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### I. Purpose

This section identifies individuals and groups who have functional and/or operational responsibilities before, during, or immediately following a significant event. The Public Safety Director may engage any Town department and assign specific tasks or missions even if the department is not pre- identified in this EOP.

### II. Organization

#### A. Policy/Administration Group

1. The Town of Butner Emergency Policy/Administration Group consists of the following:
  - Town of Butner Council (Mayor and Mayor Pro-tem)
  - Town of Butner Attorney
  - Town of Butner Town Manager
  - Town of Butner Public Safety Director
  - Designees as necessary

#### B. Support Groups

1. The Support Groups consist of representatives from predetermined governmental and volunteer agencies.

2. These groups are tasked with the implementation of Policy/Administration Group decisions and objectives.

### **C. Assignment of Individual Responsibilities**

1. Mayor, Town of Butner will:
  - a. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
  - b. Declare a State of Emergency for the Town of Butner or work with the Granville County Board of Commissioners to produce a joint State of Emergency.
  - c. Direct the Town Attorney to prepare appropriate declarations, ordinances, and legal documents for approval.
  - d. Execute the Town of Butner Emergency Operations Plan.
  - e. Implement other measures as necessary to provide for the protection of life and property, including ordering evacuations, restrictions on the sale of alcohol/firearms.
  - f. Coordinate emergency response actions with the Elected Officials from adjoining jurisdictions.
  - g. Recommend town employees to report for emergency duty during disasters.
2. Town Manager or Designee will:
  - a. Implement the town Emergency Operations Plan by the authority of the Mayor.
  - b. Direct town agencies to develop and continually update emergency plans and standard operating procedures (SOPs) to respond to emergencies.
  - c. Ensure that financial records of expenditures are kept during emergencies.
  - d. Support the Public Safety Department with the development of periodic exercises and test of the emergency systems.
  - e. Ensure that representatives from various departments are designated to communicate with Town leadership and the Public Safety Director to provide assistance as required.
  - f. Serves as or designates the town's Public Information Officer.
  - g. Authorizes the release of public information statements.
  - h. Coordinate emergency response actions with county and city managers from adjoining jurisdictions.
  - i. Implement direction, control, coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
  - j. Designate a representative of the Town of Butner to serve in the Granville County Emergency Operations Center.
3. Public Safety Director and / or the Emergency Manager will:
  - a. Develop and maintain standard operating procedures for emergency management operations during emergency and disaster situations.
  - b. Perform assigned duties according to state statutes and local ordinances.
  - c. Develop plans in accordance with Federal and State guidelines.
  - d. Coordinate emergency operations within the jurisdiction.
  - e. Develop and maintain a current notification list of emergency operation personnel.

- f. Provide for delivery of programs to properly train the emergency management organization.
  - g. Maintain a current list of available resources.
  - h. Coordinate the procurement of resources requested by departments within the municipality and direct aid to areas where needed.
  - i. Coordinate with private industry for use of privately-owned resources.
  - j. Request additional resources through the Granville County Office of Emergency Management in those cases where town resources cannot meet resource or recovery requirements.
  - k. Coordinate exercises and tests of the emergency systems within the jurisdiction.
  - l. Request activation of the CodeRED system or other emergency alert systems when informed of an emergency within the town.
  - m. Submit necessary emergency information and reports to the proper agencies during emergency and disaster events.
  - n. Coordinate emergency response actions with the Emergency Services Director in adjoining jurisdictions.
  - o. Serve as principal liaison and advisor for emergency operations during emergency/disaster.
  - p. Perform hazard analysis to determine potential evacuation routes.
  - q. Identify and arrange suitable shelter locations in cooperation with Granville County Emergency Management and the American Red Cross.
  - r. Ensure that narrative and operational journals are kept during the emergency.
  - s. Coordinate the Warning and Notification process for the affected population of any existing or impending emergency/disaster.
4. Police Services Captain will:
- a. Develop standard operating procedures for disaster operations in support of the Town of Butner Emergency Operations Plan.
  - b. Be aware of local traffic control points for regional evacuations affecting the respective municipality.
  - c. Identify local emergency evacuation routes from high- hazard areas.
  - d. Anticipate resources needed to support local law enforcement activity during emergencies, and plan for timely resource requests.
  - e. Assist in notification and warning of the general public, primarily in their respective jurisdiction.
  - f. Enforce security of homes, businesses and property in damaged areas.
  - g. Assist with initial impact assessment.
  - h. Assist with reentry of evacuees into damaged areas.
  - i. Assure security of Emergency Operations Center and Shelters as needed.
5. Public Information Officer will:
- a. Develop and maintain standard operating procedures for public information operations during emergency and disaster operations.
  - b. Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.

- c. Coordinate all town media releases during an emergency situation via the Joint Information Center (JIC) / Joint Information System (JIS).
  - d. Provide for rumor control and emergency instructions and direct information for the public at the time of the disaster or emergency.
  - e. Develop town media advisories for the public.
  - f. Function as the official spokesperson for the town during emergencies, unless otherwise directed.
  - g. Clear information with the Town Mayor and Town Manager before releasing any information to the media.
  - h. Ensure that all sources of information being received are authenticated and verified for accuracy.
  - i. Provide copies of the news releases to the Planning Section to be shared with the Granville County Emergency Operations Center.
6. Fire Services Captain will:
- a. Provide fire protection and rescue services to the district.
  - b. Conduct rescue operations and evacuations.
  - c. Assist EMS agencies with patient care up to the level of their medical certification
  - d. Operations and Functions according to the National Incident Command System (NIMS)
  - e. Identify equipment and manpower limitations, and develop mutual-aid agreements for the procurement of needed resources during emergency and disaster events.
  - f. Provide a staging and management area for all resources requested from out of town.
  - g. Communicate and Coordinate all resource needs with the Town of Butner Public Safety Director/Incident Commander and/or the Granville County Emergency Operations Center (EOC).
  - h. Manage fire-fighting resources.
  - i. Identify fire service requirements and request mutual aid as required.
  - j. Designate staging areas for mutual-aid units.
  - k. Serve as advisor on hazardous materials incidents.
  - l. Assure fire protection in vital facilities, as needed.
  - m. Prepare inventories of firefighting equipment throughout the Town.
  - n. Plan for coordination of fire-fighting activities throughout the Town during disasters.
  - o. Provide fire protection for emergency shelters as needed.
  - p. Provide support personnel to assist in traffic control and evacuations.
  - q. Assist law enforcement with the warning and notifying of the affected population of an existing or impending emergency.
  - r. Assist with cut and push debris removal in order to clear roadways for emergency vehicles.
  - s. Will provide a preliminary damage assessment to the Public Safety Director, to include weather conditions and any damage caused by natural and/or man-made disasters.
  - t. Support community drills and exercises whenever possible.
  - u. Utilize a casualty triage and management system during a mass casualty event.

7. Finance Director will:
  - a. Develop and maintain standard operating procedures for Town emergency financial record keeping during emergency situations.
  - b. Assist the Public Works Director with documentation of disaster damage to Town-owned facilities.
  - c. Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses.
  - d. Assist in the establishment and management of post-disaster donated funds.
  - e. Coordinate emergency related expenditure procedures to ensure that State and Federal forms are submitted.
  - f. Coordinate all financial records with Town of Butner Personnel and the County Emergency Operations Center.
8. Public Works Director/Damage Assessment Officer will:
  - a. Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.
  - b. Collect data, prepare damage assessment reports, and forward reports to Town leadership.
9. Administration and Human Resources Manager and VC3/Information Technology Director will:
  - a. Develop and maintain standard operating procedures for the management of Town data processing during emergency/disaster situations.
  - b. Provide support personnel for technical assistance with computer equipment and software, telephone and Information Systems during emergency/disaster activations.
  - c. Provide for the protection of computerized vital records during emergency/disaster events.
10. Public Works Director/Department of Transportation will:
  - a. Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.
  - b. Advise the Granville County EOC of roadway conditions and support removal of disabled vehicles or other blocks to evacuation.
  - c. Obtain additional transportation resources, as needed from adjacent jurisdictions, State and private resources.
11. American Red Cross will:
  - a. The American Red Cross will provide personnel and services as outlined in their Memorandum of Understanding (MOU) with Granville County.
12. Public Works Director and SGWASA will:
  - a. Coordinate the restoration of public water and waste water.
  - b. Advise Policy/Administration Group regarding debris clearance and burning, waiver of permits, and best utilization of resources.
  - c. Coordinate with Utility Companies.
13. Town of Butner Planning and Recreation Director will:
  - a. Continue to provide recreational programs for residents.

- b. Provide staff, equipment, and/or supplies to supplement shelter staff during periods of prolonged shelter activities.
- c. Develop SOP's to support recreation related activities during shelter operations.
- d. Coordinate the use of volunteers and other non-governmental agencies with the Granville County Emergency Operations Center.
- e. Develop and maintain procedures for the coordination of donated goods and coordination of volunteer resources.
- f. Ensure that staging areas for incoming donated goods are ready to receive goods.
- g. Ensure that goods and services donated to victims are used for purposes intended.
- h. Encourage the donation of monetary donations to the local chapter of the American Red Cross in lieu of goods. Clothing will be accepted at the Salvation Army.
- i. Coordinate volunteers willing to assist disaster victims.
- j. Dispose of goods deemed unusable in a proper manner.
- k. Coordinate activities with charitable organizations providing disaster relief.
- l. Coordinate with the Unmet Needs Committee after the Disaster Assistance Center closes.
- m. Ensure that volunteers coming into area are advised that they will need to be self-contained and that no housing or feeding locations may be available unless otherwise noted.
- n. Register all persons, groups, and organizations providing disaster relief to town residents.

14. Private Sector and Non-Governmental Organizations:

- a. Private Sector entities and Non-Government Organizations (NGOs) serve as critical community partners. They provide integral services and are a restoration priority. In order to successfully respond to and recover from a significant event, each private sector entity and NGO:
- b. Develops and maintains emergency preparedness plans and procedures; and
- c. Maintains knowledge of local emergency operation plans

15. Citizens:

Citizens are the foundation of the Town's response to, recovery from, and preparation for a significant event. Each action taken is done so with the citizen's welfare and safety as the focus. Success is governed by the level of participation at the citizen level. A true partnership between the Town and its community are necessary for an effective response and recovery. To enhance the opportunity for success, each citizen:

- a. Develops, maintains, and exercises personal and family preparedness plans;
- b. Participates in affiliated voluntary programs that provide assistance during response and recovery such as Community Emergency Response Teams (CERT), Neighborhood Watch, Amateur Radio; other Volunteers Active in Disaster (VOADS) and
- c. Serves as a good neighbor by checking on those who are vulnerable or who have unmet needs.

## DISASTER DECLARATIONS

### Local:

A declaration of local emergency is recommended when the severity of the event warrants coordinated actions of the local government to combat such threatened or actual disaster, protect the health and safety of persons and property, and provide emergency assistance to the victims of such an event. Execution of the EOP may be warranted even when a local emergency is not declared.

As stated in section 30 of the Butner Code of Ordinances, the Mayor will adhere to all declaration processes and procedures defined in section 166A-19.22 of the North Carolina Emergency Management Act. A local emergency may be declared by the governing body of the Town.

### County:

A state of emergency may be initiated by the Granville County Chairperson of the Board of Commissioners when an event impacts the multiple areas of the county or during an event that requires significant resources. The Town of Butner may choose to participate in a joint declaration with Granville County. If local resources become overwhelmed, a State-Wide Mutual Aid request may be warranted.

### State:

A State of Emergency is declared by the Governor when the safety and welfare of the people of the State require the exercise of emergency measures due to a threatened or actual disaster. This declaration provides the County and its municipality's access to resources and assistance from the departments and agencies of the State. These requests are coordinated through the North Carolina Department of Emergency Management.

### Federal:

Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Declaration of Emergency or Major Disaster is authorized by the President of the United States at the request of the Governor of the State of North Carolina. The request from the Governor should illustrate that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the state and local governments. Assistance programs that are available through a Federal Emergency or Major Disaster Declaration include:

- Individual Assistance consisting of financial assistance, direct assistance and disaster loans;
- Public Assistance for state and local governments and certain non-profit organizations; and
- Hazard Mitigation grant program to help communities implement mitigation measures following a Presidential Major Disaster Declaration.

## DIRECTION, CONTROL, AND COORDINATION

This section describes the manner in which direction and control of personnel and resources are managed and how multi-jurisdictional coordination is achieved.

Each department or organization identified in this plan as a primary or support agency will identify and provide sufficient personnel to manage their departments responsibilities during an emergency. These representatives will be prepared to manage and coordinate all assigned missions and tasks. Personnel serving in these roles will meet minimum training requirements pursuant to National Incident Management System (NIMS) compliance. In addition, it is implied that at least one representative per operational period will be authorized to act on behalf of the department, specifically, to make decisions related to the deployment of departmental personnel and resources.

Each identified section will exercise direction and control over resources and personnel supplied by the primary and support agencies. However, overall coordination and tracking of these resources will be administered by the Public Safety Department. For the purpose of this document, resources and personnel obtained through mutual aid will be considered resources of the primary agency. All resources provided in response to a mutual aid request from another jurisdiction will be supplied by the primary or support agencies but tracked and coordinated by the Public Safety Department.

During an emergency or other significant event, primary and support agencies will develop and execute plans, policies, and procedures under the direction of the Public Safety Director in order to achieve mission and assignment goals. Certain operational plans that address significant, multi-discipline issues will be incorporated into this EOP as a functional, support, or incident annex.

### **General**

- a. Command and Control provides for an efficient response to an emergency by coordinating all response and recovery activities through one central location. The Department of Public Safety is the base of operation for all emergency management activities for the Town. Members of the Public Safety Department will be familiar with plans and procedures to cope with an emergency. The overall strategy and policy of emergency activities in a crisis situation is vested with the Mayor of the Town of Butner.
- b. Upon declaration of an emergency, the Mayor and Town Manager will remain accessible to the Director of Public Safety and the Granville County EOC representative. The Public Safety Director or their designee will operate from the Public Safety Headquarters.
- c. Initially, emergency operations will be conducted locally with little or no outside assistance or coordination.
- d. On-site direction and control will be established by the senior officers of the emergency services organization having primary responsibility for the situation utilizing the Incident Command System as described by the National Incident Management System.



## INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

This section describes the type of information collected, the analysis performed, and dissemination methods.

Situational awareness information and incident intelligence is gathered, compiled, and analyzed by local and EOC personnel. The primary tool to capture and document the information is WebEOC. Sources of incident information vary and may include: trusted agents (National Weather Service, local utilities, etc.); field personnel; public safety communications; regional information-sharing tools; and other verified sources.

The information collected is analyzed to identify current hazards requiring action, situational trends, and unmet needs that will be the focus of on-going planning initiatives. Additionally, this information is vetted by EOC leadership and critical data is shared internally at the Granville County Emergency Operations Center and with the Town of Butner through their EOC Representative. All information collected on the local level should be shared with the Granville County EOC through that representative.

During each operational period two documents are generated based on the compilation of analyzed information. The Sit-Rep provides a detailed description of the event at a specified point in time. It serves as a snapshot of conditions and provides a summary of actions taken to date. The Town Incident Action Plan (IAP) is a planning tool that is developed for each operational period. The IAP is a forward-looking plan that identifies goals and objectives that should be achieved during the subsequent operational period. When completed, these two official-use-only documents are shared with a pre-determined distribution list managed by the Public Safety Director.

## COMMUNICATIONS

This section describes communications methods utilized internally and externally during a significant incident.

Internally, a robust public safety network comprised of digital two-way voice and data systems allows for interoperable communications both within the Town, County and with regional partners.

Externally, the focus is on delivery of emergency public information. Through various plans, policies, and procedures, it is the goal of the Town to provide coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, culturally and linguistically appropriate methods. These messages are designed to effectively relay information regarding any threat or hazard, recommended protective actions and assistance that is available. In addition to traditional methods, including social media, this process may also utilize the Integrated Public Alert and Warning System (IPAWS) and CodeRED, a notification system developed to send citizens emergency information, traffic information, and weather alerts, which is maintained by and accessed through Granville County Emergency Management.

This section defines administrative standards that support emergency operations during a significant event. Standards addressed include mutual aid, staff augmentation, and general administration.

### **National Preparedness Goal**

Presidential Policy Directive/PPD-8 is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats and hazards that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. This document supports the National Preparedness Goal, directed by PPD-8, to create a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk. Using the 32 core capabilities across all five mission areas: Prevention, Protection, Mitigation, Response, and Recovery, the National Preparedness Goal is achieved.

### **National Incident Management System**

In February of 2003, Homeland Security Presidential Directive-5 (HSPD-5) Management of Domestic Incidents called for the establishment of a “National Incident Management System” (NIMS). This system developed a comprehensive, nation-wide systematic approach to incident management. The components of NIMS include:

- Resources Management;
- Command and Coordination; and
- Communications and Information Management

### **Mutual Aid**

When the Town of Butner’s resources are overwhelmed or insufficient to adequately respond to the significant event, a request for assistance may be generated. Assistance may be obtained from local jurisdictions, regional partners, or the State of North Carolina.

Requests for assistance through established and adopted Mutual or Automatic Aid Agreements are generally communicated and managed within the department affected by the agreement. If the need exceeds the resources available through such agreements, Town leadership will submit a request for assistance to the Granville County Emergency Operations Center. Both of these requests must be authorized by the Public Safety Director and must include all relevant and associated approval and cost estimate forms.

Any request for assistance or resources from other jurisdictions, whether through Mutual Aid or State Assistance, will be evaluated by Town leadership to determine if the Town is able to provide the requested assistance or resource(s). All requests for assistance outside of Granville County will be coordinated through the Granville County Emergency Operations Center.

## **Staff Augmentation**

The Butner Town Manager may authorize the Public Safety Director to deploy non-mission critical Town staff to support functions deemed critical during a declared local emergency.

## **General Administration**

All agencies involved in the response to a significant event share responsibility for documenting all relevant information, actions taken, and costs incurred. The Department of Public Safety ensures that this documentation, both soft (electronic) and hard (paper) copies are captured and stored permanently following the resolution of the event. This documentation may be used for potential reimbursement, development of an AAR, and/or to assist in long-term community recovery.

Detailed information regarding incident related procurements and acquisitions, monitoring and tracking costs, and workforce matters resides within Emergency Operations Center Policies and Procedures.

Town government must maintain records of expenditures and obligations during emergency operations in accordance with the records retention guideline stated in this plan. Narratives, FEMA Forms, and other forms of documentation will be maintained for a minimum of 5 years.

## **Consumer Protection**

Consumer complaints pertaining to allege unfair or illegal business practices during emergencies will be referred to the State Attorney General's Consumer Protection Division.

## **Non-Discrimination**

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions. This policy applies equally to all levels of government, contractors, and labor unions.

## **Americans with Disabilities Act**

This Basic Plan, Annexes, Appendices, and supporting documents comply with the ADA Title II, Section 504. The departments and/or organizational leads identified throughout this plan shall perform their responsibilities in a manner compliant with ADA Title II, Section 504.

## PLAN DEVELOPMENT AND MAINTENANCE

The EOP is a living document and will be reviewed annually, updated as necessary, and promulgated by the local elected body every time a new Mayor takes office.

Butner Public Safety is the custodian of this plan and is responsible for EOP distribution, updates, and revisions. Town departments and other agencies identified in the plan are responsible for reviewing and submitting revisions.

Not all procedures, notification lists, and checklists will be distributed to all plan holders. This plan is a public document and is available by request. Certain annexes that describe capabilities or other sensitive response information have been removed from the public document and are identified as “For Official Use Only”.

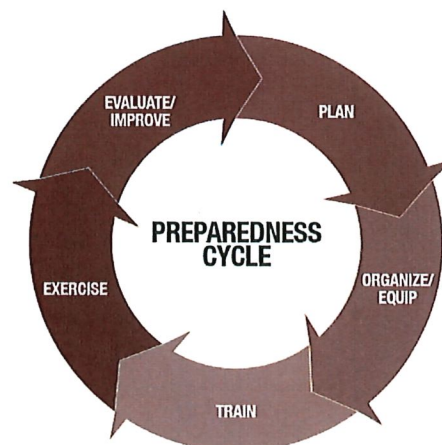
### Standard Operating Procedures

Each agency of local government is responsible for the development of standard operating procedures, guidelines, or checklists in support of this plan.

### Annual Review

The Town Manager mandates the development and annual review of this plan by all officials involved and will coordinate necessary revision efforts through the Butner Public Safety Department. That shall include a critique of the actions taken in support of the plan following any event requiring implementation of the plan.

The Integrated Preparedness Cycle is a continuous process of planning, organizing/equipping, training, exercising, and evaluating/improving that ensures the regular examination of ever-changing threats, hazards, and risks. Preparedness priorities are developed to ensure that the needed preparedness elements are incorporated through this continual and reliable approach to achieve whole community preparedness.



## Training

Training provides the whole community with the knowledge, skills, and abilities needed to perform key tasks required by specific capabilities. Jurisdictions/organizations should make training decisions based on information derived from the assessments, strategies, and plans developed in previous steps of the Integrated Preparedness Cycle.

All department heads should take the following FEMA online classes to better understand parts of the EOP:

IS-100.C: Introduction to the Incident Command System

IS-700.B: An Introduction to the National Incident Management System

IS-800.D: National Response Framework, An Introduction

IS-2200: Basic Emergency Operations Center Functions

## Exercise

The Integrated Preparedness Planning Workshop (IPPW) is a periodic meeting that establishes the strategy and structure for an exercise program, in addition to broader preparedness efforts, while setting the foundation for the planning, conduct, and evaluation of individual exercises.

## Integrated Preparedness Plan

Integrated Preparedness Plan (IPP) is a plan for combining efforts across the elements of the Integrated Preparedness Cycle to make sure jurisdictions/organizations have the capabilities to handle threats and hazards.

## PLANNING ASSUMPTIONS

This section identifies global, overarching planning assumptions that require consideration when executing the EOP.

### Coordination

- Information coordination will be limited at the onset of an incident.
- Initial actions to mitigate the effects of a significant event will be performed as soon as possible by the local government.
- Federal and State disaster assistance, if provided, will supplement, not substitute for, relief provided by the Town of Butner and Granville County.

### Situational Awareness

- Town personnel will maintain local, regional, or national situational awareness through all available forms of information sharing.
- All departments will report any injuries sustained by staff or damage to equipment.
- All departments will assess the condition of their respective facilities, including those

deemed mission critical, report the status of those facilities, and coordinate repair and restoration.

### **Impacts**

- A significant event may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The local transportation infrastructure will likely sustain damage and may diminish the effectiveness and efficiency of response and recovery.
  - Public Safety and Public Works personnel will do a Rapid Needs assessment to assist in the determination of response priorities and demands.
  - The capability to produce or disseminate emergency public information may be restricted or non-existent due to widespread damage to the communications network and critical infrastructure.
  - The immediate use of communications systems for emergency operational activities may exceed local capabilities, requiring assistance from neighboring jurisdictions or state agencies.

### **Administration**

- All requests for assistance will be managed through the Department of Public Safety utilizing approved methods.
- Personnel will maintain accurate logs pertaining to time, finances, and other pertinent information.
- Each department and/or agency is responsible for creating policies and procedures specific to their department in order to achieve missions and assignments.

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ANNEX

SECTION

2