

CITY OF ROCKY MOUNT



EMERGENCY OPERATIONS PLAN

PRIVACY STATEMENT

In its entirety, the Emergency Operations Plan (EOP) addresses not only high-level overview information about how the City of Rocky Mount (City) responds to different types of disruptions, but also the operational detail necessary to support these disruptions are outlined in respective department's individual Emergency Support Function (ESF) Annexes led by the City's general EOP.

Given the sensitivity of some of the information in this plan and all department plans, the distribution of the plan and its associated documents will be assessed, and appropriate security measures implemented. The City may determine the required level of security for this plan elevates this to a "For Official Use Only" document, resulting in the control and limited distribution of the plan.

Activation of this plan is authorized by the City Manager, while implementation is coordinated by the Emergency Management Coordinator under the oversight and direction of the City Manager. For more information about Emergency Management or this EOP, contact the City of Rocky Mount Fire Department.

EMERGENCY OPERATIONS PLAN

Introduction

The City of Rocky Mount (City) emergency management mission is to ensure that the City is prepared for a disaster by ensuring coordination of protection, prevention, mitigation, response, and recovery activities that increase the City's capabilities to minimize loss of life and reduce impacts from disasters.

Emergencies are handled effectively in the City every day. These "routine" emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the City encounters. For the most part, these emergencies are handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of front line responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to act as they see fit based on the specific circumstances of the incident at hand. It is imperative, however, that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan promulgates such a framework within the City that will bring a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, department directors, and other key stakeholders to bear on any incident. This EOP provides the foundation and guidance for use of National Incident Management System (NIMS) principles necessary to effectively manage incidents within or affecting the City.

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the City will respond to emergencies to the utmost of its ability, it is possible that some natural or technological disasters may overwhelm its resources. While recognizing this possibility, this plan is designed to help the City fulfill its response function to its maximum capacity.

Whole Community Planning

The “Whole Community” planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate the effects of disasters. This includes all emergency management partners, both traditional and nontraditional, such as volunteer, faith-based, and community-based organizations; the private sector; and the public, including survivors of an incident.

Every person who lives or works in the City (including vulnerable populations) shares responsibility for minimizing the impact of disasters on the community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated hazards, and preparations for personal and family safety, as well as the self-sufficiency of neighborhoods. To the greatest extent possible, the City will assist its citizens in carrying out this responsibility by providing preparedness information, as well as emergency public information and critical public services during a disaster. However, a major emergency could likely damage the City’s critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable citizens prepared to take care of themselves and their families, and to assist neighbors in the early phases of an emergency can make a significant contribution towards survival and community resiliency.

EMERGENCY PLANNING

This Emergency Operations Plan is designed to be used in conjunction with Nash and Edgecombe Emergency Operations Plan. This EOP is written to consider all relevant hazards identified within and surrounding the City of Rocky Mount and to define the policies, procedures, and responsibilities necessary for the management of emergency operations during a disaster or major emergency. All departments will establish Emergency Operations Procedures that are directly related to the operations of each department and associated hazards. All City departments will also take necessary steps to maintain a Continuity Of Operations Plan (COOP) Annex. Supplemental documents in this plan will provide specific information and guidelines for departmental operations during a disaster or major emergency.

DISCLAIMER

This plan has been prepared to meet state and federal requirements and shall provide the overall guidelines necessary for the City of Rocky Mount to operate in a disaster or major emergency. Although every effort has been made to consider all necessary response and recovery provisions should a disaster or major emergency threaten the City, it is impossible to forecast every situation. Individuals and departments having responsibilities set forth in this plan must maintain the flexibility and freedom to adjust as conditions warrant.

AUTHORITY AND PROMULGATION

This Emergency Operations Plan (EOP) has been developed in accordance with applicable North Carolina General Statutes and the City of Rocky Mount Municipal Code.

https://www.ncleg.gov/enactedlegislation/statutes/pdf/bysection/chapter_166a/ga_166a-19.15.pdf

ARTICLE IV. - EMERGENCY MANAGEMENT

https://library.municode.com/nc/rocky_mount/codes/code_of_ordinances?nodeId=PTIIC_OOR_CH2AD_ARTIVEMMA

The City of Rocky Mount Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the City. The plan is implemented when it becomes necessary to mobilize the resources of the identified departments and to save lives and protect property and infrastructure. Departments with assigned responsibilities shall be familiar with the entire plan; however, added emphasis must be given by those departments to the sections for which they have primary or support responsibility. Each department is responsible for establishing their own standard operating procedures and guidelines in order to conduct the operational tasks assigned to them in this plan.

As City Manager (CM), I endorse this Plan and direct all personnel involved to take any actions necessary to implement and continually evaluate its effectiveness.

Sept 25, 2022

Date

Peter Varney

City Manager

City of Rocky Mount

LETTER OF PROMULGATION

To All Recipients:

Promulgated herewith is the Emergency Operations Plan for the City of Rocky Mount. This plan supersedes any previous plans. It provides a framework within which the City of Rocky Mount can plan and perform its emergency functions during or after a disaster or emergency.

This Emergency Operations Plan attempts to be all-inclusive in combining the five mission areas of emergency management to ensure that the City is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the City. This includes the following:

- Prevention: activities necessary to avoid, prevent, or stop a threatened or actual act of terrorism
- Protection: activities necessary to secure the City against acts of terrorism and natural or human-caused disasters
- Mitigation: activities that reduce loss of life and property by lessening the impact of disasters
- Response: activities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred
- Recovery: activities necessary to assist the community in recovering effectively from a disaster

This plan has been reviewed by the Emergency Management Coordinator and approved by the City Manager. It will be revised and updated as required. All recipients are requested to advise the Emergency Management Coordinator of any changes that might result in its improvement or increase its usefulness. Plan changes will be immediately addressed and documented accordingly.

APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan serves as an outline, with guidance for complex and extended duration emergency operations for the City of Rocky Mount; it supersedes all previous plans. The City Manager has reviewed and approved this EOP. The signature formally recognizes, adopts, and approves this document as the EOP for the City of Rocky Mount. In addition, the signature represents and convey specific authority and responsibility to the City of Rocky Mount officials to perform tasks delineated in this EOP before, during, or after an incident. Delegations of authority concerning subsequent modifications to this plan, the manner in which they can be achieved, and by whom such modification(s) may be made, are included in the express authorizations of this EOP.

RECORD OF CHANGES

The City's Emergency Management Coordinator will coordinate review, revision, and re-promulgation of this plan every five years or when significant changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made without formal City Council approval.

| Change Number | Section | Date of Change | Individual Making Change | Description of Change |
|---------------|---------|----------------|--------------------------|-----------------------|
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RECORD OF DISTRIBUTION

A copy of this Emergency Operations Plan, including all appendices, department plans and/or annexes, will be distributed to the following individuals, departments, or agencies:

| Date of Delivery | Number of Copies | Electronic/Print | City Department |
|------------------|------------------|------------------|----------------------------------|
| | 7 | | City Manager's Office |
| | 4 | | Emergency Operations Center |
| | 4 | | Fire Department |
| | 4 | | Police Department |
| | 3 | | Public Works |
| | 3 | | Water Resources |
| | 1 | | Community & Business Development |
| | 1 | | Development Services |
| | 1 | | Communications |
| | 1 | | Human Resources |
| | 1 | | Finance |
| | 3 | | Parks & Recreation |
| | 3 | | Energy Resources |
| | 1 | | Human Relations |
| | 1 | | Technology Services |

Note: These are original copies that will be distributed. Each department may copy and distribute additional copies as necessary to meet the intent of this plan.

PURPOSE AND SCOPE

Purpose

The primary purpose of the EOP is to outline the City's all-hazard approach to emergency operations in order to protect the safety, health, and welfare of its citizens throughout all emergency management mission areas. Through this EOP, the City designates NIMS and the Incident Command System (ICS) as the frameworks within which all emergency management activities will be conducted.

Scope

The EOP is implemented whenever the City must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural, technological, or human-caused disasters, or a combination thereof. This plan is intended to guide the City's emergency operations while complementing and supporting the emergency response plans and procedures of responding departments, other public, nonprofit/volunteer, and private-sector entities.

A community's emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination.

City departments that operate under this plan are expected to develop and keep current lines of succession and standard operating procedures/guidelines (SOPs/SOGs) that describe how emergency tasks will be performed. Training and equipment necessary for response operations will be maintained by City departments.

The primary users of this plan are elected officials, department heads, and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders that support emergency operations. The general public is also welcomed to review non-sensitive parts of this plan to better understand how the City manages emergency operations.

PLAN IMPLEMENTATION

Once promulgated by the CM and City Council, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the City
- Health emergencies in or affecting the City
- Non-routine life-safety issues in or affecting the City

An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC). The City Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

PLAN ORGANIZATION

The City EOP is composed of four main elements:

- Basic Plan
- Emergency Support Function Annexes (ESF FAs)
- Support Annexes (overall COOP/Departmental COOPs)
- Hazard, Threat, or Incident Specific Annexes

SITUATION OVERVIEW

The City of Rocky Mount is exposed to many hazards that have the potential to disrupt the community, cause damage, and create casualties. Natural hazards to which the City may be exposed include droughts, floods, wildfires, and winter storms. The threat of a technological or human-caused chemical, biological, radiological, nuclear, or explosive incident is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

COMMUNITY PROFILE

The City of Rocky Mount is located on the western fringe of the Coastal Plain in northeastern North Carolina. The western two-thirds of the City lies within Nash County, while the eastern one-third of the City is found in Edgecombe County. The City is bisected (north/south) by Wesleyan Boulevard and the CSX Railroad. The City limits encompass 45.65 square miles and include 268 miles of roadways. Major transportation corridors, Interstate 95 and US Highway 64 intersect on the western side of Rocky Mount. Rocky Mount sits atop the geographic fall line between the state's Piedmont and Coastal Plain regions. The area is generally flat, with an increase in small rolling hills to the west. Most of the area in the City and the surrounding area encompasses residential, business, commercial, street networks, and agricultural parcels. The Tar River flows through the middle of the City from the southwest to the east and several tributaries to the Tar River drain throughout the area.

Demographics

According to the latest US Census in 2020, Rocky Mount, NC had a population of 54k people with a median age of 41.1 and a median household income of \$46,396. The five largest ethnic groups in Rocky Mount, NC are Black or African American (Non-Hispanic) (62.9%), White (Non-Hispanic) (28.8%), Two or More Races (Non-Hispanic) (2.38%), White (Hispanic) (1.76%), and Some Other Race (Hispanic) (1.63%). N/A% of the people in Rocky Mount, NC, speak a non-English language, and 97.3% are U.S. citizens.

The largest university in Rocky Mount, NC, is North Carolina Wesleyan College. The City's elementary, middle, and high school students are served by County school systems (Nash/Edgecombe), and private school students are served by various private entities. The City is also home to Edgecombe Community College.

CommunityEvents

The following community events may influence the City's hazard and threat analysis and preplanning for an emergency. Some of those events are as follows:

- Down East Viking Classic
- Independence Celebration
- Christmas Parade
- Downtown Live
- First Fridays
- BBQ Throwdown

HAZARD ASSESSMENT

A hazard assessment is essential to determine the scope and complexity of vulnerabilities to natural and human-made occurrences that could affect the health and wellbeing of the people living in the community. Fire and non-fire risk hazards have the potential to impact all socio-economic groups, governmental infrastructure, areas of historical significance, economic conditions, housing, transportation, food production, public health, and short- and long-term recovery efforts. Once the risks have been identified, further analysis is needed to determine if there are resources available to impact the outcome of incidents involving those risks.

The resources, whether local, state, federal, or a combination of the three, must meet the identified community hazards with adequate staffing, proper response equipment, strategically placed emergency response facilities, specialized training, ongoing funding, technology applications, current operational plans, and regional resource sharing in preparation and response efforts to save lives and property. A comprehensive understanding of local risk hazards and the capabilities of emergency operations is essential in assessing community protection factors and in making well-informed risk management decisions. The table below depicts City hazards and assigned calculated risks.

| Hazard Type | NCEM Nash County Risks | NCEM Edgecombe County Risk | DHS Risk Calculations |
|-----------------------------|-------------------------------|-----------------------------------|------------------------------|
| Severe Thunderstorm/Tornado | High | Moderate | Moderate |
| Flood | Moderate | Moderate | High |
| Winter Storms | Moderate | Moderate | Low |
| Drought | Moderate | Moderate | Low |
| Land Slide | Low | Low | Low |
| Hurricane | Moderate | Moderate | High |
| Earthquake | Low | Low | Low |
| Wildfire | Low | Low | Low |
| Chemical | - | - | Low |
| Nuclear | - | - | Low |
| Transportation | - | - | Low |
| Biological/Bioterrorism | - | - | Low |
| Fire | - | - | Moderate |

The City may be subject to a variety of natural, technological, and human-caused hazards and threats, as described below:

- Natural Hazards: Result from acts of nature.
- Technological Hazards: Result from accidents or failures of systems and structures.
- Human-Caused/Adversarial Threats: Result from intentional actions of an adversary.

The table below identifies the hazards/threats most likely to impact the City based on the community's vulnerability.

| Identified Threats/Hazards | | |
|--|--|---|
| Natural | Technological | Human-Caused/ Adversarial Threats |
| <ul style="list-style-type: none">• Fire (wildland-urban interface)• Flood• Hurricane• Winter Storm• Disease Outbreak: Human | <ul style="list-style-type: none">• Hazardous Materials Incident | <ul style="list-style-type: none">• Multiple Victim Shooting• Civil Unrest |

CAPABILITY ASSESSMENT & MITIGATION OVERVIEW

The City shall regularly conduct a capability assessment to help emergency responders evaluate, coordinate, and enhance the cohesiveness of their emergency response plans. A community capability assessment is a low impact systematic approach to evaluate the City's emergency plan and capability to respond to hazards.

The City, along with its surrounding County emergency management, have duly analyzed their ability to respond to potential hazards and contingency measures formulated to take on hazards. The City works in collaboration with the county's emergency management staff daily. The positive working relationship between the City and county government is one of the major strengths relied upon by the City of Rocky Mount.

The City maintains a well-trained emergency response force that comprises of multiple City departments. This plan outlines all the emergency management phases from mitigation, response, and preparedness. The City commits itself to develop and formulate robust and comprehensive plans, in addition to exercising and training the City's emergency responders.

Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources support the delivery of critical and essential services that help ensure the security, health, and economic vitality of the City. It includes the assets, systems, networks, and functions that provide vital services to the community.

Key facilities that should be considered in infrastructure protection planning include:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials
- Government facilities, such as departments, agencies, and administrative offices
- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event
- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events
- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events
- Communications and cyber systems, assets, and networks such as secure City servers and fiber optic communications lines

PLANNING ASSUMPTIONS

This EOP is based on the following assumptions and limitations:

- Essential City services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by City emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the NIMS/ICS protocol.
- Each responding City department will utilize existing directives and procedures in responding to major emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require County, State, and Federal assistance.
- County support of City emergency operations will be based on the principle of self-help. The City will be responsible for utilizing all available local resources, along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.

Situation and Assumptions

Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following an event.

Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population (i.e. cres shelters) may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.

All or part of the City may be affected by environmental and technological emergencies. The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets.

A terrorist-related incident or attack may occur without warning. If such an attack occurs, the City could be subject to radioactive fallout or other hazard related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.

Outside assistance will be available in most major emergency/disaster situations that affect the City. Although this plan defines procedures for coordinating such assistance, it is essential for the City to be prepared to carry out disaster response and short-term actions on an independent basis.

Control over City resources will remain at the City level even though the Governor has the legal authority to assume control in a State- declared emergency.

City communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the City can still operate effectively if public officials, first responders, employees, volunteers, and residents are:

- Familiar with established policies and procedures
- Assigned pre-designated tasks
- Provided with assembly instructions
- Formally trained in the duties, roles, and responsibilities required of them during emergency operations.

CONCEPTS OF OPERATIONS

General

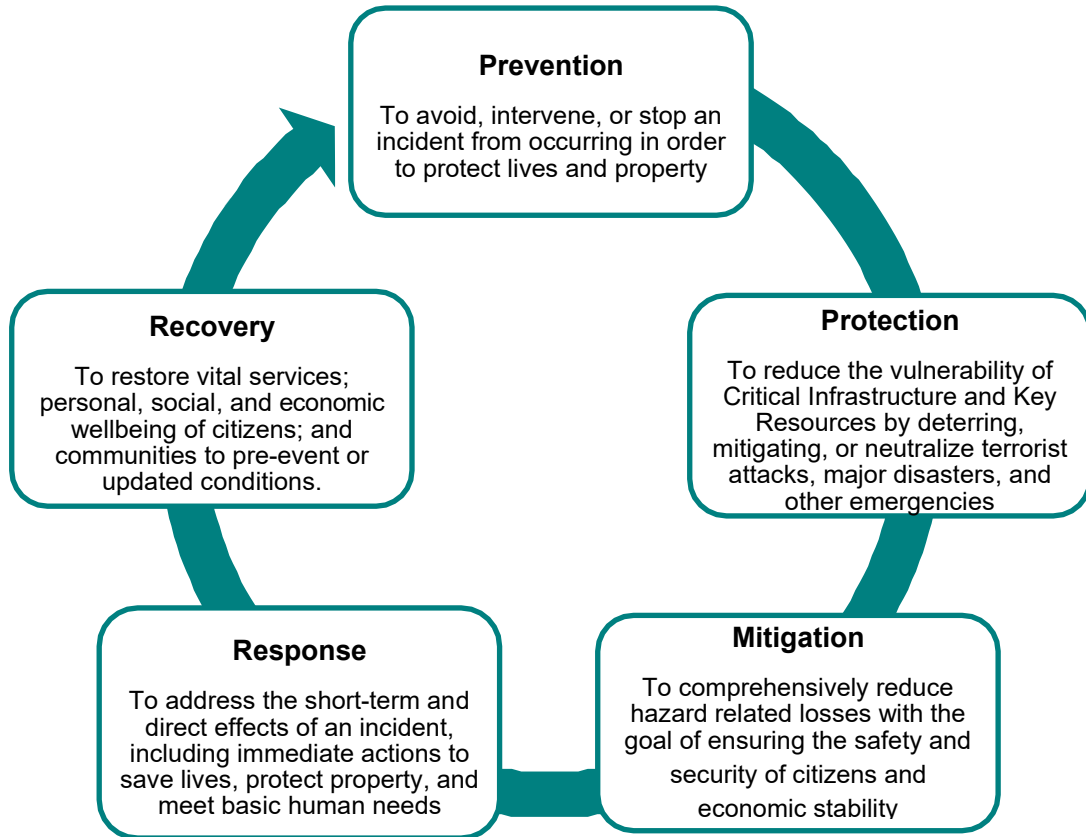
Primary roles involved during the initial emergency response will focus on first responders, such as fire services, police services, energy resources, and the public works department. Depending on the type of incident, the initial response also may include emergency medical services, local public health departments, and hazardous material teams. In all emergencies, saving and protecting human lives is the top priority of the City and emergency response personnel.

The City of Rocky Mount is responsible for emergency management and protecting life and property of citizens within this jurisdiction. This EOP will be used when the City is required to expand its initial capabilities in an effort to respond to an emergency. It may also be used during non-routine incidents or pre-planned events when City resources are limited and/or have been expended.

Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is based on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the City in the following five mission areas.

City of Rocky Mount Emergency Management Mission Areas



RESPONSE AND RECOVERY PRIORITIES

Response

Response activities within the City are undertaken immediately after an incident. The City's response priorities are defined below:

- Lifesaving: Efforts to save lives and operations that minimize risks to public health and safety.
- Property: Efforts to reduce impacts to infrastructure and minimize property damage.
- Environment: Efforts to mitigate long-term impacts to the environment.

Recovery

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the City. This EOP is not a recovery plan; however, the City recognizes that response and recovery activities often take place concurrently until the life safety and emergency protective actions are completed. Recovery operations are the actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or "new normal" conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal.

These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations. The City's recovery priorities are defined below:

- Initial Damage Assessment: Determine structure impacts to the City.
- Debris Removal: Coordinate debris clearance, collection, and removal.
- Infrastructure Restoration: Facilitate restoration of infrastructure.

EMERGENCY MANAGEMENT INCIDENT LEVELS

Level 5 - Routine Operations

Level 5 incidents include daily activities, such as minor burglaries and road closures, that are routine in nature and managed by department and/or agency field resources without the need for higher-level coordination. Routine operations are defined but not addressed in this plan. In a Level 5 incident:

- Resource management is handled internally.
- Information management is handled internally.
- Command management is handled internally.
- Policy coordination is handled internally.

Level 4 - Minor/Expanded Incident

A Level 4 incident is a common incident that may be large in scale or scope and involve multiple sites and/or disciplines, but that can still be managed with existing department/agency resources. Examples include a winter storm with multiple road closures or a hazardous materials spill requiring evacuation of a limited area. A higher level of management and coordination is typically required, and a local emergency may be declared.

Level 3 - Moderate Incident

A Level 3 incident is a common incident that may be slightly larger in scale or scope and involve multiple sites and/or disciplines, but that can still be managed with existing department/agency resources. However, it may require minimal assistance from external agencies to mitigate the emergency fully. A higher level of management and coordination is typically required, and a local emergency may be declared. A Level 3 emergency involves:

- A limited area and/or impact to a limited population.
- Evacuation or in-place sheltering typically limited to the immediate area of the incident and lasting for a limited duration. One or two local response departments acting under an Incident Commander.
- May require a written IAP and involve multiple operational periods
- Limited external assistance from other local response agencies or contractors.
- Activation of City communications to provide emergency information and recommended actions to the public.

Level 2 - Major Incident

A Level 2 incident is an uncommon incident that is typically large in scale and scope and requires outside assistance, such as major flooding or hurricanes. Centralization of a department's or agency's incident management and coordination activities is required. Local emergencies will be declared as appropriate, and a State emergency may also be

declared. A Presidential Disaster Declaration may be requested. Some major incidents may also be designated Incidents of National Significance. A Level 2 emergency:

- Affects a large area, significant population, and/or important facilities.
- May require the implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations, possibly for extended durations.
- May require community-wide warning and public instructions.
- May require activation of City communications to provide emergency information and recommended actions to the public.
- Requires a sizable multi-agency response operating under one or more Incident Commanders.
- May require external assistance from other local response agencies, contractors, and limited assistance from State or federal agencies.

In addition, a Level 2 incident has the following characteristics:

- Resource management requires coordination at the EOC level.
- Information management requires coordination at the EOC level.
- Command management requires coordination at the EOC level.
- Policy coordination is required at the city and county level to deal with many major issues.

Level 1 - Disaster/Catastrophic Incident

A Level 1 incident is a very rare incident that is broad in scope, complexity, and potentially lasting impact and significantly reduces the government's ability to help itself or others, such as a subduction zone earthquake. Outside assistance is clearly needed, and extraordinary incident management and coordination measures are required. Local and State emergencies will be declared, and a Presidential Disaster Declaration will likely be requested. All Catastrophic Incidents will be Incidents of National Significance. A Level 1 incident:

- Affects a large area, a sizable population, and/or important facilities.
- May require the implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- Requires community-wide warning and public instructions.
- Requires activation of the City message center to provide emergency information and recommended actions to the public.
- Requires a response by all local response agencies operating under one or more Incident Commanders.
- Requires significant external assistance from other local response agencies, contractors, and extensive State or federal assistance.

NIMS INCIDENT LEVELS

Incident types at the federal level are based on the five levels of complexity that ascend from relatively minor incidents (Type 5, e.g., vehicle fire) to a major disaster (Type 1) resulting in high impact on the City and requiring national response resources (source: U.S. Fire Administration).

| NIMS Incident Levels | |
|-----------------------------|---|
| Type 5 | <ul style="list-style-type: none"> • The incident can be handled with one or two single resources with up to six personnel. • Command and General Staff positions (other than the Incident Commander) are not activated. • No written Incident Action Plan (IAP) is required. • The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. • Examples include a vehicle fire, an injured person, or a police traffic stop. |
| Type 4 | <ul style="list-style-type: none"> • Command and General Staff functions are activated only if needed. • Several resources are required to mitigate the incident. • The incident is usually limited to one operational period in the control phase. • The agency administrator may have briefings and ensure that the complexity analysis and delegation of authority are updated. • No written IAP is required, but a documented operational briefing will be completed for all incoming resources. • The agency administrator develops operational plans, including objectives and priorities. |
| Type 3 | <ul style="list-style-type: none"> • When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. • Some or all Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. • A Type 3 Incident Management Team or Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved • The incident may extend into multiple operational periods. A written IAP may be required for each operational period. |

| | NIMS Incident Levels |
|---------------|--|
| Type 2 | <ul style="list-style-type: none"> • The incident extends beyond the capabilities for local control and is expected to extend into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the Operations, Command, and General Staffing. • Most or all of the Command and General Staff positions are filled. • A written IAP is required for each operational period. • Many of the functional units are needed and staffed. • Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only). • The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority. |
| Type 1 | <ul style="list-style-type: none"> • A Type 1 incident is the most complex, requiring national resources to safely and effectively manage and operate. • All Command and General Staff positions are activated. Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000. • Branches need to be established. • The agency administrator will hold briefings and ensure that the complexity analysis and delegation of authority are updated. • Use of resource advisors at the incident base is recommended. There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions. |

EMERGENCY SUPPORT FUNCTIONS

The City of Rocky Mount's Emergency Operations Plan is developed based upon Emergency Support Functions (ESFs). There are 15 ESFs. They allow for manageable components of an emergency to be delegated to appropriate departments. Departments responsible for an ESF shall manage specific tasks necessary to mitigate, prepare, respond, and recover from disasters. Overall coordination of the 15 ESFs is the responsibility of the City Manager and the Executive Leadership Team.

Most of the departments within the City have emergency support function responsibilities in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency response/preparedness procedures, and COOP. Specific responsibilities are outlined below.

| EMERGENCY SUPPORT FUNCTIONS (ESF) <i>Coordinating Department</i> | ROLES AND RESPONSIBILITIES <i>(not all-inclusive)</i> |
|--|---|
| ESF-1 Transportation Public Works, Police, Communications, Finance, and Budget & Evaluation | <ul style="list-style-type: none">• Movement of people, materials, and resources• Assessment of transportation infrastructure, systems, and resources• Coordination of transportation resources• Traffic restrictions and transportation safety in partnership with ESF-3, ESF-4, and ESF-13 |
| ESF-2 Communications Police Dispatch and Information Technology, Energy Resources, Finance, and Budget & Evaluation | <ul style="list-style-type: none">• Ensure for provision and coordination of voice and data communications• Restoration of communication infrastructure, network, and systems |
| ESF-3 Public Works & Engineering Public Works, Parks & Rec, Water Resources, Finance, and Budget & Evaluation, and Energy Resources | <ul style="list-style-type: none">• Infrastructure protection, assessment, and emergency restoration• Provision for coordination of municipal services resources• Engineering services• Debris management |

| | |
|--|---|
| <p>ESF-4 Fire Fighting Fire, Water Resources, Police, Energy Resources, Public Works, Finance, Inspections, and Budget & Evaluation</p> | <ul style="list-style-type: none"> • Fire suppression • Incident management facilitation • Initial damage assessment |
| <p>ESF-5 Emergency Management Fire, Police, and Emergency Management Coordinating Committee, Finance, and Budget & Evaluation</p> | <ul style="list-style-type: none"> • Preparedness education • Maintain CRMEOP and Training • Support for declaration • Request for county, state, and federal aid • Collect and analyze disaster data • Guidance to field operations • Develop plans and briefings • Communicate event situation and status |
| <p>ESF-6 Mass Care Fire, Police, Parks & Recs, Public Works, Finance, Human Relations, and Budget & Evaluation</p> | <ul style="list-style-type: none"> • Liaison with American Red Cross • Shelter/Housing • Human Resources • Human Relations |
| <p>ESF-7 Resource Management Finance, Budget & Evaluation, Fire, Police, Public Works, Water Resources, Human Resources, and Energy Resources</p> | <ul style="list-style-type: none"> • Resource Identification, procurement and coordination • Facilities and Logistics • Volunteer and donation management • Employee Relations |
| <p>ESF-8 Public Health & Medical Services Fire, Human Relations, Police, Finance, and Budget & Evaluation</p> | <ul style="list-style-type: none"> • Emergency Medical Services |
| <p>ESF-9 Search & Rescue Fire, Police, Finance, Budget & Evaluation</p> | <ul style="list-style-type: none"> • Search and Rescue operations • Technical Rescue operations |
| <p>ESF-10 Oil & Hazardous Materials Fire, Water Res, Public Wks, Finance/Budget & Evaluation</p> | <ul style="list-style-type: none"> • Hazardous Materials response and operations |

| | |
|---|---|
| ESF-11 Agricultural, Animal Welfare & Natural Resources Police/Animal Control, Finance, and Budget & Evaluation | <ul style="list-style-type: none"> • Animal welfare response • Animal rescue response and operations • Natural, cultural, historic resource preservation |
| ESF-12 Energy & Utilities Energy Resources, Public Works, Water Resources, Finance, and Budget & Evaluation | <ul style="list-style-type: none"> • Energy and utility infrastructure assessment |
| ESF-13 Public Safety & Security Police, Fire, Parks & Recreation | <ul style="list-style-type: none"> • Coordination of law enforcement operations • Emergency shelters • Temporary morgue • Staging areas • Distribution/Dispensing sites • Other facilities, functions and/or assets |
| ESF-14 Assessment & Recovery Development Services, Finance, and Budget Evaluation | <ul style="list-style-type: none"> • 2nd stage damage assessment • Economic assessment • Recovery planning • Coordination with other assistance programs |
| ESF-15 Public Information Communications and CMO | <ul style="list-style-type: none"> • Emergency Public Information Officer • Media and Community relations |

Emergency Operations Plan Assignments

Unless otherwise stated, the following table identifies departments responsible for regular review of specific functional annexes to ensure accuracy. Changes will be forwarded to the City's Emergency Management Coordinator for incorporation into the plan and dissemination of the revised version. This does not preclude other departments with a vital interest in the plan from providing input to the document; such input is encouraged. It is also encouraged that plan review be performed concurrently with review of other related City emergency plans and procedures to enhance consistency.

Functional Annexes (FAs)

The FAs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the City throughout all phases of an emergency. In the event of an incident for which the City's capabilities and/or resources are limited or exhausted, each annex clearly defines escalation pathways and procedures for requesting additional resources from mutual aid agencies, followed by County agencies. The following FAs supplement the information in the Basic Plan.

| Functional Annexes | Responsible Department |
|---|---|
| Basic Plan | <ul style="list-style-type: none">• Emergency Management Coordinator• EMCC |
| A Alert And Warning | <ul style="list-style-type: none">• CMO• Communications (Dispatch)• Police (Dispatch)• Fire (Code Red) |
| B Communications | <ul style="list-style-type: none">• CMO• Communications, Marketing, and Public Relations |
| C Damage Assessment | <ul style="list-style-type: none">• Property & Risk Division Manager• Development Services |
| D Debris Management | <ul style="list-style-type: none">• Public Works |
| E Population Protection (including Evacuation) | <ul style="list-style-type: none">• Police• Fire (evacuations)• Public Works (evacuations) |
| F Public Information | <ul style="list-style-type: none">• CMO• Communications, Marketing, and Public Relations |
| G Recovery | <ul style="list-style-type: none">• CMO• Finance |
| H Resource Management | <ul style="list-style-type: none">• CMO• Executive Leadership Team |
| I Sheltering and Mass Care | <ul style="list-style-type: none">• Police• Fire• Parks & Recreations |

EMERGENCY OPERATIONS CENTER

Purpose

The Emergency Operations Center will be opened and under the direction of the City Manager during any situation that is declared an emergency by the City Manager's office. Designated personnel of Information Systems, Police and Fire Departments will be responsible for preparing the Center during operational alerts, emergencies or simulations. The following are procedures that will be followed in the event of such an emergency and to ensure that the center is always ready for implementation.

Assumptions

- Members of City staff assigned to EOC duty will have knowledge of the general operating procedures for the EOC.
- Departmental emergency operations plans will be part of the overall EOC function and purpose.
- Department heads and their staff will be knowledgeable of the capabilities and limitations of their respective personnel and equipment

EOC Operations

When the City Manager determines that EOC operations are needed, Central Communications shall contact the appointed members of Information Systems, Fire and Police Departments. These designated employees shall open the EOC and assure that all communications equipment is properly installed and functioning. Maps and tables shall be set up to include essential supplies. A radio from both the fire and police Department shall be made available. All other department designees shall be responsible for bringing at least one portable two-way radio and charger from their department when they report to the EOC. Department designees shall also bring available portable laptops to the EOC.

EOC General Job Descriptions

City Manager

- Sets policy for the emergency response organization.
- Assumes overall responsibility for response and recovery operations.
- Identifies individuals responsible for serving in the Emergency Operations Center during emergencies.
- Provide the administrative assistance necessary to assure coordination of Departments.
- Keep the Mayor and City Council informed as necessary.
- Makes recommendation to declare a City-wide emergency, declares Operational Alerts, and activates EOC.
- Review the Emergency Plan and Incident documents as necessary.
- Requests, or approves requests for, mutual aid from other units of local government, if needed.
- Releasing appropriate information to the Public through Communications
- Approves City response to requests for mutual aid from other units of local government.

Assistant City Manager

- Serves as the Command Center Supervisor in the absence of the City Manager. Responsible for planning and supervising the efforts necessary to mitigate the incident using the resources available from other departments and agencies through the liaison representatives assigned to the EOC.
- Responsible for continuous briefing of the City Manager until the situation has ended.

Fire Chief / Emergency Management Coordinator

- Responsible for updating the Emergency Operations Plan to ensure the resource materials are updated and lessons learned from previous events are included in the overall plan for the City.
- Responsible for researching and developing hazard specific plans for events that may occur within the region.
- Serve as liaison with the Nash and Edgecombe County Emergency Management Coordinators during emergency incidents that require County, State, or Federal Assistance.
- Plan and direct communications activities between the EOC, field units, shelter facilities, adjacent jurisdictions, and the County/State EOC units.
- Provide information on damage from severe weather to the National Weather Service Office in Raleigh, NC.

Recorder

- Responsible for the logs, memos, debriefing logs, and actions taken in the EOC including, but not limited to, time of documentation, expenditure approximation, and other pertinent information.
- Assure documentation of all communications.
- The Command Center Supervisor shall designate the Recorder.

County EOC Representative

- A representative from the City of Rocky Mount will be assigned to the respective Emergency Operations Centers of Nash and Edgecombe County during an event that impacts the City and requires that the City's EOC be opened to mitigate an incident.
- The City's County EOC representative will be responsible to serve as a liaison for all City requests that must be transmitted through the respective County Emergency Management Director and on to the State of North Carolina for assistance.
- Assignments to the County EOC will be made any time there is a simultaneous opening of the City and County Emergency Operations Centers.
- Personnel from the Fire or Police Department will be assigned as the liaison for the City.
- Request from the City to the respective County Emergency Management Director will be channeled through the City's EOC representative assigned to the County EOC.
- Assignments will be in 12-hour increments for personnel assigned to the County EOC, unless circumstances prohibit the relief of personnel.

Department Heads/Designees

- Plan for coordination of Department and Divisional responsibilities.
- Assist the Command Center Supervisor in formulating immediate plans and contingency plans for the incident mitigation, response and recovery.
- Assure that all departmental forms included in the appendix section of this manual are maintained in a current and accurate status.

Command Center Logistics Officer (RMPD)

- Responsible for procurement of emergencies supplies necessary to facilitate the operations of all City personnel and equipment during mitigation of the incident.
- The Command Center Logistics Officer shall be appointed by the Command Center Supervisor

Finance Officer

- Responsible for making funds available to purchase, rent, or lease those items necessary to assist in the mitigation of the incident.

- The Director of Finance or their designee will be assigned this responsibility.

Victim Assistance Coordinator (RMPD)

- Responsible for the coordination of activities that involves the aid and counseling of victims, their families, friends, and associates who may be affected by the emergency.
- The Police Department will be responsible for assigning a Victim Assistance Counselor.

Family Services Coordinator

- Responsible for coordinating the location and activities for employee families when spouses have been called back to work. It is recognized the employees that report back to work often relocate their families to the homes of relatives or friends; however, in the event this is not possible, accommodations will be made to temporarily shelter employee families during the employees time at work.
- The designated point for employee families will be the third-floor break area and third floor atrium at City Hall. Additional space for employee families will be designated by the staff person assigned as Family Services Coordinator.
- Employees that bring their families to City Hall will need to provide basic necessities and items to entertain children.
- Pets will not be allowed in the temporary shelter.
- Personnel from Human Resources, Human Relations, and Parks and Recreation will be responsible for the development of the Family Services Plan.

Communications, Marketing, and Public Relations

- Establishes and maintains a working relationship with media.
- Prepares emergency information packets for release; distributes pertinent materials to media prior to and during emergencies and ensures that information needs are met for persons who are visually impaired, hearing impaired, and non-English speaking.
- Responsible for gathering and disseminating appropriate information to the media and/or the public.
- Coordinates information sharing and information gathering with the Department(s) and assists the Command Center Supervisor with the debriefing.
- Prepares press releases and conferences as authorized by the City Manager

External Agencies

- The City Manager and Assistant City Manager(s) will determine the place in the Chain of Command/COC of any agency outside of the City of Rocky Mount Government whose resources and assistance have been requested.

Police Department

- The City of Rocky Mount Police Department will manage all law enforcement resources and will serve as liaison between the City and external law enforcement agencies that may be required during an emergency.
- The Chief of Police, or the designee, will coordinate law enforcement activities and assign specific responsibilities as required.
- The Telecommunication Manager shall be the Communications Supervisor assigned to the Police Department or a designee approved by the Police Chief.

Director of Water Resources

- The Director of Water Resources, or the designee, will monitor the status of the City's reservoir and dam, the two (2) water treatment plants and the wastewater treatment plant.
- Coordinate with the Water & Sewer Services Superintendent in assigning personnel and equipment from this division as required, depending upon the type of emergency.
- Make other assignments of staff personnel as circumstances require.
- Coordinate with any external agencies and resources that may be required during an emergency.

Director of Energy Resources

- Provide the administrative assistance necessary to assure coordination of Divisions.
- Keeps the City Manager informed as necessary.
- Coordinates with Electric Superintendent on system status.
- Responsible for making final decision on calling in outside help.
- Oversee the entire Utilities operation.
- City EOC Representative position will be filled by the Utilities Marketing Representative and another Utilities employee to be named when needed and will work the same schedule as other EOC representatives.

Director of Public Works

- Provide the administrative assistance necessary to assure coordination of Divisions.
- Oversees all Public Works activities.
- Keeps the City Manager informed as necessary.
- Coordinates with Supervisors on the status of core services provided by Public Works.
- Coordinate with any external agencies and resources that may be required during an emergency.

EOC Activation Levels

Depending on the size and scope of the incident and the amount of coordination required, a partial or full activation of the EOC will be called for. The EOC will be activated at a level necessary to carry out the tasks that must be performed.

Partial (Soft Opening) - This is a limited activation of the EOC and is typically used for establishing specific functions without activating the entire response organization.

Full - A full activation of the City's EOC will be implemented during all major and disaster/catastrophic incidents and for some expanded incidents. It will be based on the resource management, information coordination, and notification requirements of the incident. For full activations, all ESF Coordinators of the EOC will be activated. These assignments are composed of pre-designated Emergency Support Function representatives from city departments and divisions.

DIRECTION, CONTROL, AND COORDINATION

Mayor and City Council

The ultimate responsibility for policy, budget, and political direction for the City is governed by the City Council. During emergencies, this responsibility includes encouraging citizen involvement and assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and serving as political contacts for visiting State and federal officials. Additionally, the council will act as liaisons within the community and other jurisdictions. In the event that a declaration of emergency is needed, the Mayor (or designee) will initiate and terminate the State of Emergency. In the Mayor's absence, the Mayor Pro Tem may declare a Proclamation of Emergency. This authority is codified in North Carolina General Statute 14-288-12 and Article IV Emergency Management, Sections 2-186 through 2-190 of the City Code. The proclamation is necessary to activate State and Federal resources.

City Manager

The ultimate responsibility for command and control of City departments and resources lies with the City Manager. City emergency operations, both on-scene and in the City EOC, will be conducted in a manner consistent with NIMS, including the use of ICS. During a City-declared disaster, control is not relinquished to County or State authority but remains at the local level for the duration of the event

The City Manager has the authority to activate all resources under the City's control and influence. Emergency operations (EO) shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the City. As deemed necessary due to the type of event or incident, the City Manager, and all pertinent emergency operations staff will operate from the Emergency Operations Center (EOC). The City Manager will activate, organize, and operate the Emergency Operations Center in a flexible manner based on the magnitude of the situation. The organizational structure of the Emergency Operations Center will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency.

Requests for assistance from non-City agencies will be made only after the EOC is activated and staffed. Upon the arrival of any representative from a non-City agency summoned to the EOC, the City Manager shall advise the representative of their importance to the EO staff, the role they are expected to fulfill, and the chain-of-command in place within the EOC.

Department Directors (Executive Leadership Team)

During any disaster or major emergency, the Department Head is expected to direct and/or assign all personnel according to existing City and department plans and/or annexes.

At a minimum each Department Head shall be responsible for:

- Maintaining current personnel rosters and lines of succession that provide for continuous leadership and authority during emergency operations, including EOC operations.
- Maintaining a department emergency operations plan (EOP) or annex that will interface with the City EOP.
- Negotiating, coordinating, and preparing automatic and mutual aid agreements, as appropriate, with surrounding jurisdictions.
- Identifying emergency sources of critical equipment and/or supplies.
- Securing and maintaining primary and secondary communications systems.
- Participating in periodic exercises designed to evaluate the effectiveness of the City Emergency Operations Center and City or Department Emergency Operations plans and/or annexes.
- Providing for the protection of all department records, facilities, and equipment.
- Providing emergency operations procedures as necessary to protect emergency response personnel.
- Ensuring that all personnel are adequately trained to implement City and Department Emergency Operations plans and/or annexes in a disaster or major emergency.
- Maintaining procedures detailing how the department intends to handle large volumes of calls for service, in a disaster or major emergency.

Senior Personnel

Supervisors of the various City departments, or the department designees who have primary responsibility for the situation, will establish on-site direction and control. On-scene activities of emergency response personnel will be managed utilizing an Incident Command System.

Employees

Each City employee shall be familiar with the contents of this plan, including all relevant City and Department Rules & Regulations and/or policies, as appropriate to ensure its execution. During any disaster or major emergency all employees are expected to report for work at their assigned workplace unless otherwise directed by the City Manager.

PLAN DEVELOPMENT, MAINTENANCE, AND IMPLEMENTATION

Plan Review and Maintenance

The EOP will be re-promulgated when a new senior elected, or appointed official takes office or at a minimum of every five years to comply with State requirements. This review will be coordinated by the City of Rocky Mount's Fire Chief/Emergency Management Coordinator, EMCC, and will include participation by members from each of the City departments assigned as ESF Coordinators in this EOP and its supporting annexes. The Fire Chief/Emergency Management Coordinator will also coordinate review of the EOP with the City Manager and supporting agencies such as Nash and Edgecombe Emergency Management. This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their continued viability.

In addition, Department Directors will review the annexes and appendices assigned to their respective departments.

Training Program

To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each department is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies.

The Fire Chief/Emergency Management Coordinator will coordinate training for City personnel and encourage them to participate in training sessions hosted by the Fire Department, other agencies, organizations, and jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the City. The Fire Chief/Emergency Management Coordinator maintains a list of training received by City personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff, as well as:

- Firefighters
- Law enforcement personnel
- Public works/utility personnel
- Skilled support personnel
- Other emergency management response personnel
- Support/volunteer personnel at all levels

| Minimum Training Requirements | |
|---|-----------------------------------|
| Emergency Personnel | Training Required |
| Direct role in emergency management or emergency response | ICS-100, 700 |
| First-line supervisors, mid-level management, and Command and General Staff | ICS-100, 200, 300, 400, 700, 800, |
| Supervisory role in expanding incidents or a management role in an EOC | ICS-100, 200, 700, 800, 300 |
| Management capacity in an Area Command situation or EOC | ICS-100, 200, 300, 400, 700, 800 |
| PIOs | IS-702a |
| Resource management | IS-703a |
| Communication or incident information systems | IS-701 |
| Development of mutual aid agreements and/or mutual aid operational plans | IS 706 |
| Planning | IS-800b |

City departments and agencies will support emergency response by allowing and encouraging personnel to participate in ongoing disaster training and education programs as well as annual exercises of this EOP.

Exercise Program

The City will conduct exercises no less than annually to test and evaluate this EOP. The City will coordinate with agencies; organizations (nonprofit, for profit, and volunteer); neighboring jurisdictions; and State and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

The Emergency Management Coordinator will work with other City/County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

Event Critique and After-Action Reporting

In order to document and track lessons learned from exercises, the Emergency Management Coordinator will conduct a review, or “hot wash,” with exercise participants after each exercise. The Emergency Management Coordinator will also coordinate an AAR, which will describe the objectives of the exercise, document the results of the evaluation, and improve the City’s readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. The Emergency Management Coordinator will ensure that equipment, training, and planning shortfalls identified following an incident are shared with the City Manager.

Community Outreach and Preparedness Education

The City will educate the public about threats, disasters, and what to do when an emergency occurs. The City’s Communications, Marketing, and Public Relations team recognizes that citizen preparedness and education are vital components of the City’s overall readiness. Information about the City’s public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the City’s website.

Funding and Sustainment

It is a priority of the City to fund and maintain Emergency Management Operations that ensures the City’s ability to respond to and recover from disasters. The Emergency Management Coordinator will work with the City Manager, Mayor/City Council, and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure that all is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

Hazard-Specific Annexes (HAs)

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. HAs supplement the Basic Plan to identify critical tasks particular to specific natural, technological, and human-caused hazards identified in the City's most current Hazard Identification and Vulnerability Assessment. The HAs identify step-by-step actions for each hazard through the pre-incident, response, and recovery phases of an incident.

| Hazard-Specific Annexes | Responsible Department |
|--|---|
| 1 Flood | <ul style="list-style-type: none">• Fire• Public Works• Water Resources• Energy Resources |
| 2 Earthquake | <ul style="list-style-type: none">• Public Works• Fire• Water Resources• Energy Resources |
| 3 Hazardous Materials Incident (Accidental Release) | <ul style="list-style-type: none">• Fire• Public Works |
| 4 Major Fire | <ul style="list-style-type: none">• Fire• Water Resources |
| 5 Public Health Incident | <ul style="list-style-type: none">• Fire• County Emergency Medical Services• County Health Department |
| 6 Severe Weather (including hurricanes) | <ul style="list-style-type: none">• Energy Resources• Fire• Public Works• Water Resources |
| 7 Terrorism | <ul style="list-style-type: none">• Police• Fire• Communications |
| 8 Transportation Accident | <ul style="list-style-type: none">• Police• Public Works• Fire |
| 9 Utility Failure | <ul style="list-style-type: none">• Energy Resources• Water Resources |
| 10 Winter Storms | <ul style="list-style-type: none">• Public Works• Energy Resources• Police• Fire |

Flooding Hazard Annex

Purpose: The purpose of this annex is to ensure that there are procedures in place that will enable the fire department to protect the community and citizens during flooding and inclement weather.

Responsibilities and Duties:

- Identify areas affected by flooding.
- Notify Senior Staff.
- Distribute Code Red for staffing.
- Activate SERT Team.
- Search-Rescue-Recovery.
- Patrol neighborhoods to locate trapped occupants.
- Assist with evacuation.
- Communicate with members of all departments involved.
- Provide medical care.
- Identify shelters/safe place.
- Transport citizens rescued by van or high clearance vehicle.
- If streets/roads are blocked by flooding or trees notify dispatch.
- Report damage email.
- Preliminary Damage Assessment.

Hazardous Materials Incident

Purpose: The purpose of this annex is to identify the responsibilities and procedures as a result of a hazardous materials incident (accidental release). Hazard-specific annexes describe the courses of action unique to a particular hazard.

Responsibilities and Duties:

- Establish scene control by isolating and identifying entry into contaminated area.
- Recognize and identify the presence of hazardous material.
- Identify the container and material that may cause threat to life.
- Establish cold, warm, and hot zone perimeters.
- Assign personnel with the task of evacuation efforts.
- Provide health and medical care.
- Call for appropriate assistance.
 - Notify Senior Staff
 - Contact Hazardous Advisory Group (HAG).
 - Contact Regional Response Team (RRT).
- Analyze the incident scene to identify nature and extent of the problem.
- Develop a defensive plan of action to protect life, stabilize incident, and protect property.
- Distribute location of shelters and mass care facilities.
- Take appropriate action from a safe distance and location.
- Understand and take implement decontamination procedures.
- Review and revise incident action plan if required.

Major Fire

Purpose: The purpose of this annex is to present a plan of action due to the complex circumstances of a major fire. The overall objective is to protect lives, property, and mitigate incidents as swiftly as possible. Hazard-specific annexes describe the courses of action unique to a particular hazard.

Responsibilities and Duties:

- Rapidly evaluate the situation and provide a size up.
- Decide on a plan for mitigating the incident.
- Assign units and personnel accordingly.
- Establish an effective command position.
- Notify Senior Staff.
- Assign divisions and task groups as needed.
- Review efforts and revise tactics if needed.
- Request and assign additional units if needed.
 - Distribute Code Red for extra staffing
 - Fire Investigation Team
 - Red Cross
 - Police, Utilities, Rescue
 - Mutual Aid from County
 - General Staffing
- Demobilization.
- After Action Review or Post Incident Analysis.

Public Health Incident

Purpose: The purpose of this annex is to identify the imminent threat of illness or public health exposures. This hazard annex will allow personnel to lessen the chance of exposure and decrease the threat of illness to the community. Hazard-specific annexes describe the courses of action unique to a particular hazard.

Responsibilities and Duties:

- Identify and assess the illness that poses a public health threat.
- Use universal precautions and procedures to combat illness.
 - Social distancing
 - Sanitize and disinfect daily
 - Wash hands continuously
 - Remain home if sick to prevent exposures
 - Limit travel and contact with others
 - Donning of appropriate personal protective equipment
- Monitor CDC for recommendations and updates.
- Provide alerts for shelter locations.
- Notify public of transportation locations.
- Request additional assistance if needed.
 - Notify senior staff
 - Contact FEMA
 - Distribute Code Red for extra staffing
 - Nash/Edgecombe Emergency Management
- Post Incident Analysis.

SUPPORT PLANS

The City's EOP is part of a suite of plans that address various elements of the City's emergency management program. While the EOP is focused on short-term recovery, other plans address the City's approach to mitigation, continuity, and other aspects of emergency management. These plans work in concert with the City's EOP; some of the plans are:

- CRM Continuity of Operations (COOP) Plan
- CRM Resiliency Plan
- Individual department COOPs (Fire, Police, Energy Resources, etc.)
- Individual department Emergency Response Plans
- Nash, Edgecombe, and Wilson (N.E.W.) Hazard Mitigation Plan