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ALEXANDER COUNTY EMERGENCY PLAN

BASIC PLAN

Revised: July 1, 2015

I. PURPOSE

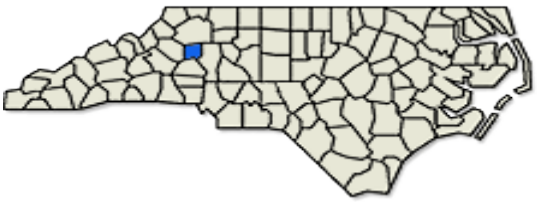
This plan predetermines roles, responsibilities and actions that should be taken by government agencies and private organizations in Alexander County to reduce the vulnerabilities of people and property to disaster and establish capabilities to respond effectively to the actual occurrence of a disaster.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. Geography & Economics

Alexander County is located in the North Carolina Emergency Management Western Region and FEMA Region IV. Its geographic location is the western section of the State. It is bound on the East by Iredell County, on the South by Catawba County, on the North by Wilkes County and on the West by Caldwell County. The 2010 Census population for Alexander County was reported as (including Taylorsville) was 37,198. Total square miles is 259.99. Population density is 143.1 persons per square mile. (*Source: http://quickfacts.census.gov/qfd/states/37/37003.html,* (see EXHIBIT 1)



a. The following services, which may have expanded duties during disasters, are provided by Alexander County: *For a complete list of duties for each of the following, please see IV. Organization and Assignment of Responsibilities*

- Administration
- Animal Control
- Communications
- Education
- Emergency Services

- Emergency Medical Services (EMS)
- Fire Departments
- Fire Marshal
- Health Department
- Law Enforcement-Sheriff Office
- Law Enforcement - Taylorsville Police Dept
- Mental Health
- Social Services
- Solid Waste
- Volunteer Rescue Squad

b. The following municipality provide services that may be expanded during a disaster or their duties may be directly impacted by the hazard:

Town of Taylorsville - Law Enforcement, Sanitation, Sewer, Fire protection (Central Alexander/Taylorsville Fire Department is a volunteer department) and Public Works.

2. Roads, Bridges, Railroad and Other Transportation:

a. Roads/Highways:
- Highways (US 64, NC 90) East/West (connects to Iredell County, East and Caldwell County, West)
- Highway (NC 16) North/South (connects to Wilkes County, North and Catawba County, South)
- Highway (NC 127) North/South (connects to Catawba, South)
- Public roads in Alexander County (other than Town of Taylorsville maintained roads) are exclusively owned and maintained by North Carolina Department of Transportation, Division of Highways. All main roads and most secondary roads are paved. However, there are some roads that remain unpaved. There are a total of approximately 1799 roads in Alexander County.

b. Bridges:
- There are 2 major bridges in Alexander County:
  - The NC Highway 16 South Bridge connects Catawba County and Alexander County in the Mid-South area.
  - The NC Highway 127 Bridge connects Catawba County and Alexander County in the South West area.
- Including these 2 major bridges, there are a total of 113 bridges in Alexander County.

c. Railroad:
Freight Rail Service is provided by Alexander Railroad Company.
Railroad runs South into Iredell County.

d. Air Transportation:
- Taylorsville Airport, 196 Airport Road, Taylorsville, NC. The airport provides only private (general) aviation services. One runway (grass strip) is available which is approximately 2200 feet in length and approximately 80 feet wide. No cargo service is available, however in the event of a disaster, helicopters and smaller fixed wings may be used for transportation of cargo.
- There are approximately 4 other private landing strips in Alexander County
- The closest commercial airport to Alexander County is the Charlotte/Douglas International Airport in Charlotte NC which is approximately 61 miles (1.25 hours) away.

3. Gas Lines:

a. PSNC serves the Town of Taylorsville

b. Piedmont Natural Gas serves the South West portion of Alexander County entering the county via NC HWY 127

The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The County has experienced many hazards, all of which have, at some particular time, caused disruption to communities, great amounts of damage and in some cases even created casualties. Potential hazards and historical hazards (natural, technological and national security) for Alexander County are:

For complete information of the following hazards, please see EXHIBIT 2: Hazard Identification

- Drought
- Earthquake
- Fixed Nuclear Facility (50 mile IPZ)
- Floods
- Forest Fires
- Hazardous Materials
- Hurricanes (Latent Effects)
- Mass Casualty
- Power Failure
- Severe Thunderstorms
- Terrorist activity (including other, unknown or biological)
- Tornados
- Winter Storms

B. Assumptions

1. The occurrence of any one or more of the disaster events previously listed could impact Alexander County severely and include several of the following possibilities:
    - Loss of electric power (ESF-12)
    - Failure of the water distribution system (ESF-3)
    - Severance of road/highway network (ESF-1)
    - Evacuation
    - Necessity for mass care and feeding operations (ESF-6)
    - Need for debris clearance and removal
    - Multiple injuries and fatalities
    - Drastic increase in media attention (ESF-15)
    - Damage to the communications and telephone networks (ESF-2)
    - Economic impact
    - Increased number of vermin
    - Need for official public information (ESF-15)
    - Need for State and/or Federal assistance
    - Re-entry of essential personnel and equipment
    - Re-entry of the public
    - Damage to vital records
    - Need for damage assessment
    - Need for auxiliary power (ESF-12)
    - Need for coordination of donated goods
    - Contamination of private wells
    - Need for law enforcement support (ESF-13)
    - Need for emergency medical and rescue support (ESF-8)
    - Need for fire protection support (ESF-4)

- Need for additional hospital / medical support
- Over taxing local resources
- Depth of staffing problems
- Loss of facilities vital to maintaining essential services
- Environmental impact to wildlife, natural resources and agricultural
- Management of reconstruction (ESF-14)
- Coordination of staged resources
- Isolation of populations (ESF-8)
- Presidential Disaster Declaration

2. The occurrence of one or more than one of the previously listed hazards could result in a true catastrophic disaster situation which would grossly overwhelm local and state resources.
3. It is necessary for the County to plan for and to carry out disaster response and short term recovery operations utilizing local resources; however, it is likely that outside assistance would be needed and available in most major disaster situations affecting the County.
4. Officials of Alexander County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will fill these responsibilities as needed.

III. CONCEPT OF OPERATIONS

A. As required by NC General Statutes §166A-19.15 (See Exhibit 8), it is the responsibility of County government to organize and plan for the protection of life and property from the effects of an emergency and/or disaster.

B. Alexander County utilizes the four phases of Comprehensive Emergency Management in designing and implementing the emergency services program. These phases are:

1. **Mitigation** - Through the planning and building inspection programs the county and municipal governments use codes and standards to prevent industry from impacting on residential areas and prevent sub-standard building construction. Education of the public about potential disaster effects also prevents injury and death from disasters. Public participation in preparedness exercises can also prevent injury and death from disasters. The County currently is operating under Comprehensive Hazard Mitigation Plan 2009 that meets or exceeds all federal and state standards and requirements.

   Hazard Mitigation goals and objectives, as well as action plans for implementing those goals and objectives are included in the comprehensive Hazard Mitigation Plan. Development of this plan began May 1, 2003 and must be reviewed and updated every five years, in accordance with federal regulations for local hazard mitigation plans (44CFR 201.6). The plan meets the standards set forth by the Disaster Mitigation Act of 2000 and will be approved by the Federal Emergency Management Agency. Alexander County's review/update is due 2014. Alexander County will be part of the 2014 Unifour Regional Hazard Mitigation Plan which is currently in progress and will include Alexander, Burke, Caldwell and Catawba Counties. *Alexander County Hazard Mitigation Plan will be available at Alexander County Emergency Services Office in 2014 (date yet to be determined).*

2. **Preparedness** - Through disaster planning and recognition of hazards likely to affect the area, the county and municipal agencies prepare for potential disasters. County agencies are offered training in preparation for a disaster and each department is responsible for ensuring their responders have adequate training to carry out assigned functions. Many other programs are offered to the residents of Alexander County to help them also be prepared, such as printed materials and public education

programs. Members of the public are kept informed and urged to prepare for disaster by local media and Alexander County Emergency Services.

Additionally:

- *Potential hazards and risks have been and will continue to be identified.*
- *Vulnerabilities and capabilities have been and will continue to be assessed.*
- *An Emergency Operations Plan has been and will continue being developed and maintained.*
- *Standard Operating Procedures have been and will continue to be developed by all responsible parties identified in the Emergency Operations Plan.*
- *Vital facilities and available resources have been and will continue to be identified and inventoried on a regular basis.*
- *Mutual aid agreements, memorandums of understanding, etc. have been and will continue to be developed.*
- *Planning has been and will continue to be coordinated with other jurisdictions.*
- *Training has been and will continue to be made available to emergency responders.*
- *Exercises have been and will continue to be conducted and critiques will follow each exercise.*
- *Public education and current public information has been and will continue to be offered.*
- *Potential threats will be monitored and evaluated.*

3. **Response** - When a disaster occurs, the county and municipal agencies respond either as direct assistance to the disaster area or as a support agency to the first responders on-scene. The response agencies will act within their scope of training and will call upon outside resources as needed to mitigate further damages. Additional resources are coordinated by the Alexander County Emergency Operations Center.

   Additionally:

   - *The Emergency Operations Plan will be implemented on an appropriate scale.*
   - *Affected parties, groups, and agencies will be alerted and notified.*
   - *Response forces will be deployed.*
   - *Direction and Control will be established.*
   - *Lifesaving activities will occur, including rescue, fire suppression, emergency medical measures, and isolation of hazardous areas.*
   - *Law enforcement and emergency security will be implemented.*
   - *Evacuation and sheltering is likely to occur.*
   - *The initial impact of the emergency/disaster will be assessed by field forces.*
   - *A State of Emergency will be proclaimed if applicable.*
   - *Emergency ordinances will be implemented and enforced.*
   - *Resource allocation will occur.*
   - *Mutual aid will be activated.*
   - *Coordination with adjoining jurisdictions will take place.*
   - *Pertinent public information will be released through media outlets.*

4. **Recovery** - After the immediate short term emergency needs of an area are controlled, the county and municipal governments begin a recovery process that may take several days to many months or years. Response agencies will determine what impacts have been made on the community and what will need to be done to put the community back to pre-disaster conditions. Many times this effort will overwhelm the jurisdiction and assistance from State and Federal Government will be needed.

Additionally:

In All Emergencies/Disasters:

- *Debris removal operations will be conducted as warranted.*
- *Damage assessment will occur as warranted.*
- *Essential services will be restored if necessary.*
- *Restoration of critical facilities will take place as necessary.*
- *Public information will be released pertinent to recovery assistance, if applicable.*
- *Emergency housing will be secured for victims as necessary.*
- *Resources arriving from other areas will be staged and deployed as warranted.*
- *The management and distribution of donated goods will be implemented as warranted.*
- *Reconstruction of damaged property will be undertaken if necessary.*
- *Unmet needs will be addressed by an Unmet Needs Committee.*
- *Temporary shelters will be closed.*
- *If declared, the State of Emergency will be terminated.*

In Presidential-Declared Emergencies/Disasters:

- *Any emergency/disaster with potential for a Presidential Declaration will include most of the activities listed above.*
- *The Governor will request a Declaration of Emergency/Disaster from the President.*
- *Depending on the type of Declaration, multiple categories of Federal Assistance will become available.*
- *A Disaster Field Office will be opened in North Carolina to manage Federal assistance provided under a full-scale Declaration.*
- *One or more Disaster Assistance Centers will be opened in the affected area.*

C. Alexander County provides many emergency services to the citizens of the county on a daily basis. Some of the services overlap into town government jurisdictions. While the Town of Taylorsville provides many services to its citizens, they also depend on Alexander County for services such as emergency medical, social services, health, sheltering of evacuees, and emergency management.
D. The Town of Taylorsville will maintain their own operations in the event of a disaster. However, if their resources prove to be inadequate during emergency operations, requests for county resources will need to be made to keep the town governments normal operations functional.
E. As requests for resources become overwhelming, the County will coordinate, as appropriate, with adjoining counties for additional available resources while also working with North Carolina Emergency Management to utilize state resources when county capabilities become exhausted.
F. When needed, the Alexander County Commissioners can declare a "Local State of Emergency" *(Exhibit 3)* to assist the local emergency response agencies in carrying out their duties and for the protection of the citizens and property within the disaster area. The Town of Taylorsville can independently declare a "State of Emergency" *(Exhibit 5)* in the event of a disaster or, by resolution, can sign off on a County "State of Emergency" if one is declared.
G. When a disaster overwhelms the capability of state and local governments, resources of federal departments and agencies may be needed.
H. Local governments will use their normal channel for requesting assistance and/or resources to the State Emergency Operations Center. Generally, all requests for state and federal resources must come from Alexander County Emergency Services. If state resources have been exhausted, the State will arrange to provide the needed resources using the Emergency Support Functions as described in the Federal Response

Plan. Alexander County and the Town of Taylorsville are also signature agencies of the "Statewide Mutual Aid Agreement." *(Exhibit 11)*

I. The Federal Response Plan 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 which results in a required Federal response.

J. Under the Federal Response Plan, departments and agencies having various authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions. These Emergency Support Functions will work in concert with State agencies to provide the needed resource(s). Federal resources would then be moved to the county to carry out assigned missions in coordination with state and local emergency management.

K. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer 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 Federal Coordinating Officer. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Amended April 2013) is important changes in the ways in which the Federal government will provide assistance.
See: https://www.fema.gov/media-library/assets/documents/ (Search by Robert T. Stafford)

IV. ORGANIZATION, ROLES AND RESPONSIBILITIES

1. Chairman, County Commissioners

- Carry out appropriate provisions of state general statutes (*See Exhibit 8)*, in addition to local ordinance (*See Exhibit 9)*, relating to emergencies.

- Issue and distribute, as appropriate, a local proclamation declaring a State of Emergency or terminating the State of Emergency. *(Exhibits 3 & 5)*

- Assume or delegate direction and control of emergency operations in accordance with local ordinance *(Exhibit 9).*

- Request assistance from State government through the Emergency Services Director, as needed, to control an emergency.

- Perform coordination and policy-making functions as necessary to provide for optimum protection of public health and safety of citizens within the jurisdiction.

- Assure the protection of public documents and public facilities during the emergency.

- Additional duties are also found in the various ESFs.

2. Town Mayors

- Establish policy and incident guidance procedures in coordination with other officials.

- Carry out appropriate provisions of state general statutes, in addition to Alexander County Emergency Management Ordinance relating to emergencies.

- Issue and distribute, as appropriate, a local proclamation or resolution declaring a State of Emergency *(Exhibit: 4)* or terminating the State of Emergency *(Exhibit 6)*, in coordination with the County.

- Request assistance through the Emergency Services Director, as needed, to control an emergency.
- Perform coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- Assure the protection of public documents and public facilities during the emergency.
- Assume or delegate direction and control of emergency operations after declaring an emergency at the Municipal level.
- Additional duties are also found in the various ESF's and procedures.

3. County Manager

- On behalf of the County, implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction, including management of the Emergency Operations Center utilizing the Emergency Services Director to carry out this function.
- Ensure county agencies develop and continually update their internal Standard Operating Procedures (SOPs) as needed to respond to emergencies through Emergency Management.
- Ensure that exercises and tests of the emergency systems are conducted on a periodic basis to test the functions of the Emergency Operations Plan through the Alexander County Emergency Services.
- Ensure that representatives for Emergency Operations Center staff are designated (e.g., Radiological Officer, Health Director, Public information Officer, etc.) to report to the Emergency Operations Center upon activation to provide direction and control.
- Establish incident guidance procedures in coordination with other officials.
- Implement emergency policies/ordinances, as appropriate, on behalf of the County.
- Ensure that financial records of expenditures are kept during emergencies.
- Ensure that narrative and operational journals are kept during the emergency.
- Additional duties are also found in the various ESF's.

4. Town Manager

- On behalf of the town council, implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction. Establish incident guidance procedures in coordination with other officials.
- Implement emergency policies/ordinances as appropriate for the governing body.

- Ensure that financial records of expenditures are kept during emergencies.
- Develop plans for the security of municipal public documents and facilities.
- Develop a roster of key workers who must remain during an emergency or return, subsequent to an evacuation, to relieve other key workers.
- Provide, as requested, municipal personnel and equipment resources to the County or other jurisdictions to support emergency operations and evacuations (See Evacuation Annex).
- Ensure that narrative and operational journals are kept during the emergency.
- Additional duties are also found in the various ESF's.

5. Emergency Services Director

- Perform assigned duties according to state statutes *(Exhibit 8)* and local ordinance *(Exhibit 9)* to include serving as the Chief of Staff and where necessary or delegated, the overall incident commander for all declared disaster operations.
- Set priorities on available resources and implement resources controls to restore essential services.
- Continued development, coordinating, and updating the County plan in accordance with Federal and State guidelines, coordinating emergency operations within the County, and coordination of emergency activities with adjoining jurisdictions.
- Establish and equip the County Emergency Operations Center (EOC) to include primary and backup radio communications (fixed and mobile), and provide for operations on a continuous basis as required (See ESF-2).
- Ensure that a system is developed and implemented to manage information (including internal messages) pertaining to the emergency situation and disseminate it to other levels of government and the private sector.
- Acquire maps, status boards and other display devices for the Emergency Operations Center which identify high hazard areas and pre-selected control/monitoring points.
- Ensure that an events log (casualty and health concerns, property damage, size of risk area, scope of hazard, number of evacuees, shelters in operation, etc.) is compiled and displayed in the Emergency Operations Center throughout the duration of the emergency.
- Provide for acquisition and stocking of food, water supplies, and other equipment necessary for the effective operation of the Emergency Operations Center.
- Develop a schedule for testing, maintaining and repairing Emergency Operations Center and other emergency equipment, as well as coordinate exercises and tests of the emergency systems and plans within the County.
- Alert Staff and activate Emergency Operations Center (for 24-hour coverage if necessary) when notified of potential/emergency situations.

- Ensure that Emergency Operations Center staff acknowledge and authenticate reports.
- Ensure staff and official's briefings are conducted periodically during the emergency.
- Establish and maintain coordination with other jurisdictional Emergency Operations Centers as appropriate.
- Provide for adequate coordination of recovery activities among private, state, and federal agencies and organizations.
- Plan for, identify and maintain current inventories of available resources for emergency purposes including critical facilities.
- Maintain administrative records as required.
- Receive requests for assistance from municipalities within the County and direct aid to areas where needed.
- Prepare authentication charts and devices for use during an emergency.
- Develop procedures to warn areas not covered by existing warning systems.
- Coordinate warning resources with neighboring counties.
- Develop and maintain a public information and education program for disaster preparedness.
- Direct and assist the Public information Officer in disseminating public information during emergencies.
- Identify potential evacuation areas in accordance with the County's hazard analysis.
- Develop evacuation procedures in conjunction with the Sheriff, Fire Departments and other emergency response organizations.
- Identify population groups requiring special assistance during evacuation (e.g., senior citizens, the very ill and disabled, nursing homes, prison populations, etc.)
- Ensure that institutions within the County have evacuation procedures.
- Monitor the progress of the evacuation and modify evacuation procedures when needed.
- Establish and equip Disaster Assistance Centers along with the State when appropriate.
- Identify shelter facilities for short-term use, which have lodging and mass feeding capabilities.
- Develop procedures to activate and deactivate shelters and ensure that American Red Cross and Department of Social Services develop shelter SOPs.

- Designate shelter facilities with the shortest commuting distance to the hazard area for essential workers and their families.
- Initiate the return of the population as soon as conditions are safe at the direction of the Chairman, Board of County Commissioners.
- Assign a Damage assessment Officer to coordinate overall damage assessment operations.
- Provide damage assessment training.
- Maintain sufficient quantities of needed forms and supplies for damage assessment teams and other departments/agencies assisting with assessment/recovery operations.
- Secure resources to support and assist with damage assessment activities (maps, tax data, cameras, identification, etc.).
- Establish a Utilities Liaison to coordinate information flow between the Emergency Operations Center and affected utilities. Maintain liaison with utility companies to arrange for back-up water, power and telephone service during emergencies.
- Assist with identification and notification of applicants that may be eligible for PA programs (local government entities, private nonprofit organizations, etc.).
- Develop mutual aid agreements for use of resources.
- Develop procedures to alert key officials.
- Analyze personnel and equipment requirements to meet potential hazards and maintain a resource manual.
- Develop procedures to activate the EAS System.
- Coordinate resource use under emergency conditions and provide a system to protect these resources (i.e., essential personnel and equipment).
- Provide for the storage, maintenance, and replenishment/replacement of essential equipment and materials (medical supplies, food and water, radiological instruments, etc.)
- Request additional resources in those cases where County resources cannot meet response or recovery requirements.
- Provide backup communications for Emergency Operations Center through available resources.
- Develop a flood warning system for areas in the county subject to frequent flooding.
- Additional duties are also found in the various ESF's.

6. Agency/Jurisdiction Emergency Operations Center - Representatives

- Report to the Emergency Operations Center and ensure continuous representation throughout activation.
- Provide support personnel and services to the Emergency Operations Center as appropriate/necessary.
- Ensure all information related to the emergency/disaster situation is coordinated with other response agencies/organizations.
- Ensure staff is available to provide for 24-hour operation.
- Additional duties are also found in the various ESF's.

7. Public information

- Prepare procedures for the conduct of public information services during disasters.
- Maintain current inventories of public information resources.
- Coordinate all media releases pertaining to emergency planning and operations.
- Provide for rumor control and emergency instructions. Publicize the telephone number of a rumor control line where official disaster information can be obtained by the public.
- Develop media advisories for the public.
- Maintain working relationships with the media and a current list of radio stations, television stations and newspapers to be used for public information release *(See Exhibit 7).*
- Prepare written statements of agreements with the media to provide for dissemination of essential emergency information and warning to the public, including the appropriate protective actions to be taken.
- Arrange points of contact for releases of public information in an emergency and for briefings to media representatives, when appropriate.
- Assist in the preparation and review of Emergency Public information Materials for all hazards affecting the County.
- Report to the Emergency Operations Center upon activation and coordinate the release of disaster related information with local agencies, State and Federal governments.
- Clear information with the chief executive before release to the media.
- Prepare and distribute pre-scripted Emergency Public information Center materials to the media (newspaper, radio and television, etc.).
- Ensure that all sources of information being received are authenticated and verified for accuracy.

- Assist in handling inquiries and informing families about places of contact for missing relatives, continued emergency services, restricted areas, etc.
- Review and update the Emergency Public Information Annex and SOPs regularly.
- In the event of a Fixed Nuclear Facility incident, maintain contact with the Joint Information Center (JIC) to provide information for news releases, review news releases for accuracy, and to coordinate rumor control for Alexander County.
- Additional duties are also found in the various ESF's.

8. Sheriff

- Plan for conducting traffic control and other law enforcement operations throughout the County during disasters.
- Develop mutual aid agreements with other law enforcement agencies.
- Provide backup communications for Emergency Operations Center through mobile units.
- Provide transportation for Emergency Operations Center personnel under emergency conditions, as requested by Emergency Management.
- Maintain current internal notification/recall rosters and communications systems.
- Assist in warning and notifying the affected population of an existing or impending emergency.
- Assist in evacuation of the disaster area and movement to shelter.
- Provide security and protection for the damaged area and critical facilities and control access to the affected area.
- Provide security in the Emergency Operations Center, reception centers, shelters, lodging and feeding facilities during emergency operations.
- Relocate and house prisoners when necessary during periods of evacuation.
- Coordinate additional law enforcement support with State Highway Patrol and other counties and/or municipalities during response activities.
- Deliver radiological monitoring kits or other supplies if requested.
- Establish staging areas in conjunction with fire departments, rescue squads and the Transportation Director.
- Review and update the Public Safety & Security, ESF-13 and SOPs regularly.
- Additional duties are also found in the various ESF's.

9. Municipal Law Enforcement Agencies

- Maintain law and order within local jurisdictions.
- Provide mobile units for warning operations.
- Provide security for essential facilities.
- Request assistance through the Emergency Operations Center, as needed.
- Additional duties are also found in the various ESF's.

10. Fire Marshal

- Plan for coordination of fire fighting operations throughout the County in time of disaster.
- Develop mutual aid agreements.
- Analyze fire potential and identify fire service requirements.
- Develop and update Fire SOPs for coordination of fire fighting during emergencies.
- Prepare inventories of all fire equipment and personnel resources.
- Report to Emergency Operations Center upon activation and direct and control fire-fighting operations.
- Provide for protective equipment, instruments, antidotes and clothing, within the resources of Alexander County, to perform assigned tasks in a hazardous chemical or radiological environment to include decontamination.
- Direct and request the dispatching of fire-fighting aid from other counties to the disaster site.
- Advise decision makers and emergency support services on the hazards associated with technological hazards and the areas most likely to be affected by a release of a hazardous material.
- Support rescue operations.
- Provide support personnel to assist in traffic control and damage assessment operations.
- Conduct fire inspections at critical facilities and in the disaster area during recovery.
- Coordinate fire control between town government, county, and forest service.
- Advise about fire security during operations.
- Review and update ESF-4, Firefighting and SOPs regularly.
- Additional duties are also found in the various ESF's.

11. Hazardous Materials Response Coordinator

- Develop and maintain ESF-10, Hazardous Materials Annex for the County and provide decontamination capability.
- Establish a hazardous materials protection-reporting network with local business and industry.
- Provide for maintaining exposure records and ensure that equipment is up to date and in good working order.
- Assist in determining exposure levels for emergency workers and determine appropriate exposures.
- Coordinate county personnel and equipment for hazardous materials response.
- Additional duties are also found in the various ESF's.

12. Fire Departments

- Assist in warning and notifying the affected population of an existing or impending emergency.
- Deploy fire personnel and equipment during emergencies.
- Designate staging areas for mutual aid and volunteer forces responding from other areas.
- Support rescue operations.
- Provide radiological and hazardous material decontamination and monitoring support.
- Maintain fire security in evacuated areas.
- Assist in debris clearance for emergency access in the disaster area.
- Additional duties are also found in the various ESF's.

13. Rescue Squads

- Rescue of injured people during emergency operations.
- Provide a support role for emergency operations as needed for public warning and traffic control.
- Deploy rescue personnel and equipment in an emergency.
- Provide radiological and hazardous material decontamination and monitoring support.
- Support the evacuation of special institutions and handicapped/disabled individuals.

- Provide search and rescue services for lost individuals and for individuals unable to evacuate due to injury.
- The delegated officer of the Rescue Squad will report to the Emergency Operations Center to assist in coordination of rescue operations.
- Assist in debris clearance for emergency access in the disaster area.
- Provide emergency back-up services to the county emergency medical services.
- Additional duties are also found in the various ESF's.

14. Emergency Medical Services Director

- Plan for coordination of emergency medical activities throughout the County during disasters.
- Assist the Public Health Director in the development of ESF-8, Public Health & Medical Services Annex and mutual aid agreements.
- Coordinate with facilities disaster coordinator on use of medical facilities within the County for mass casualty incidents.
- Establish liaison with medical facilities and maintain field communications with other response groups.
- Maintain liaison with American Red Cross (ARC) and other volunteer service agencies to support first aid and supplement medical resources in shelters and other disaster situations.
- Provide for the dispatch of ambulances and the transport of victims to medical facilities.
- Coordinate response capabilities utilizing the emergency rescue and ambulance units.
- Maintain a casualty tracking system.
- Provide for nursing care at shelters to the extent that local medical standing orders allow.
- Implement the Incident Command System as needed.
- Review and update ESF-8, Public Health & Medical Services Annex and SOPs regularly.
- Provide medical surveillance and medical decontamination for emergency workers at incidents involving radiological and hazardous materials.
- Additional duties are also found in the various ESF's.

15. Social Services Director

- Plan for coordination of social services operations during disaster.

- Coordinate with medical/health care facilities (e.g., nursing homes, rest homes, etc.) to ensure development of emergency procedures in conjunction with appropriate agencies.

- Develop mutual aid agreements.

- Coordinate emergency activities during response and recovery with American Red Cross, Salvation Army, Council on Aging, and other volunteer organizations to include shelter, feeding and clothing.

- Assist American Red Cross in recruiting shelter staff from Social Services.

- Maintain current internal notification/recall rosters.

- Report to Emergency Operations Center upon activation to assist in shelter operations.

- Coordinate with health, mental health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.

- Train and prepare for the operation of special needs shelters for the county residents. (e.g., nursing homes, rest homes, etc.).

- Additional duties are also found in the various ESF's.

16. Communications Director

- Plan and direct communications and warning systems, including two way radio systems throughout the County, describing methods of communications between Emergency Operations Center, field forces, shelter facilities, adjacent jurisdictions and area/State Emergency Operations Center.

- Report to the Emergency Operations Center upon activation or request and provide direction and control for communications operations.

- Ensure off-duty communications staff can be recalled on short notice to supplement on-duty personnel.

- Maintain current internal notification/recall rosters.

- Ensure information pertinent to the emergency/disaster situation is provided to the Emergency Operations Center.

- Develop and maintain equipment, methods and procedures for communications between the Emergency Operations Center and on-scene emergency resources.

- Coordinate communications net with surrounding counties, the State and the County during disasters.

- Establish procedures to control two-way radio communications between the Emergency Operations Center and other forces, such as hospitals, air ambulance dispatch points and amateur communications networks.

- Disseminate warning information.

- Review and update the ESF-2, Communications Annex and SOPs regularly.
- Ensure that communications procedures are established for the use of logs, message forms and message control.
- Develop procedures for obtaining and restoring telephone services during emergencies.
- Develop mutual aid agreements.
- Identify potential sources of additional equipment and supplies.
- Provide radio repair capabilities and maintenance operations under emergency conditions.
- Ensure program training for all county communications personnel.
- Provide for radio system compatibility and networking.
- Provide for the delivery of primary and backup radio communications (fixed and mobile).
- Staff, equip, and operate emergency communications facilities and systems.
- Coordinate radio, telephone and computer resources in the County.
- Develop procedures which define agency responsibilities, describe activation procedures and detail the warning systems for notifying the general public.
- Develop listing of warning equipment locations and areas of coverage.
- Provide for testing and exercising of the communications, warning, and alerting systems on a regular basis.
- Arrange with public services agencies to augment warning capabilities.
- Coordinate with the Public information Officer to distribute necessary information to the media and public.
- Receive warning information from the National Weather Service, or through the Division of Criminal Information and Identification Section (formerly DCI) or other official sources.
- Additional duties are also found in the various ESF's.

17. County Maintenance Manager / Public Works

- Prepare procedures to provide county maintenance functions during emergencies.
- Develop and maintain resource lists with source, location and availability of equipment, fuel and operational personnel to support response/recovery operations with assistance from the Emergency Services Director.

- Develop mutual aid agreements.
- Provide for backup electrical power to the Emergency Operations Center.
- Provide emergency potable water, as required.
- Store and provide fuel for emergency vehicles.
- Provide sanitation services during emergencies.
- Prepare required reports and forward to the Emergency Operations Center.
- Maintain emergency power, water and sanitation resources at critical facilities in the County during emergencies.
- Assist in damage assessment operations and relay damage assessment information to the Emergency Operations Center and be familiar with FEMA Schedule of Equipment Rates *(http://www.fema.gov/schedule-equipment-rates).*
- Plan for emergency repair and restoration of critical facilities and utilities during disasters.
- Assist in shelter marking and shelter upgrading.
- Conduct and assist with debris removal on county owned property.
- Review and update ESF-3, Public Works & Engineering Annex and SOPs regularly.
- Additional duties are also found in the various ESF's.

18. Public Works Director (Town)

- Maintain water supplies and sanitary facilities at shelter sites within the town during emergencies.
- Jointly with County Emergency Services direct and dispatch public works mutual aid from other jurisdictions and the State.
- Conduct debris clearance and removal operations within the municipal jurisdiction in conjunction with the North Carolina Department of Transportation.
- Provide support to state agencies, as needed, for water sampling and intake control.
- Additional duties are also found in the various ESF's.

19. Health Director

- Direct operations for all special needs shelters and/or facilities in coordination with the Department of Social Services and/or the American Red Cross.
- Develop procedures for emergency public health operations.
- Assist the Emergency Medical Services Director in the development of ESF-8, Public Health & Medical Services Annex.
- Develop and implement health awareness and public information programs regarding personal health.
- Report to the Emergency Operations Center upon activation and provide direction and control for emergency health operations.
- Plan for inspection of food and water in shelters and issuance of instructions for decontamination, distribution and usage.
- Conduct sanitation inspections of shelters.
- Develop mutual aid agreements.
- Provide for health care support at emergency facilities and shelters.
- Provide for medical needs of special needs population.
- Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable diseases.
- Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- Provide for the monitoring and evaluation of environmental health hazards and arrange for corrective measures.
- Arrange for the re-supply of health response agencies.
- Coordinate the distribution of exposure-inhibiting or mitigating drugs, vaccines, or other preventatives.
- Coordinate public information with the Public information Officer.
- Additional duties are also found in the various ESF's.

20. Mental Health Services Provider

- Develop procedures to provide mental health services during emergencies.
- Develop a Disaster Training Guide for counseling personnel.
- Provide crisis intervention training for personnel assigned to Critical Incident Stress Debriefing Teams.

- Implement disaster plans for mental health facilities.
- Provide mental health professionals for treatment of disaster victims.
- Assist American Red Cross with inquiries and inform families on status of individuals injured or missing.
- Maintain a 24-hour Crisis Line during periods of evacuation.
- Identify evacuees in reception centers, shelters and Disaster Application Centers who have experienced mental stress and provide them with mental health services.
- Ensure continuity of mental health treatment and medication for persons in shelters as necessary or requested.
- Provide crisis counseling to professionals and support staff working with the relocated population.
- Arrange for debriefings of psychological support for emergency workers and disaster victims.
- Coordinate with the Mental Health Coordinator and provide crisis counselors to shelters.
- Additional duties are also found in the various ESF's.

21. Medical Examiner

- Respond to notifications of fatalities from local authorities and establish an adequate morgue.
- Supervise the location and transportation of the remains of the deceased.
- Certify the causes of death of the deceased victims and issue death certificates.
- Notify families and release the remains and personal effects to proper representatives.
- Issue press releases in conjunction with the Public information Officer.
- Identify resource equipment and needed supplies.
- Coordinate with search and rescue teams during body recovery.
- Coordinate with funeral directors, ambulance services, pathologists, ARC, dentists, X-ray technicians and law enforcement in a mass fatality incident.
- Assist in handling inquiries and informing families about places of contact for missing relatives.
- Additional duties are also found in the various ESF's.

22. Finance Director

- Develop financial accounting record procedures for all agencies to report their emergency expenses.
- Maintain a separate account of disaster related expenditures and expenses and be familiar with the FEMA Schedule of Equipment Rates *(http://www.fema.gov/schedule-equipment-rates)* .
- Maintain and provide a current internal notification/recall roster.
- Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.
- Report to the Emergency Operations Center upon activation or request and assist the Emergency Services Director in the direction and control of resource management operations and staffing.
- Ensure that response agencies initiate documentation of all costs incurred subsequent to the emergency/disaster.
- Additional duties are also found in the various ESF's.

23. Damage Assessment - Officer/Tax Administrator

- Develop, review and annually update procedures for damage reporting and accounting (Damage Assessment Annex).
- Train personnel in damage assessment organization, techniques and reporting procedures and be familiar with the FEMA Schedule of Equipment Rates *(http://www.fema.gov/schedule-equipment-rates).*
- Maintain a current damage assessment team notification/recall roster.
- Report to Emergency Operations Center upon activation and coordinate damage assessment operations in conjunction with the Emergency Services Director.
- Assign damage assessment teams and deploy as appropriate. Assure each team has communications with the Emergency Operations Center.
- Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
- Assist the Emergency Services Director and other County or municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected government facilities.
- Collect and compile incoming damage reports from teams in the field to include County and private agencies such as American Red Cross, School systems, private nonprofit/government utilities.
- Collate and compile damage assessment information for transmittal to the State Emergency Management Office.
- Additional duties are also found in the various ESF's .

24. Superintendent of Schools

- Develop emergency plans for all school facilities as well as support transportation operations by providing buses and drivers, on request, for evacuations of the general public along with medical and health care facilities.
- Provide support personnel (schools, cafeteria staff, and counselors) as available.
- Provide school facilities for temporary medical treatment facilities or shelters.
- Provide for fuel support when refueling buses being used in transportation activities.
- Direct the evacuation of school populations.
- Coordinate letters of agreement for use of schools as shelters.
- Plan for transportation of County residents in a disaster, including special population groups (handicapped, elderly, etc.).
- Coordinate transportation operations, and keep Emergency Operations Center advised of status.
- Additional duties are also found in the various ESF's.

25. American Red Cross Liaison

- Coordinate shelter/mass care operations for town and county and identify those functions required for shelter operations.
- Provide support personnel as requested.
- Provide a shelter-stocking plan for ARC shelters.
- Provide shelter managers to operate ARC shelters. Ensure managers follow ARC Guidance procedure.
- Train shelter managers and the staff to handle the day-to-day needs of evacuees while the shelter is in operation.
- Arrange for staffing of ARC shelters and feeding of evacuees.
- Identify evacuees within ARC shelters with special needs.
- Provide shelter management supplies.
- Assure that personnel are trained to operate and care for the day-to-day needs of the evacuees staying in shelters.
- Develop letters of agreement and procedures for shelter activities and secure cooperation of building owners for use of shelter space.
- Assist in handling inquiries and informing families on the status of individuals injured or missing.

- Inspect shelter sites for serviceability.
- Additional duties are also found in the various ESF's .

26. Salvation Army/Ministerial Association

- Provide appropriately trained personnel, as available, to response teams.
- Assist American Red Cross in handling inquiries and informing families on the status of individuals injured or missing.
- Provide support personnel for counseling services for disaster victims.
- Assist and support American Red Cross in the feeding operation for workers and victims at the disaster site.
- Additional duties are also found in the various ESF's.

27. Amateur Radio Emergency Service

- Coordinate and provide communications for outlying areas and local shelters with the Communications Center Emergency Operations Center.
- Additional duties are also found in the various ESF's.

28. Cooperative Extension Agent

- Operate out of the County Emergency Operations Center as needed for technical advice and liaison with the agricultural community.
- Maintain contact with the agricultural representative, at the State Emergency Operations Center, for coordination of agricultural activities.
- Assist sampling teams operating in the County during radiological or hazardous materials incidents.
- Work with the county agencies to provide personnel for agricultural damage assessment teams.
- Coordinate releases of public information with the Public information Officer and the Health Department.
- Additional duties are also found in the various ESF's.

29. Animal Control Officer

- Serve as technical advisor to the Emergency Operations Center on issues dealing with animal control.
- Assist with development and update the Animal Services and Agriculture Annex, dealing with animal control issues and care/custody/control of domestic animals in a disaster.

- Assist in developing a policy regarding fees, pickups and releases of domestic animals during a disaster and in the recovery phase of disaster operations.

- Additional duties are also found in the various ESF's.

30. Solid Waste Officer

- Serve as debris management coordinator to the Emergency Operations Center on issues dealing with debris materials generated by the disaster.

- Develop and update Public Works and Engineering Annex dealing with solid waste issues and debris disposal in a disaster.

- Develop policies regarding tipping fees, truck weighing and disposal of wooded debris, construction and demolition materials in the landfill during a disaster and in the recovery phase of disaster operations.

- Develop or cause to be developed, as appropriate, contracts and or contract management for all contractors regarding debris removal.

- Additional duties are also found in the various ESF's.

31. Radiological Officer

- Develop a Radiological Protection System for the County and provide a radiological decontamination capability in conjunction with the McGuire 50 mile IPZ Plan.

- Establish a radiological protection-reporting network in conjunction with the State.

- Provide for maintaining exposure records and ensure that dosimeters are read and reported at appropriate frequencies.

- Coordinate county personnel and equipment for radiological monitoring and decontamination as necessary.

- Additional duties are also found in the various ESF's.

Note: All personnel should ensure the Incident Command System has been established and follow guidelines in Alexander County's Incident Management Plan.

V. CONTINUITY OF GOVERNMENT

A. General

The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of

government. These procedures will name who will be the decision makers if an elected official or department head is not available.

B. Line of Succession

1. The line of succession of the County Board of Commissioners/Town Commissioners proceeds from the Chairman/Mayor to the Members of either Board in accordance with jurisdictional policy or law.

2. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities are shown in the appropriate procedure.

C. Preservation of Vital Records

1. 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.

2. Each department/agency is responsible for the preservation of essential records to ensure continued operational capabilities.

D. Relocation of Government

1. The County provides for the relocation of the governing body to the Emergency Operations Center during times of emergency if necessary.

2. If the primary Emergency Operations Center is determined inoperable, the governing body will relocate to an alternate Emergency Operations Center facility as needed.

3. Town government will relocate to facilities within their jurisdictions capable of providing emergency operations. If needed the County EOC will help support this.

VI. ADMINISTRATION AND LOGISTICS

A. General

1. The Emergency Services Communications Center operates continuously 24 hours per day and is administered by the Alexander County Emergency Services. Day to day operations is under the Director of Emergency Services.

2. The operational readiness and operations of the Emergency Operations Center is the responsibility of the Director of Emergency Services.

B. Records and Reports

1. Records of expenditures and obligations during emergency operations must be maintained by County government.
2. Narratives and operational journals of response actions will be kept.

C. Consumer Protection

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

D. No Discrimination

1. There will be no discrimination on grounds of race, color, religion, nationality, sex, age, economic status or disabilities in the execution of disaster preparedness or disaster relief and assistance functions.

2. This policy applies equally to all levels of government, contractors, and labor unions.

E. Agreements and Understandings

1. *Agreements and understandings must be entered into by duly authorized officials and should be* formalized in writing whenever possible prior to emergency situations.

2. Should local government resources prove to be inadequate during emergency operations; requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Requests for State and Federal resources must be made through the local Emergency Management Coordinator to the State Emergency Operations Center and if possible the Branch Office should be notified.

3. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. The County Manager, through the Emergency Services Director, will ensure development, annual review, and revisions, of this plan, are conducted by all officials involved. This shall include review of those portions of the plan actually implemented in an emergency.

B. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four-year exercise plan to insure a readiness posture for those who have an emergency responsibility.

TRANSPORTATION ANNEX
Emergency Support Function (ESF) – 1

Introduction
The Emergency Support Function ESF #1 – Transportation supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to coordinate all transportation resources and requests through the EOC in order to meet the needs of the citizens during the response and recovery efforts and to assist emergency responders with emergency evacuations. The EOC will prioritize public and private transportation resources and process requests for transportation assistance.

Concept of Operations
Standard Operating Procedures (SOP's) have been developed by the Alexander County Emergency Services, in cooperation with, Alexander County Emergency Medical Services, Alexander County Department of Social Services, local law enforcement agencies, the Greenway Transportation System, Alexander County School System, and North Carolina Department of Transportation. Coordination of this function will involve other support agencies as well.

The emergency transportation function is the primary responsibility of Alexander County Emergency Services. Secondary support for this function is the responsibility of the Sheriff's Office and Greenway Transportation. The Emergency Services Director will coordinate with the Board of Education and the Greenway Transportation System to provide resources needed during an emergency incident.

Activities in support of ESF#1 are divided into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery).

Mitigation/Preparedness

- Plan and coordinate with support agencies and organizations to provide their assistance in transportation support services. These services include evacuation routing and road/ highway/ bridge repair and/or clearances.

- Have appropriate personnel trained to meet the National Incident Management System (NIMS) standards.

- Maintain a list of emergency personnel to serve in the Alexander County EOC.

- Maintain a current inventory of transportation resources.

Response/Recovery

- Provide personnel for the Emergency Operations Center when activated.
- Law enforcement will implement traffic control for evacuation.
- Coordinate the removal of debris and road/highway/ bridge repair with local municipalities and NC Department of Transportation.
- Operate within the National Incident Management System (NIMS).
- The Public Information Officer (PIO) will be immediately contacted with any pertinent transportation information needed to be released to the public.
- Provide transportation resources, personnel, equipment, and vehicles, upon request.
- Maintain records of expenditures and document resources utilized during response and recovery.

COMMUNICATIONS ANNEX
Emergency Support Function (ESF) – 2

Introduction
The Emergency Support Function ESF #2 – Communications supports the North Carolina Emergency Operations Plan and the local response priorities for Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to provide communications and warning/notification for the affected area/agencies and to coordinate communications and information technology with other support agencies during a potential or imminent emergency or disaster.

Situation and Assumptions
The National Weather Service will issue weather watches or warnings directly to the public and the 911 Communications Center.

Emergency service vehicles equipped with public address systems may be used to warn the general public.

Communications Annex will be implemented. Backup capabilities will be activated as necessary.

The County Manager and/or Emergency Services Director or their designee must authorize the use of the Emergency Alerting System (EAS) or Emergency Communications Network (i.e. CodeRED) which is Alexander County's Community Alert Network (CAN).

Emergency Services personnel and most response personnel have alpha numeric pagers.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the Alexander County Emergency Services. This function will be coordinated with and involve other support agencies and organizations.

The emergency communications and warning function is the primary responsibility of Alexander County Emergency Services Director in accordance with the Communications Annex. Secondary support for this function is the responsibility of the 911 Communications Director.

The Alexander County 911 Communications Center is operated 24 hours a day and serves as the County Warning Point and PSAP (Primary Service Answering Point). The County Warning Point will initiate notification and warning of appropriate personnel. Telephone, radio communications, and/or pagers may be utilized to notify public officials, EOC staff, emergency personnel, and others as required. The NC Highway Patrol Communications Center serves as the State Warning Point.

Telephone Service:
BellSouth and Centel Telephone Companies provide commercial telephone service.
Mobile phone capability exists within the County; primary provider is Verizon Wireless. (*There are areas in the County with no wireless service).*

Two-way Radio Systems:
The County's VHF Communication System is designated as the principal system to be used for direction and control activities. Principal users are as follows:

- Law Enforcement
- Emergency Management
- Fire/Rescue
- Emergency Medical Service
- Public Utilities
- Landfill
- Animal Services
- Health Department
- Schools
- American Red Cross
- NC Forest Service

Other two-way communications systems which may be used to communicate with the State EOC during emergencies include:

- Division of Criminal Information (DCI)
- Commercial Telephone (Fax)
- Amateur Radio Emergency Service (ARES)
- Cellular Phone
- Email
- Satellite Phone
- 800 MHZ

Activities in support of ESF#2 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/ recovery).

Mitigation/Preparedness

- Establish methods of communication and warning for probable situations including type of emergency, projected time, and area to be affected, anticipate severity, forthcoming warnings, and actions necessary.

- Ensure that primary and alternate communications systems are operational.

- Provide communications systems for the affected emergency or disaster area.

- Plan for Alexander County Amateur Radio Emergency Services (ARES) activation to support disaster communications as a backup communications system and a primary communications system between mass care shelters and the EOC.

- Develop maintenance and protection arrangements for communications equipment.
- Ensure methods of disseminating emergency information to local officials and the town communications centers through scheduled conference calls.
- Create and maintain EOC notification systems and procedures through Alexander Emergency Services and Alexander County 911 Communications.
- Participate in drills and exercises to evaluate local communications and warning response capability.

Response/Recovery

- Verify information with proper officials.
- Activate the EOC notification system as needed.
- Disseminate warnings received from the State EOC to local officials through scheduled conference calls or emails.
- Activate Alexander County ARES to support communications between the EOC, shelters, and other locations as needed.
- Operate within the National Incident Management System (NIMS).
- Coordinate communications with response operations, shelters, lodging, and food facilities.
- Activate the Emergency Alert System and Community Alert Network to provide a system for designated officials to communicate with the public including people with special needs, such as hearing impairments and non-English speaking in cooperation with ESF-15 (Emergency Public Information) when requested.
- Warn critical facilities when needed.
- Continue coordinated communications to achieve rapid recovery and contact with the North Carolina Emergency Operations Center.
- Activate the EAS/NOAA weather radio as needed through the State EOC and/or the National Weather Service.
- Maintain records of expenditures and document resources utilized during response and recovery.

PUBLIC WORKS AND ENGINEERING ANNEX
Emergency Support Function (ESF) – 3

Introduction
The Emergency Support Function ESF#3 – Public Works and Engineering Services supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during and after an emergency or disaster.

Purpose
The purpose of this document is to provide for essential public utilities/works and engineering services during an emergency/disaster through the coordinated effort of agencies throughout Alexander County. Activities include technical assistance, inspection, evaluation, damage assessment, repair and maintenance of utility services (water/sewer), debris removal, solid waste disposal, restoration of roads and bridges, and the continued function of County facilities through coordination with appropriate agencies and/or the private sector.

Situation and Assumptions
Debris is a predictable consequence of most disaster situations, as is the damage to utility distribution systems.

Alexander County Government and The Town of Taylorsville have limited public works capabilities.

Alexander County will require assistance from State agencies and other localities for significant debris removal and for utility restoration.

The road system in Alexander County is mostly State-owned and maintained; therefore, North Carolina DOT will take a lead role in clearing roads and bridges on state maintained roads following a major disaster.

The Town of Taylorsville will be responsible for clearance and debris removal on streets and bridges owned by The Town of Taylorsville.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the Alexander County Public Works Coordinator, in cooperation with the Alexander County Emergency Services. This function will be coordinated with and involve other support agencies.

The emergency public works and engineering function is the primary responsibility of Alexander County Public Works Coordinator and/or The Town of Taylorsville's Public Works Department. Secondary support for this function is the responsibility of the North Carolina Department of Transportation.

Alexander County Technology (GIS Administrator) will assist in providing mapping data for damaged areas within the County.

City of Hickory and Energy United are the private sectors that will have the responsibility of the restoration of the water distribution system. Other private sector resources will be in charge of restoring electric and communications systems.

Alexander County has a Local Mutual Aid Agreement with our local municipality (Town of Taylorsville) that provides assistance during emergency situations.

Alexander County Landfill will assist with debris disposal.
Alexander County Public Works Coordinator will plan for the emergency repairs and restoration of critical facilities such as water plants and solid waste facilities. Priority will be given to restoration of the public water systems.

The Operations Section of the Emergency Operations Center (EOC) will manage the assignment of priorities for emergency debris clearance.

Priority for emergency debris clearance will be given to streets and to primary roadways to allow passage of emergency vehicles. Fire Departments may be requested to assist in emergency debris clearance from roadways.

The Logistics Section of the Emergency Operations Center (EOC) will make requests to acquire outside resources to assist with emergency debris removal.

Initiation of Long-Term/Recovery debris removal contracts will be the responsibility of the County Recovery Team, in conjunction with the County Attorney's Office.

The County and The Town of Taylorsville will keep individual records on debris clearance expenditures.

The Building Maintenance Director is responsible for securing local governmental buildings and maintaining building generators.

Activities in support of ESF #3 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery).

Mitigation/Preparedness

- Establish liaison with support agencies and the private sector to ensure responsiveness.
- Develop and maintain an inventory of equipment, supplies, and suppliers required to sustain emergency operations.
- Prioritize service restoration for emergencies.
- Designate personnel to serve in the EOC.
- Participate in drills and exercises to evaluate response capability.

Response/Recovery

- Alert emergency personnel of the situation and obtain necessary resources.
- Operate within the National Incident Management System (NIMS).
- Maintain coordination and support among applicable governmental agencies and the private sector.
- Channel all pertinent emergency information through the EOC, when activated.

- Assist in evaluating losses, recommending measures for conservation of resources, and responding to needs on a priority basis.
- Conduct restoration and maintenance operations until completion of repair services.
- Maintain records of expenditures and document resources utilized during an emergency.

FIREFIGHTING ANNEX
Emergency Support Function (ESF) – 4

Introduction
The Emergency Support Function ESF #4 – Firefighting supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to ensure the proper coordination of fire and rescue resources (to include personnel, equipment, and supplies) to detect and suppress fires within Alexander County during emergency situations.

Situation and Assumptions
Alexander County is served by eight fire departments. Location of one department is within local municipality; The Town of Taylorsville.

The Alexander County Firemen's Association, composed of all fire departments, serves as an advocacy for firefighters. The Alexander County Fire Marshal serves as the County's Liaison to the Alexander County Firemen's Association.

The North Carolina Division of Forest Services is the lead agency for forest fire control in Alexander County.

Fire Departments will be called upon to assist with rescue and extrication of trapped persons, as well as searches, emergency debris removal on primary roadways, evacuations, reconnaissance, traffic control and security.

Fire Departments will become a community focal point and source of public information, when normal communications are disrupted by disaster.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by each of the Fire Departments, in cooperation with the Alexander County Emergency Services. This function will be coordinated with and involve other support agencies.

The primary responsibility for fire services rests with the fire department in the jurisdiction where the fire emergency/disaster occurs. Secondary support for this function includes, but is not limited to, the other Fire Departments and Alexander County Emergency Services.

Incident command structure will be employed at the scene of every fire and rescue event.

During the critical phases of an emergency/disaster, fire stations should be opened and continuously manned, as conditions permit. Firefighters should report to the station for duty.

Communications should be established with Alexander County Communications Center. All fire departments rely on the County's Enhanced 9-1-1 Communications system for primary dispatching and communications.

Fire Departments will become a community focal point and source of public information when normal communications are disrupted by disaster.

Fire Departments should strive to survey facilities within their jurisdiction to identify types and volumes of hazardous materials. Preplans should be developed to consider amounts of hazardous materials at each facility.

Alexander County has a local hazardous materials (HAZ/MAT) Team and Coordinator. Also, there are currently seven State Regional Response Teams trained and equipped to respond to and resolve hazardous materials emergencies. These teams can be obtained through the NC Division of Emergency Management Communications Center. First priority, in case of a hazardous material incident in Alexander County will be the local HAZ/MAT Team. Secondary would be State Regional Response Teams.

Activities in support of ESF #4 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery).

Mitigation/Preparedness

- Analyze fire potential and identify fire service requirements.
- Implement efficient and effective mutual aid agreements among local fire departments in neighboring counties.
- When additional or specialized support is required, assistance can be obtained from State and Federal agencies.
- Have appropriate personnel trained in the National Incident Management System (NIMS) to the awareness level or higher.
- Establish reliable communications and incident command systems between support agencies, the emergency site(s) and EOC.
- Inform the Emergency Services Director of special teams operated by each department, for inclusion in the countywide resource manual.
- Promote fire and life safety education throughout the county.
- Participate in drills and exercises to evaluate fire service response capability. Planning and training prior to an incident will significantly reduce the risks to personnel.

Response/Recovery

- Maintain a list of current fire service agencies and resource capabilities.
- Provide personnel for the EOC, when requested, based on the activation levels.
- Obtain, maintain, and provide fire situation and damage assessment information to EOC.
- Channel fire services information for public release through the Public Information Officer and/or Joint
- Information Center (JIC) if established.

- Conduct fire suppression operations.
- Provide technical assistance and advice in the event of fires that involve hazardous materials.
- Maintain records of expenditures and document resources utilized during response and recovery.

EMERGENCY MANAGEMENT ANNEX
Emergency Support Function (ESF) – 5

Introduction
The Emergency Support Function ESF#5 – Information and Planning supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during and after an emergency or disaster.

Purpose
The purpose of the Emergency Management ESF is to coordinate the overall Emergency Operations Center (EOC) response within the jurisdiction by collection, analysis, processing and dissemination of information and development of plans and coordination of resources to respond to emergencies or disasters.

Situation and Assumptions
Alexander County Emergency Services is located at 81 Liledoun Road, Taylorsville North Carolina.

The Emergency Services Director
- Oversees:
  - Homeland Security Grants
  - SARA Title III Program
  - Local Emergency Planning Committee
  - ICS Implementation (NIMS)
  - WebEOC
- Updates Comprehensive Emergency Plans to include:
  - Emergency Operation Plan
  - Strategic Plan
  - Hazard Mitigation Plan
  - Continuity of Operations Plan
  - Training and Exercise Plan

The Alexander County Emergency Services is responsible for responding to all hazardous materials incidents to oversee the recovery operations.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the Alexander County Emergency Services. This function will be coordinated with and involve other support agencies.

The emergency information and planning function is the primary responsibility of the Alexander County Emergency Services (or designated municipal liaison) and secondary support for this function is the responsibility of local governmental and supporting agencies.

Activities in support of ESF #5 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery).

Mitigation/Preparedness

- Identify hazards and capabilities for response in the county.
- Develop and maintain the Emergency Operations Plan (EOP), in conjunction with other agencies with primary and secondary emergency support functions.
- Distribute the EOP and accompanying revisions.
- Have appropriate personnel trained in the National Incident Management System (NIMS) to ICS-400 level.
- Coordinate SOP's from agencies with primary responsibilities for emergency support functions.
- Maintain the Emergency Operations Center (EOC) and secure an alternate EOC location for emergencies or disasters.
- Maintain the EOC notification system in conjunction with ESF-2 (Communications).
- Coordinate communications resources with other agencies with ESF responsibilities to establish a hazard warning system.
- Recruit, train, and designate personnel to serve in the EOC.
- Identify resources and equipment to support agencies with Emergency Support Function responsibilities.
- Participate in drills and exercises to evaluate emergency management response capability.

Response/Recovery

- Activate and obtain resources for the Emergency Operations Center (EOC) and support agencies.
- Coordinate Emergency Declarations with Alexander County and The Town of Taylorsville.
- Notify appropriate agencies with emergency support function (ESF) responsibilities, regarding EOC activation and necessary response.
- Operate within the National Incident Management System (NIMS).
- Coordinate hazard warnings and communications with appropriate local, state and volunteer agencies.
- Coordinate the operations of the EOC and provide information to the Town of Taylorsville and the public.
- Provide information on anticipated evacuation during potential threats or imminent situations, under the direction of the local government and in coordination with other agencies.
- Coordinate needs and damage assessment of affected areas for dissemination to appropriate agencies.
- Prepare timely situation reports for local authorities, EOC personnel, NC Division of Emergency Management, and others as needed.

- Coordinate resource requests from Alexander County through North Carolina Emergency Management or other entities.
- Create after action reports for corrective actions, records and potential mitigation projects.
- Establish operational timelines and demobilization date for the EOC.
- Maintain records of expenditures and document resources utilized during response and recovery.

MASS CARE, HOUSING, AND HUMAN SERVICES ANNEX
Emergency Support Function (ESF) – 6

Introduction
The Emergency Support Function ESF #6 – Mass Care, Housing and Human Services supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to provide mass care and shelter services through coordinated efforts involving housing, feeding, and first aid in time of emergency or disaster and to identify actions necessary to activate shelter facilities for Alexander County and Town of Taylorsville. All operations are limited by the availability of staff, facilities and resources at the time of the emergency.

Situation and Assumptions
Based upon the County's hazard analysis, there are several emergencies for which shelters may be required including severe weather, floods, hazardous materials incidents, fires and hurricanes.

Sheltering for Alexander County evacuees will be coordinated with Alexander County Emergency Services, Alexander County Board of Education, American Red Cross, Alexander County Department of Social Services, Alexander County Health Department and local law enforcement agencies.

Evacuees will be provided with public information during the emergency event.

Alexander County nor American Red Cross will assume ANY LIABILITY or RESPONSIBILITY for unauthorized shelter openings during emergency events.

Concept of Operations
Standard Operating Procedures (SOP's) have been developed and maintained by the Alexander County Emergency Services in cooperation with the Department of Social Services and the American Red Cross. This function will be coordinated with and involve other support agencies to assist with operational readiness in time of an emergency.

The emergency mass care, housing, and human services function is the primary responsibility of the Alexander County Department of Social Services, in partnership with the American Red Cross.

The NC Dept. of Human Resources through the NC Division of Social Services (NCDSS) and the County Department of Social Services (County DSS) is responsible for shelter and mass care matters. The American Red Cross (ARC) through written agreement with the State of North Carolina may provide shelter and mass care to the general population in designated counties in non-war caused emergencies. The DHR will assure that shelter care is made available to complement ARC services, and in those situations in which ARC cannot provide shelter and mass care.

The DHR will support County Social Services efforts, arrange for shelters at DHR institutions, and transfer social services personnel to the affected area as needed. DHR will work in conjunction with the American Red Cross and volunteer organizations to provide care for disaster victims.

The County DSS and the ARC will coordinate shelter location and operation, and will mutually support shelter operations with shared personnel and support services whenever possible. These agreements will be included in the local written plan.

Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans which are approved by local DSS and Emergency Services, and for continued care of their clientele when in shelter.

Activities in support of ESF#6 are divided into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/ preparedness) and those actions carried out as the disaster unfolds (response/recovery).

Mitigation/Preparedness

- Coordinate Memorandum of Understandings (MOU) with appropriate agencies for the provision of services to, or on behalf of, affected individuals and families.

- Review and update existing MOU's between the American Red Cross, Alexander County Department of Social Services, Alexander County Board of Education, and the Emergency Services Office for the coordination of shelter and mass care.

- Maintain an updated list of potential shelters with all relevant information (i.e., location, capacity, accessibility, contact information).

- Maintain SOP's for shelter operations, including the procedures for determination and follow-through of special needs shelters and general public shelters.

- Coordinate with Alexander County Department of Social Services and the American Red Cross for securing shelter and feeding arrangements, operating shelters and providing shelter management.

- Provide training to shelter managers and personnel.

- Coordinate with Alexander County Health Department to prepare first aid kits for shelters.

- Coordinate with Alexander County Emergency Services, American Red Cross, Alexander County Communications and Amateur Radio to establish a communications system between the EOC and shelters.

- Participate in drills and exercises to evaluate mass care and shelter response capability.

Response/Recovery

- Alexander County Department of Social Services and American Red Cross will open and operate shelters at the request of Alexander County Emergency Services. Alexander County Emergency Services Director, in consultation with Alexander County Department of Social Services Director, will make a determination when shelters should be closed.

- Alexander County Emergency Services will notify appropriate local officials of shelter openings and closings.

- Alexander County Department of Social Services will work in conjunction with American Red Cross to open and staff public shelters. Alexander County Health Department will provide staff as needed to assist if determined necessary.

- Staff will operate within the National Incident Management System (NIMS).

- Maintain shelter status in computer database (NC **WebEOC**: https://www.ncsparta.net/eoc7/) and provide the EOC updates on shelter population and capacity.

- Provide staffing in the EOC, as dictated by the situation and the EOC activation level, to coordinate countywide response.

- Crisis intervention and mental health counseling will be provided at shelters as needed.

- Coordinate mass feeding operations with American Red Cross and Alexander Correctional Institution.

- Coordinate shelter security between Emergency Services Office, local law enforcement and private resources.

- Maintain records of expenditures and document resources utilized during response and recovery.

RESOURCE MANAGEMENT ANNEX
Emergency Support Function (ESF) – 7

Introduction
The Emergency Support Function ESF #7- Resource Management supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves coordination, operations, and follow-through before, during and after an emergency or disaster.

Purpose
To establish responsibilities, policies and procedures for requesting, coordinating, and obtaining resources.

Situation and Assumptions
The municipalities located within Alexander County and other agencies will use their own resources and equipment during emergency/disaster situations, and will control the management of the resources as needed to respond to the situation.

Resource Management will be coordinated from the Alexander County Emergency Operations Center during emergency/disaster situations, which includes the requesting of State resources via
NC Web EOC: https://www.ncsparta.net/eoc7/.

Concept of Operations
Standard Operating Procedures (SOP's) for requesting resources, resource inventory, and central receiving and distribution point are maintained by the Alexander County Emergency Services. This function will be coordinated with and involve other support agencies.

The emergency resource support function is the primary responsibility of Alexander County Emergency Services. Secondary support for this function is the responsibility of the Alexander County Finance Office to assist in the acquisition of resources.

Requests for State resources (i.e. National Guard, Forest Service, etc.) shall be through normal procedures as outlined in the standard operating procedures which is currently; request and manage via NC WebEOC: https://www.ncsparta.net/eoc7/. Mission assignment for State resources shall be in accordance with accepted state protocols and procedures.

Agencies receiving resources shall be responsible for maintaining an audit trail and documenting all cost associated with utilization of requested resources, and shall provide documentation of same for the purpose of recovering the resource and any cost incurred.

Activities in support of ESF#7 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness

- Identify available and needed resources and/or personnel that may be necessary.

- Develop and maintain a Resource Manual to be utilized by the Logistics Section of the EOC and by Emergency Service staff when needed (*Resource Manager in NC WebEOC should have up-to-date list of all resources available).*

- Establish uniform guidelines (SOP's) and train personnel on the procedures for procurement and the documenting of all associated expenditures.

- Develop Memorandum of Understanding's with other jurisdictions and agencies for provision of necessary goods and/or services, personnel, and staging areas required during a disaster.

- Train personnel and plan for management of donated goods.

- Train departments with emergency functions (all primary and support agencies) on the procedures for initiating resource requests.

- Identify multiple locations to house the County Central Receiving and Distribution Point. The primary location is at Shurtape warehouse, 8510 HWY 90E, Stony Point NC.

- Maintain a County Central Receiving and Distribution Point.

- Participate in drills and exercises to evaluate resource support capability.

Response/Recovery

- Alert resource support agencies regarding a potential emergency or disaster.

- Operate within the National Incident Management System (NIMS).

- Coordinate with law enforcement for the protection of resources and personnel.

- Implement resource inventory, distribution, recordkeeping and a control system that will include information concerning storage, maintenance, and replacement of resources.

- Request logistical assistance from supporting agencies and mutual aid partners.

- Coordinate donated goods receipt, storage and distribution.

- Document and request additional needed resources, personnel and staging area support necessary to respond to and recover from the emergency.

- Support State and/or Federal Disaster Application Centers.

- Maintain records of expenditures and document resources utilized during recovery.

PUBLIC HEALTH & MEDICAL SERVICES ANNEX
Emergency Support Function (ESF) – 8

Introduction
The Emergency Support Function ESF #8 Public Health and Medical Services supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to provide public health and medical services, including emergency medical services, disease & vector control, immunizations, food and water, environmental hazard surveillance, health and safety inspections, mental health services, crisis counseling, disaster mortuary services and public information.

Situation and Assumptions
Alexander County does not have any hospital facilities. The four surrounding counties are the locations of our closest hospital facilities. (1) **Catawba County** (South): Catawba Valley Medical Center and Frye Regional Medical Center (2) **Wilkes County** (North): Wilkes Regional Medical Center (3) **Caldwell County** (West): Caldwell Memorial Hospital (4) **Iredell County** (East): Iredell Memorial Hospital and Davis Regional Medical Center.

Alexander County has one Health Department, two Emergency Medical Service stations, one Rescue Squad, numerous volunteer firefighters that are trained as EMT's, Medical Responders and First Responders, and eight volunteer Fire Departments operating as First Responders.

Alexander County Emergency Medical Services provides convalescent service and inter-hospital transfer for Alexander County.

Alexander County is served by MEDCENTER AIR, Carolinas HealthCare (Hickory NC, Concord NC, Rock Hill SC). Resource could be utilized for patient evacuation. The nearest trauma center is Wake Forest Medical Center, Winston Salem NC. The travel time to this facility is approximately 1 hour by road and 20 minutes by helicopter. Carolina Medical Center, Charlotte NC is second closest trauma center and travel time by road is about 1 ¼ hour; by helicopter about 20 minutes.

A mass casualty event would quickly overwhelm the limited emergency medical resources existing in Alexander County.

Alexander County has one nursing home and eleven Group Home/Assisted Living Facilities.
Alexander County EMS units rely on the Alexander County 911-Communications for paging and dispatching.

Catastrophic disasters may affect large areas of the County and surrounding counties, which could result in medical resources being damaged, destroyed, or unavailable.

A large-scale emergency will result in increased demands on Public Health, Emergency Medical Services and medical personnel. Any mass casualty event (possibly even a medium sized event) in Alexander County would immediately deplete our limited response capabilities. When demands exceed local resources, this would require additional support which would be requested through the local Emergency Operations Center Manager. Local Emergency Operations Center Manager would contact neighboring jurisdictions and the N.C. Division of Emergency Management for assistance.

Following a disaster many of the injured will be transported to medical facilities by privately owned vehicles.

Disruption of the County's Communications system will severely impede delivery of emergency medical services.

Debris on roadways will hamper emergency service response.

A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures, including establishing field emergency medical facilities and temporary morgue sites. Emergency operations for Public Health personnel will primarily be an extension of normal agency duties.

A large portion of Alexander County's population is dependent upon private wells, and private sewage treatment systems (septic systems). Some of these systems are susceptible to flooding and contamination problems when any high water situations occur.

Following an emergency/disaster, the Health Department will take action to prevent the spread of communicable disease resulting from contaminated water supplies, malfunctioning septic systems, increased numbers of vectors, spoiled or contaminated food supplies and lack of functional sanitary facilities.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the Alexander County Health Department in cooperation with Environmental Health, Alexander County Emergency Medical Services and Alexander County Emergency Services. Alexander County Emergency Medical Services will have primary responsibility for this emergency support function; in cooperation with the Alexander County Health Department. This function will be coordinated with and involve other support agencies.

EMS units will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.

Incident Command will be implemented on an appropriate scale and in accordance with current ICS standard operating procedures at the scene of every fire/rescue/EMS event in Alexander County.
EMS capabilities will be expanded by incorporating volunteer fire personnel serving the respective response areas. Fire personnel will assist rescue in performing rescue of trapped victims.
During mass casualty incidents, EMS will establish patient triage, holding, treatment and transportation areas. When necessary, an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with neighboring hospitals and the County 911-Communications Center (or EOC).

The primary concern of public health is disease control. The County Health Department will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.

The Health Department will coordinate health care in approved shelters. Frequent inspections of damaged areas and emergency shelters will be necessary to determine the need for pest control, sanitation or other protective measures.

The Health Director will assist the medical examiner in establishing temporary morgues and coordinate with Medical Examiners in the identification and proper recovery of human remains.

The Health Director will oversee the expeditious testing of emergency water supplies to ensure pot ability.

The Health Director must coordinate with the Public Information Officer concerning distribution of information to the general public on disaster related health matters.

The Health Department will coordinate the movement of special needs populations, to include the homebound patients normally attended to by the Home Health Nurses.
The Health Department will provide surveillance of establishments that sell and/or process foods that fall within the regulatory authority of the agency.

Activities in support of ESF#8 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness

- Coordinate Mutual Aid Agreements with all appropriate agencies for the provision of services to, or on behalf of, affected individuals and families.
- Plan for the continuity of health and medical services, in conjunction with the Alexander County Emergency Services.
- Maintain a coordinated approach with NC Department of Public Health and the N.C. Office of Emergency Medical Services.
- Recruit, train, and designate public health and medical personnel to serve in the EOC.
- Plan for Weapons of Mass Destruction incidents with support agencies.
- Plan for a Mass Fatalities incident through local Health Department and supporting agencies.
- Coordinate medical services with neighboring hospitals and emergency care centers.
- Participate in drills and exercises to evaluate health and medical services response capability.

Response/Recovery

- Upon notification of an emergency or disaster, assistance from Alexander County Emergency Services with health and medical resources, services, and personnel will be provided.
- Operate within the National Incident Management System (NIMS).
- Support ESF #6 (Mass Care, Housing, and Human Services) with health and medical services during shelter operations, as requested upon opening.
- Coordinate pre-hospital emergency medical activities during disasters and liaison with neighboring hospitals.
- Assist ESF #6 (Mass Care, Housing, and Human Services) with issues affecting individuals who have special needs.
- Provide information support to emergency medical services.

- Provide personnel for the EOC when activated based on the activation levels.
- The Medical Examiner has responsibility for deceased identification and mortuary services. Coordinate with the Medical Examiner as needed.
- Channel health and medical services information for public release through the Public Information Officer and EOC.
- Continue service assistance throughout the emergency and until all health and medical issues are resolved.
- Implement necessary actions to prevent the spread of communicable disease resulting from contaminated water supplies, malfunctioning septic systems, increased numbers of vectors, spoiled or contaminated food supplies, and the lack of functional sanitary facilities.
- Maintain records of expenditures and document resources utilized during response and recovery.

SEARCH AND RESCUE SERVICES ANNEX
Emergency Support Function (ESF) – 9

Introduction
The Emergency Support Function ESF #9 – Search and Rescue Services supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to provide general guidance in coordinating search and rescue (SAR) activities in the County, to include a search for a missing or lost persons, extrication of a person trapped or suspected drowning as necessary for a successful search to include providing medical assistance to victims upon rescue.

Situation and Assumptions
The NC Emergency Management Act of 1977 sets forth the responsibilities of State and local governments to prepare for the prompt and efficient care and treatment of injured persons.

The primary objective when searching for lost or missing persons is to find the lost person in the best possible condition, expeditiously, while expending resources wisely.

Search and rescue incidents may be crime scenes and all precautions to protect evidence must be utilized. Immediate and hourly communications between searchers and law enforcement officers is necessary for an effective search.

To the extent possible searches will be managed in accordance with guidelines produced by the National Association for Search and Rescue (NASAR).

Pre-designated individuals specially trained in directing and coordinating SAR operations, will accomplish prompt execution of Alexander County Search and Rescue procedures.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the Sheriff's Office and/or local law enforcement agencies responsible for the jurisdiction in which the search occurred. The Sheriff's Office will have primary responsibility for developing this ESF in cooperation with Alexander County Emergency Services. This function will be coordinated with and involve other support agencies.

Secondary functional responsibility agencies will include:

Local Law Enforcement having jurisdiction
Emergency Medical Services (EMS) having jurisdiction
Fire Departments having jurisdiction

Activities in support of ESF#9 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness

- Establish and maintain search and rescue SOP's.

- Train command personnel in Search and Rescue awareness.
- Have all personnel trained in the National Incident Management System (NIMS) to the awareness level.
- Develop and inventory a list of resources, equipment, and personnel.
- Determine resource needs and coordinate with Alexander County Emergency Services.
- Coordinate medical needs and procedures with ESF-8 (Public Health and Medical Services).
- Enter into MOUs for additional assistance and/or logistical support.
- Establish a record keeping system.
- Participate in drills and exercises to evaluate search and rescue response capability.

Response/Recovery

- Operate within the National Incident Management System (NIMS).
- Utilize Unified Command and make appropriate notifications, if multiple agencies or jurisdictions are involved.
- Channel emergency search and rescue information and resource requests to the Alexander County EOC if activated.
- Request assistance from Alexander County Emergency Services for resources.
- Support requests from other community agencies and/or jurisdictions.
- Maintain records of expenditures and document resources utilized during recovery.

HAZARDOUS MATERIALS ANNEX
Emergency Support Function (ESF) – 10

Introduction
The Emergency Support Function ESF #10 – Hazardous Materials Response supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
To establish responsibilities, policies and procedures for a coordinated response by local municipalities and county agencies to minimize the adverse effects of hazardous materials to the environment resulting from an uncontrolled release of/or exposure to such chemicals. Hazardous materials pose a potential threat to Alexander County and the Town of Taylorsville at both fixed facilities and during transport.

Situation and Assumptions
The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population.

Hazardous materials emergencies could occur from any one of several sources including shipping, roadway and rail transportation, aircraft accidents, or fixed facility accidents.

Evacuation or sheltering in place may be required to protect portions of the population of Alexander County.

Certain hazardous material incidents will require additional response capabilities other than those that are currently available in Alexander County. Resources may need to be requested from State and Federal agencies.

Victims of a hazardous materials incident may require unique or special medical care not typically available in the county.

The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the chemical composition of the substance.

Hazardous materials emergencies may occur without warning requiring immediate emergency response actions.

The local jurisdiction must respond to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering in place, immediate first aid, and isolation of the scene.

Currently Alexander County has a local Hazardous Material Team and there are seven State Regional Response Teams strategically placed throughout the State, these teams are trained and equipped to respond to and resolve hazardous material emergencies. Each County in the state is assigned a team to work with on hazmat incidents, however, these teams do not clean up hazardous materials. Alexander County Emergency Services must submit a request to the NC Division of Emergency Management requesting the team to respond.

Planning and training prior to an incident will significantly reduce the risk to personnel.

A facility involved in a hazardous material incident will provide all information required by SARA Title III, Section 304 in a timely basis.
The US DOT Emergency Response Guidebook, alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.

Incidents in which the military can be identified as the responsible party will generally be resolved by Federal resources.

Hazardous material incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the property owner (if on private property) or jurisdiction (if on public property) in which the event occurred.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the agencies that have primary functional responsibility for this ESF in cooperation with Alexander County Emergency Services.

This function will be coordinated with and involve other support agencies.

The legal duty for reporting, containing, and clean up of a hazardous materials incident rests with the responsible party for the material prior to the incident.

The emergency support function for hazardous materials is the primary responsibility of Alexander County Emergency Services. Secondary support for this function is the responsibility of the local Hazardous Materials Team and the servicing fire department for the location of the incident within Alexander County.

The primary agencies for containment, identification of the materials, cleanup coordination and environmental assessment will be Alexander County Emergency Services, the local Hazardous Materials Team and the responding fire departments depending on the jurisdiction.

There are several types of incidents involving hazardous materials: (1) incidents at fixed facilities, (2) shipping incidents, (3) roadway or rail transportation accidents, and (4) unknown materials on the river shore, railroad, or roadway.

The level of response required for an incident is determined by:

The quantity, quality and the toxic effects of the material involved in the release,
the population and/or property threatened,
the type and availability of protective equipment required for the released material, and
the probable consequences should no immediate action be taken.

Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include in place sheltering, evacuation, and/or isolation of the contaminated environment.

Alexander County has minimal local response capability for monitoring or handling incidents involving radioactive materials. The local response will be limited to monitoring, evacuation, and isolation of the affected area.

The Local Emergency Planning Committee has been established at the County level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for

emergency response. A point of contact, the Facility Coordinator, will be identified at each covered facility as defined by SARA, Title III, Section 302.

Training programs for emergency responders in the County will be through individual agency in-service training, community college courses, and other offerings of related training.

Exercise schedules for this plan are developed and maintained by the Alexander County Emergency Services. Activities in support of ESF#10 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness

- Each primary and secondary agency is responsible for developing, maintaining and updating training programs and SOP's in accordance with CFR 1910.120.
- Have all appropriate personnel trained in the National Incident Management System (NIMS) to the awareness level.
- Plan for response to hazardous materials incidents and coordinate with Alexander County Emergency Services and other first responders.
- Train all first responder agencies in local SOP's for hazardous materials incidents.
- Participate in drills and exercises to evaluate mass care and shelter capability for response and evacuation due to a hazardous materials release.
- Maintain the appropriate policies and procedures for hazardous materials clean up coordination.
- Establish mutual aid agreements/Memorandum of Understanding for appropriate secondary response.

Response/Recovery

- Local Hazardous Materials Team (primary) and/or Jurisdictional authority (Fire Department-secondary) should establish an Incident Command System and maintain control until the incident is terminated and/or stabilized.
- Operate within the National Incident Management System (NIMS).
- Establish a command post at a safe distance near the scene or request that the EOC be staffed if the situation becomes excessive.
- Utilize a Unified Command System to coordinate the incident response in the event of a Multi-Agency/Multi-Jurisdictional incident.
- Incident commander should verify the incident information and make appropriate local notifications.
- Request assistance for emergency health and medical issues, as well as mass care, if the situation warrants.
- Ensure availability of expertise and equipment to manage the incident.
- Ensure that proper procedures/protocols for biological agents and threats are adhered to.

- Utilize proper procedures for containment and control of the hazardous materials incident to prevent additional dangers.
- Utilize appropriate procedures to recognize and control radiological incidents.
- Utilize proper procedures to coordinate clean up and remediation.
- Establish area security and prohibit all unauthorized personnel from entering the containment area.
- Maintain records of expenditures and document resources utilized during recovery.

ANIMAL SERVICES & AGRICULTURE ANNEX
Emergency Support Function (ESF) – 11

Introduction
The emergency support function ESF #11, Animal Services and Agriculture, supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to provide animal services and agriculture including shelter for companion pets and disposition of abandoned, diseased, disabled, or dead animals for protection of the public from disease or injury during an emergency or disaster as well as assisting with agricultural issues occurring from emergencies or disasters.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by Alexander County Animal Services, which has primary functional responsibility for this ESF. Secondary support for this function is the responsibility of Alexander County Cooperative Extension Services, Alexander County Emergency Services and Alexander County Health Department.

The agriculture functions are the primary responsibility of the Alexander County Cooperative Extension and the Health Department with assistance from various State and Federal agencies.

Activities in support of ESF#11 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness

- Coordinate with and involve other support agencies and organizations.
- Have appropriate personnel trained in the National Incident Management System (NIMS) to the awareness level.
- Develop Memorandum of Understandings with professional associations, volunteer organizations, and the private sector regarding cost, liability, etc.
- Train on the operation and maintenance of the CAMET when deployed
- Establish and train personnel to complete a damage assessment of agricultural resources within Alexander County.
- Assist in planning for food and agricultural incidents within Alexander County.
- Prepare, in conjunction with ESF 15 (Emergency Public Information), public service announcements to increase public awareness regarding pet options and animal directives.
- Participate in drills and exercises to evaluate terrorism response capability.

Response/Recovery

- Provide personnel for the EOC when activated based on the activation levels or when requested**.**
- Coordinate the dissemination of information through the Alexander County EOC, JIC, and ESF #15 (Emergency Public Information).
- Coordinate and staff a temporary housing facility for pets during disasters. Alexander County has one CAMET.
- Complete a damage assessment of agricultural assets within Alexander County.
- Operate within the National Incident Management System (NIMS).
- Coordinate local animal emergency response with regional and state systems.
- Coordinate and facilitate the disposal of deceased and/or diseased animals.
- Coordinate the quarantine of infectious or contaminated animals.
- Coordinate the rescue and confinement of animals who have escaped confinement.
- Request additional personnel and equipment for triage and shelter facilities, when necessary.
- Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- Obtain supplies, equipment, personnel, and technical assistance from support agencies and the private sector.
- Maintain records of expenditures and document resources utilized during response and recovery.

ENERGY SERVICES ANNEX
Emergency Support Function (ESF) – 12

Introduction
The Emergency Support Function ESF #12 – Energy Services supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during and after an emergency or disaster.

Purpose
To establish responsibilities, policies and procedures for providing, maintaining, and restoring energy services that were interrupted, damaged, or destroyed during and after emergencies/disasters.

Situation and Assumptions
As a result of a major disaster or emergency situation, the following conditions could exist within the County:

Severe damage may be caused to homes, businesses, public buildings, and other infrastructure.

Public and private utilities may be curtailed or otherwise cease to operate, due to damage or other emergency conditions.

Electric outages and capacity shortages may be caused by the disruption of transmission and distribution of power, unexpected high usage rates, power plant outages, or a region-wide power shortage.

All public and private utilities would need to work together in a coordinated and cooperative effort to provide maximum response and recovery capabilities.

Interruption of some/all essential services is an expected outcome of an emergency or disaster, which could have serious consequences for a large portion of the population of the county.

A shortage of utility repair materials and spares could cause an overall delay in essential services restoration.

In order to restore energy services following a major emergency situation, massive numbers of skilled personnel, engineers, construction workers, utility personnel, and laborers could be needed from outside the disaster area. However, support service may be required for some/all of personnel and equipment provided from outside the disaster area until repairs are completed.

Crews will be encouraged to arrive fully self-contained so as not to tax the already drained local resources.

Assistance from private support agencies, volunteers, and other County, State, and Federal agencies may be required.

Public and private utility and energy organizations will perform tasks on their own authority to restore their essential services to the jurisdiction.

Centralized coordination of the countywide response and recovery activities to include damage assessment and repairs, and requests for outside assistance will be necessary for an overall uniform and efficient energy restoration effort.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the various agencies which have primary functional responsibility for this ESF (see following paragraph), in cooperation with the Alexander County Emergency Services. This function will be coordinated with and involve other support agencies.

The emergency energy function is the primary responsibility of the energy supplier in their assigned territory, including the below listed agencies:

Energy United	Suburban Propane	Piedmont Natural Gas
Duke Energy	Ferrellgas	Freeman Gas
Energy United Propane	PSNC Energy	

Secondary support for this function is the responsibility of the Alexander County Emergency Services and Alexander County Public Works/Maintenance Department.

Activities in support of ESF #12 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions to be carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness

- Establish liaison support to ensure responsiveness, in conjunction with Alexander County Emergency
- Services and energy providers.
- Identify additional resources and assistance teams.
- Develop emergency response support plans.
- Prepare damage assessment, repair and restoration procedures, and reporting mechanisms.
- Develop energy conservation guidance and recommend actions to conserve energy.
- Participate in drills and exercises to evaluate energy services capability.

Response/Recovery

- Determine critical energy supply needs for priority populations.
- Gather and assess information on energy system damage, estimations of repair, restoration time and share this information with the Alexander County Emergency Operations Center, Alexander County Emergency Services and the Town of Taylorsville.
- Operate within the National Incident Management System (NIMS).
- Activate assistance teams and obtain necessary resources to assist in recovery.
- Work with the Alexander County Emergency Operations Center/Public Information Officer and/or Alexander County Emergency Services to provide public service announcements in conjunction with ESF-15 (Emergency Public Information) concerning energy conservation, mitigation activities, and restoration forecasts.
- Coordinate with other affected areas to maximize resources and information exchange.

- Conduct repair and maintenance operations until restoration of all services.
- Maintain records of expenditures and document resources utilized during recovery.

LAW ENFORCEMENT ANNEX
Emergency Support Function (ESF) – 13

Introduction
The Emergency Support Function ESF #13 – Law Enforcement supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. This emergency support function provides for crime prevention, maintenance of law and order, and traffic control. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to establish responsibilities, policies and procedures, which shall be followed in executing law enforcement services under an emergency/disaster condition. Law enforcement in the County is provided by the Sheriff's Office and The Town of Taylorsville Police Department. Activities of local law enforcement agencies will increase significantly during emergency operations. If local capabilities are overwhelmed, support may be obtained from state and federal law enforcement agencies.

Situation and Assumptions
Law enforcement, criminal investigation, traffic control, and security activities are challenges faced daily by local law enforcement. These activities become even more intense during emergency multi-hazard situations such as civil disturbances, hurricane evacuations, hostage incidents, widespread power outages and other emergency incidents. Such occurrences may cause the need for specialized law enforcement support, including outside assistance.

Citizens may gather to vocally promote or demonstrate their individual rights, or group interests. These demonstrations, although normally peaceful, have the potential of turning violent, and causing injury to persons, and damages to property. It is necessary for local law enforcement organizations to monitor large gatherings within the County for the potential of becoming unruly or violent. Local law enforcement must be prepared to handle large scale civil unrest should such a civil disturbance occur.

Local law enforcement activities will increase significantly during a major disaster, civil disturbance, or other emergency situation. The Sheriff's Office and the Town of Taylorsville law enforcement personnel and equipment will be able to cope with most emergency situations using mutual aid agreements, when necessary.

During an emergency situation, law enforcement organizations may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security required by these conditions.

Local law enforcement organizations must be prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency law enforcement operations.

Alexander County very well may be subject to an emergency situation that could overwhelm local law enforcement capabilities. When local resources do not exist or are depleted, outside assistance may be made available through other local, County, State, and Federal government agencies; however, this outside support may not arrive on scene for many hours.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the Law Enforcement agency having jurisdiction, in cooperation with the Alexander County Emergency Services. This function will be coordinated with and involve, other support agencies and organizations.

The primary responsibility for law enforcement services rests with the law enforcement agency in the jurisdiction where the emergency/disaster occurs. Secondary support for this function includes, but is not limited to, other law enforcement agencies within Alexander County and assets from within state and federal government.
The Alexander County Sheriff's Office is adequately organized to carry out day-to-day law enforcement operations in Alexander County. The Sheriff's Office will be the coordinating agency for law enforcement operations during countywide emergency events.

Emergency law enforcement operations will interrupt routine law enforcement functions and responsibilities.

Expanded emergency responsibilities will include maintenance of law and order, traffic control, evacuations, crowd control and security.

Law enforcement agencies will have the responsibility for both warning and assisting the public during an evacuation, for traffic control in and near an evacuated area, and for the security of such areas, pending the return of the populace.

Law enforcement officers in Alexander County will assist with the dissemination of emergency information to isolated populations and to motorists.

Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.

During emergency situations, the Sheriff and local Police Chief or their designee may coordinate law enforcement operations from the County Emergency Operations Center (EOC); or from their respective command posts in coordination with the EOC.

Law enforcement officers will enforce the provisions outlined in the Proclamation of a State of Emergency.
Activities in Support of ESF #13 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness

- Analyze hazard needs and determine public safety requirements.

- Identify agencies and organizations capable of providing resources and
- support.

- Have all appropriate personnel trained in the National Incident Management System (NIMS) to the appropriate awareness level.

- Develop and maintain Memorandum of Understanding (MOU) and Mutual Aid Agreements with the Town of Taylorsville and other law enforcement agencies in surrounding counties, state, and federal agencies.

- Develop capabilities or MOU's to respond to and remediate hazardous devices.
- Coordinate with Alexander County Emergency Services on critical facilities that require special security and assistance.
- Establish reliable communications and incident command systems between Law Enforcement agencies at an emergency site and the EOC.
- Recruit, train, and designate law enforcement personnel to serve in the EOC.
- Participate in drills and exercises to evaluate law enforcement response capability.

Response/Recovery

- Provide personnel for the EOC, when activated, based on the activation levels.
- Operate within the National Incident Management System (NIMS).
- Assist with evacuation, traffic control, and security in restricted areas, as well as provide communications to support these operations.
- Control exit and entry into the emergency or disaster area.
- Report transportation blockages to the Alexander County EOC.
- Assist with the coordination for security at critical facilities (e.g., EOC, shelters, Central Receiving Distribution Point (CRDP), and Disaster Application Centers).
- Respond to and remediate hazardous devices.
- Request additional support through MOA's and/or the EOC, as needed.
- Make appropriate notifications.
- Assist in the return of evacuees.
- Maintain records of expenditures and document resources utilized during response and recovery.

RECOVERY & MITIGATION ANNEX
Emergency Support Function (ESF) – 14

Introduction
The Emergency Support Function ESF #14 – Recovery and Mitigation supports the North Carolina Emergency Operations Plan and the local response priorities for Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose of the Recovery and Mitigation ESF is to coordinate the overall Recovery and Mitigation efforts within Alexander County by collection, analysis, dissemination of information, and the development of plans.

Concept of Operations
The recovery and mitigation function is the primary responsibility of the Alexander County Emergency Services and secondary support for this function is the responsibility of all local agencies identified to return to normalcy.

Activities in Support of ESF #14 are divided below into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness

- Create a county-wide Recovery Plan as a separate document.
- Create a county-wide Hazard Mitigation Plan as a separate document.
- Participate in drills and exercises to evaluate the recovery and mitigation plans.

Response/Recovery

- Activate the recovery plan and processes to recover from large scale emergencies.
- Review and evaluate recovery and mitigation plans after each major incident and make appropriate updates as necessary.

PUBLIC INFORMATION ANNEX
Emergency Support Function (ESF) – 15

Introduction
The Emergency Support Function (ESF) #15 – Public Information supports the North Carolina Emergency Operations Plan and the local response priorities of Alexander County. The emergency support function involves direction and coordination, operations, and follow-through before, during, and after an emergency or disaster.

Purpose
The purpose is to establish responsibilities, policies, and procedures for conducting public information programs to educate and inform the public of emergency preparedness programs, for updating the status of response to major emergencies/disasters, and for informing citizens of any restrictions or limitations (i.e., road closings, temporary changes to local ordinances, etc.) which might be imposed during such incidents.

Situation and Assumptions
The Public Information Officer (PIO) will be assigned from within the staff of the Alexander County.

Major emergencies and disasters, which impact the County or the Town of Taylorsville, may be of considerable interest to media sources well beyond the County and the State.

The public may accept rumors, hearsay and half-truths as valid information, which may cause fear and confusion.

Local broadcast and print media will be relied upon to assist in the dissemination of public information and detailed disaster related instructions.

The Public Information Officer and Emergency Services Director have the capability to utilize the Emergency Alerting System to deliver information to the public.

Scanner radios are used extensively by residents of the county. This provides another avenue for the delivery of emergency public information.

Demands for information may be very heavy; therefore, sufficient numbers of trained staff will be necessary to respond to questions from the public.

Concept of Operations
Standard Operating Procedures (SOP's) will be developed and maintained by the County Public Information Officer (PIO) Alexander County, in cooperation with Alexander County Emergency Services and other member agencies. This function will be coordinated with and will involve support agencies and organizations.

The Sheriff or Chief Law Enforcement Officer will handle public information for law enforcement emergencies with assistance from the County PIO (as necessary).

Ongoing public education programs will be conducted to increase public awareness in the following:
Potential hazards of the county

- Family preparedness
- Shelter locations
- Flood Prone areas
- Evacuation routes

- Necessary action to be taken by the public
- Emergency Management function

The County Manager, Emergency Services Director must authorize the use of the Emergency Alerting System (EAS).

Additional actions will be made to notify the known special needs population in Alexander County per the scope and technical requirements for individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

The National Weather Service will issue weather watches or warnings directly to Alexander County Communications and to the media for public release.

During emergencies or disasters, Policy/Administration Group decisions from within the County EOC and general information advisories are prepared on a timely basis and released to the media.

Actions will be taken to correct identified errors in information released by the media or rumors about the emergency situation.

Hard copy news releases are disseminated to the media and appropriate County and/or Municipal Officials.

Follow up telephone calls or briefings will be conducted as necessary.

The North Carolina Division of Emergency Management Office in Raleigh and Western Branch Office in Conover will be faxed news releases as appropriate.

Alexander County will practice a progressive approach for the dissemination of information to isolated and non-English speaking populations during and following emergency events.

The magnitude of the disaster may require innovative means of communications to inform the public. For example: aircraft banners, balloons and billboards, etc.

Content of all news releases will be cleared through the Public Information Officer and the EOC Manager before released to the media and the public.

Activities in support of ESF#15 are into two separate categories, those actions to be accomplished prior to the emergency situation (mitigation/preparedness) and those actions carried out as the disaster unfolds (response/recovery):

Mitigation/Preparedness Activities

- Designate an individual to serve as a Public Information Officer.

- Assist agencies and organizations with ESF responsibilities in development of uniform procedures for media releases.

- Have all personnel trained in the National Incident Management System (NIMS) to the awareness level.

- Develop and maintain a media directory (Exhibit 7).

- Support disaster public awareness initiatives through dissemination of information, news articles, PSAs, and presentation of audio-visual materials.

- Establish communication resources to provide individuals having sensory disabilities (e.g., visual and hearing impaired) and non-English speaking persons, with emergency management information regarding emergencies or disasters.

- Educate the public concerning the meaning of alert messages (such as watches and warnings) through media such as radio, television and newspaper.

- Develop protocols for agencies and organizations with functional support responsibilities to inform the media about emergency and/or disaster plans.

- Participate in drills and exercises to evaluate public information capability.

Response/Recovery

- Establish/Identify media responsibilities and appropriate spokespersons from local government, state agencies, and volunteer organizations with ESF responsibilities.

- Coordinate with ESF – 5 (Emergency Management) to create a media briefing schedule to correlate with operational time frames.

- Operate within the National Incident Management System (NIMS).

- Utilize the Emergency Alert System (EAS), when appropriate, through the Alexander County Emergency Services.

- Maintain a system to ensure accurate dissemination of emergency information, such as location, type of hazard, extent of damage, casualties, shelters open, evacuation routes, and other protective actions.

- Provide a designated area for media briefings and/or press conferences and conduct briefings in a timely manner.

- Provide updates regarding the emergency or disaster (to include responses to inquiries about missing relatives, information on restricted areas of access, and procedures to be followed for re-entry into evacuated areas).

- Establish media responsibilities and appropriate spokespersons from local government agencies and organizations with ESF responsibilities;

- Continue provision of public safety, and other necessary assistance information throughout the recovery phase.

- Coordinate all media releases with EOC Manager prior to release.

- Provide the EOC Manager with advanced copies of all media releases.
- Maintain records of expenditures and document resources utilized during recovery.

ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

The Town of Taylorsville and The County of Alexander ordains: The Alexander County Emergency Management Ordinance.

Section 1. Short Title:

This Ordinance shall be known and may be cited and referred to as the "Emergency Management Ordinance for the Town of Taylorsville and the County of Alexander".

Section 2. Intent and Purpose:

(1) It is the intent and purpose of this Ordinance to establish an office that will insure the complete and efficient utilization of all of the Town of Taylorsville and the County of Alexander's resources to combat disaster resulting from enemy actions or other disasters as defined herein.

(2) The County of Alexander Office of Emergency Management will be the coordinating agency for all activity in connection with Emergency Management; it will be the instrument through which the Town of Taylorsville Council and the Alexander County Board of Commissioners may exercise the authority and discharge the responsibilities vested in them during disaster emergencies.

(3) This Ordinance will not relieve any Town or County Department of the moral responsibilities or authority given to it in the Town or County Charter or by local ordinances, nor will it adversely affect the work of any volunteer agency organized for relief in disaster emergencies.

Section 3. Definitions:

(1) The following definitions shall apply in the interpretation of this Article:

(a) "Emergency Management" is the basic government functions of maintaining the public peace, health and safety during an emergency. This term shall include plans and preparations for protection and relief, recovery

and rehabilitation from effects of an attack by the forces of an enemy nation or the agents thereof, or a disaster as defined herein. It shall not, however, include any activity that is the primary responsibility of the military forces of the United States.

(b) "Attack" shall mean direct or indirect assault against the Town of Taylorsville and the County of Alexander, its government, its environs, or of the nation, by the forces of a hostile nation or the agents thereof, including assault by bombing, conventional or nuclear, chemical or biological warfare, terrorism or sabotage.

(c) "Disaster" includes but is not limited to actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic, accident, chemical spill or other impending or actual calamity endangering or threatening to endanger health, life or property of constituted government.

(d) "Emergency Management Forces" shall mean the employees, equipment and facilities of all Town and County departments, boards, councils, institutions and commissions; and in addition, it shall include all volunteer personnel, equipment and facilities contributed by or obtained from, volunteer persons or agencies.

(e) "Volunteer" shall mean contributing a service, equipment or facilities to the Emergency Management Agency without remuneration.

(f) "Emergency Management Volunteer" shall mean any person duly registered, identified and appointed by the Coordinator of the Emergency Management Agency and assigned to participate in the Emergency Management Activity.

(g) "Coordinator" shall mean the Coordinator of the Alexander County Emergency Management Agency, as described in this Ordinance.

(h) "Regulations" shall include plans, programs and other emergency procedures deemed essential to emergency management.

Section 4. Organization and Appointments:

(1) The organization shall consist of the following:

(a) An agency of Emergency Management within the Alexander County government under the direction of the Alexander County Board of Commissioners. The agency head of the Emergency Management Agency shall be known as the Coordinator, and such assistants and other employees as are deemed necessary for the proper functioning of the agency will be employed.

(b) The employees and resources of all Town of Taylorsville and Alexander County departments, boards, institutions, and councils shall participate in the Emergency Management activities. Duties assigned to Town or County departments shall be the same as or similar to the normal duties of the department, where possible.

(c) Volunteer personnel and agencies offering service to, and accepted by the Town and County.

(2) The Alexander County Board of Commissioners shall employ a Coordinator of the Alexander County Emergency Management Agency who shall be a person well versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety and welfare in the event of danger from enemy action or disaster as defined in this Ordinance.

(3) The Coordinator shall designate Deputy Coordinators to assume the emergency duties of the Coordinator in the event of his absence or inability to act.

Section 5. Day to Day Duties and Responsibilities of the Coordinator:

(1) The Coordinator shall be responsible to the Alexander County Board of Commissioners in regard to all phases of Emergency Management activity. The Coordinator shall be responsible for the planning, coordination and operation of the Emergency Management activities in Alexander County. The Coordinator shall maintain liaison with the State and Federal authorities and the authorities of nearby political subdivisions so as to insure the most effective operation of the Emergency Management plans. The Coordinator's duties shall include, but not be limited to, the following:

(a) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town of Taylorsville and the County of Alexander for Emergency Management purposes.

(b) Development and coordination of plans for the immediate use of all facilities, equipment, manpower and other resources of the County for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety, and welfare.

(c) Negotiating and concluding agreements with owners or persons in control of building or other property for the use of such building or other property for Emergency Management purposes and designating suitable buildings as public shelters.

(d) Through public informational programs, educating the populace as to actions necessary and required for the protection of their persons and property in case of enemy attack or disaster as defined herein, either impending or present.

(e) Conducting public practice alerts to insure the efficient operation of the Emergency Management forces and to familiarize residents with Emergency Management regulations, procedures and operations.

(f) Coordinating the activity of all other public and private agencies engaged in any Emergency Management activities.

Section 6. Emergency Management Plans:

(1) Comprehensive Emergency Management plans shall be adopted and maintained by resolution of the Taylorsville Town Council and Alexander County Board of Commissioners. In the preparations of these plans as it pertains to city and county organization, it is intended that the services, equipment and facilities and personnel of all existing departments and agencies shall be utilized to the fullest extent. When approved, it shall be the duty of all departments and agencies to perform the functions assigned by these plans and to maintain their portions of the plans in a current state of readiness at all times. These plans shall have the effect of law whenever a disaster, as defined in this Ordinance, has been proclaimed.

(2) The Coordinator shall prescribe in the emergency plans those positions within the disaster organization, in addition to his own, for which lines of succession are necessary. In each instance, the responsible person will designate and keep on file with the Coordinator a current list of three (3) persons as successors to his position. The list will be in order of succession and will nearly as possible designate persons best capable of carrying out all assigned duties and functions.

(3) Each service chief and department head assigned responsibility in the Plans shall be responsible for carrying out all duties and functions assigned therein. Duties will include the organization and training of assigned employees and, where needed, volunteers. Each chief shall formulate the Standing Operating Guidelines to implement the plans for his service.

(4) Amendments to these Plans shall be submitted to the Coordinator. If approved, the Coordinator will then submit the amendments to the Taylorsville Town Council and the Alexander County Board of Commissioners with his recommendation for their approval. Such amendments shall take effect 30 days from the date of approval.

(5) When a required competency or skill for a disaster function is not available within government, the Coordinator is authorized to seek assistance from persons outside of government. The assignment of duties, when of a supervisory nature, shall also include the granting of authority for the persons so assigned to carry out such duties prior to, during, and after the occurrence of a disaster. Such services from persons outside of government may be accepted by local government on a volunteer basis. Such citizens shall be enrolled as Emergency Management Volunteers.

Section 7. No Municipal or Private Liability:

(1) This Ordinance is an exercise by the Town of Taylorsville and the County of Alexander of its governmental functions for the protection of the public peace, health, and safety, and neither the Town of Taylorsville and the County of Alexander nor agents and representatives of same, or any individual, receiver, firm, partnership, corporation, association, or trustee, or any of the agents thereof in good faith carrying out, complying with or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this Ordinance, shall be liable for any damage sustained to persons or property as the result of said activity.

(2) Any person owning or controlling real estate or other premises who voluntarily and without compensation grants the Town of Taylorsville and the County of Alexander the right to inspect, designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending or practice disaster situation shall not be civilly liable for the death of, or injury to, any persons on or about such real estate or premises under such license, privilege or other permission; or for loss of, or damage to, the property of such person.

Section 8. Violations:

It shall be a misdemeanor for any person to violate any of the provisions of this Ordinance or plans issued pursuant to the authority contained herein, or to willfully obstruct, hinder or delay any member of the Emergency Management organization as herein defined in the enforcement of the provisions of this Ordinance or any plan issued there under.

Section 9. Severability:

Should any provision of this Ordinance be declared invalid for any reason, such declaration shall not affect the validity of other provisions, or of this Ordinance as a whole, it being the legislative intent that the provisions of this Ordinance shall be severable and remain valid notwithstanding such declaration.

Section 10. Conflicting Ordinances, Orders, Rules and Regulations Suspended:

At all times when the orders, rules and regulations made and promulgated pursuant to this Ordinance shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations insofar as the latter may be inconsistent therewith.

Section 11. Effective Date:

This Ordinance took effect on the 7th day of November, 1988 and has been duly revised and adopted by Alexander County Board of Commissioners and Town of Taylorsville whose signatures appear below.

_____ _____

Larry Yoder

Chairman, Alexander County

Board of Commissioners

George Holleman

Mayor, Town of Taylorsville

ATTEST:

_____

Jamie M. Starnes

Clerk to the Board

Alexander County

ATTEST:

_____

Yolanda Prince

Clerk to the Board

Town of Taylorsville

Date:_____

Date:_____

(SIGNATURES ON FILE)

Updated: July 1, 2014

I. PURPOSE

To protect wild and domesticated animal resources, the public health, the public food supply, the environment, and to ensure the humane care and treatment of animals in case of a large-scale emergency, including hurricanes, tornadoes, floods, wind driven water, drought, fire, explosion, building collapse, commercial transportation accidents, chemical spills, nuclear power plant accidents, or other situations that cause animal suffering.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. This Plan is intended for use by local government to take immediate action in providing a means of care and control to minimize animal suffering in the event of a large-scale emergency. This action will be aimed at all animals that may need help whether such animals are owned, stray, domestic, or wild.

2. Within Alexander County, the Director of Emergency Services or his authorized representative(s) may place into effect established plans and procedures and direct both the emergency and recovery aspects of the incident. He may deviate from these procedures when, in his judgment, immediate and direct action is necessary to protect the safety of the citizens of Alexander County.

3. Primary Agencies:

   a. Alexander County Animal Services:

      (1) Coordinate support agencies to manage animal protection in large-scale emergencies.

      (2) Provide and coordinate personnel, equipment, and shelter as required to protect domestic and sick and/or injured nondomestic animals.

      (3) Manage and staff CAMET

   b. Alexander County Department of Emergency Services:

      Activate the Emergency Operations Center, if necessary. Responsible for overall direction and control of the emergency incident.

4. Support Agencies:

a. Alexander County Veterinarian Association:

Provide a list of available volunteers to aid in the protection of animals. When possible, provide personnel, equipment, and shelter as required to shelter and care for pets of evacuated citizens and in cases when established shelters are filled or destroyed.

b. N. C. Department of Agriculture:

The N. C. Department of Agriculture & Consumer Services (NCDA&CS) will be responsible for the enforcement of state regulations concerning livestock health and the movements of animals affected by those regulations. NCDA&CS will also assist in providing information and direction whenever possible with regard to the general health of livestock in these areas.

c. American Red Cross:

Provide volunteers to assist in the protection of animals during an emergency shelter situation. Work with environmental service personnel in the coordination of animal shelters in Alexander County.

d. Alexander County Cooperative Extension:

Aid in the protection of livestock during an emergency situation.

e. Alexander County Department of Environmental Health:

Coordinate the disposal of deceased animals that may impact the public health. Provide services to control injuries/bites/diseases related to the protection of animals.

5. Additional Resources:

a. North Carolina Veterinary Medical Association:

Provide personnel to aid in the medical treatment of animals. Activate regional Veterinary Medical Assistance Teams (VMAT).

b. Humane Society of the United States:

Provide personnel and equipment as required to rescue and care for domestic and nondomestic animals.

c. American Humane Association:

Provide personnel and equipment as required to rescue and care for domestic and nondomestic animals.

d. N. C. Wildlife Resource Commission:

Provide personnel and equipment as required to protect wildlife.

e. Private Boarding Kennels, Stables, Dog Clubs, and Horse Clubs:

Provide personnel, equipment, and shelter as required to shelter and care for pets from evacuated citizens and in cases when established animal shelters are filled or destroyed.

f. Private Farms:

Provide shelter and supplies to care for displaced livestock.

g. CAMET (Companion Animal Mobile Equipment Trailer)

Provide personnel, equipment, food and shelter for the care of pets from evacuated citizens.

B. Assumptions

1. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.

2. Natural, technological, or manmade disasters could affect the well being of domesticated or undomesticated animals.

3. The County should plan both for emergency situations and to carry out response and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in most large-scale emergencies affecting the County.

4. Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public, and proper animal release.

5. Public information statements will be issued through the various media outlets. This information will include locations where domestic and nondomestic animals (including livestock and wild animals) may be accepted during emergency situations.

6. A large-scale emergency in Alexander County may warrant immediate response from State and local personnel, agencies, and organizations. However, emergency situations may become compounded due to the nature of the emergency and also require activation of additional specialized agencies through mutual aid.

7. Through effective animal protection planning and organization, disaster relief efforts would be more expedient.

III. CONCEPT OF OPERATIONS

A. General

1. The primary and support agencies identified in this Standard Operating Procedures will manage and coordinate local animal protection activities. These agencies will use established animal protection and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs in the event of a large-scale emergency lies primarily with Alexander County Emergency Services in cooperation with the Alexander County Department of Environmental Health and local incident coordinators.

2. Requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted from the local Emergency Services Office to the State Emergency Management Office. Should the need for Federal or State resources exist, the State Emergency Operations Center will coordinate the requests for assistance.

3. Animal protection operations will be managed under the Alexander County Incident Command Management System Plan (ICS). Public Health concerns will be managed in accordance with appropriate Alexander County Health Department plans and procedures.

4. Animals included under the plan:

    a. The sheltering and protection of domestic and nondomestic animals (including livestock) are the responsibility of their owners.

    b. Domestic and nondomestic animals that are lost, strayed, incapable of being cared for by their owners, or in danger to themselves or the public will be the responsibility of Alexander County Animal Services officials, or other identified agencies. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures.

c. Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility of N.C. Wildlife Resources Commission personnel, in cooperation with local animal control officials, and returned to their natural habitat if possible.

B. Notification

This plan and implementing procedures will be activated in the event of a large-scale emergency causing a significant need for animal protection. The Alexander County Animal Services Director in cooperation with the Alexander County Emergency Services will determine when these procedures will be implemented and notify the appropriate primary, support, and mutual aid agencies. A call down notification system will be maintained by the Alexander County Emergency Services Director in conjunction with the Alexander County Resource Manual.

C. Communications

Communications between the primary and support agencies will occur primarily through telephone, facsimile and cellular telephone transmission. Amateur radio will be used as a backup system if other communication is impossible due to the nature of the emergency situation.

D. Public Information Officer (PIO)

A spokesperson from Alexander County will be responsible for the coordination of all media activities and press releases associated with the protection of animals.

PIO responsibilities may include:

1. Notifying the public of appropriate shelters to drop lost/stray animals, animals that they cannot care for, or animals that need immediate medical assistance.
2. Delivering instructions to the public to prepare their pets for an impending emergency *(See attached Annex A)* and/or instructions for minor "at home" medical responses for pets injured in an emergency situation.
3. Initiating a system to direct inquiries on lost pets to the appropriate animal shelters.

E. Response

The owners of pets or livestock, when notified of an emergency, will take all reasonable steps to shelter and provide for animals under their control.

1. Search and Rescue

   a. Domestic Pets:

      Domestic pets loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of Alexander County Animal Services officials.

   b. Livestock:

      Livestock loose or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of Alexander County Animal Services officials.

   c. Wild Animals:

      Wild Animals out of their natural habitat that are endangering either themselves or the human population will be the responsibility of N. C. Wildlife Resource Commission personnel in cooperation with Alexander County Animal Services officials.

   d. Stranded Animals:

      In the event that animals cannot be rescued due to the emergency situation, food and medical assistance may be delivered to the animals by the appropriate agency when possible.

   e. Additional Aid:

      In the event that Alexander County Animal Services resources are unable to meet the need for search and rescue personnel, a representative from Alexander County Animal Services Division will request search and rescue assistance from Alexander County Emergency Services and/or Alexander Rescue Squad.

2. Shelters

   a. Evacuated Domestic Pets:

      (1) Private Resources:

         Domestic pets from evacuated citizens will be sheltered at private boarding kennels and veterinarian hospitals as close to the evacuation shelters as possible.

         Upon the activation of evacuation shelters for citizens, a representative from the Alexander County Veterinarian's Services will be contacted by the shelter manager and requested to initiate the opening of prearranged private boarding kennels and veterinarian hospitals as boarding facilities.

Each of the citizens' evacuation shelters will have an available veterinarian volunteer on the premises to evaluate the pets of evacuated citizens. Pets with significant injuries or illnesses will be transported to an animal hospital designated for the medical treatment of animals.

A representative of Alexander County Animal Services will be responsible for ensuring the transportation of the evacuated pets to either the shelter facility or hospital and in ensuring that a tracking system is in place to unite sheltered pets with their rightful owners.

(2) Animal Evacuation Shelter:

If the need arises, the County will deploy the CAMET for the care and shelter of evacuated citizen's pets. If necessary the County may open additional pet shelters. Pets of evacuated citizens will be transported to these shelters as citizens arrive with their pets at the evacuation shelters.

(3) Evacuated Citizens with Special Needs:

Citizens with special needs (individuals with mental or physical handicaps who require evacuation assistance) may require assistance in evacuating their pets.

If special needs individuals are unwilling or unable to make special arrangements for the sheltering of their pets, then the individuals and their pets will be transported to the evacuation shelter. Upon arrival at the shelter, pets not trained specifically to assist the individual (e.g., seeing eye dogs) will be transported to a private boarding facility or other appropriate facility. In the event that the individual and the pet cannot be separated due to the individual's infirmity, the pet will be sheltered in the same facility in a separate room or area.

b. Stray/Lost Domestic Pets:

All stray/lost domestic pets recovered by Alexander County Animal Services will be sheltered at the Alexander County Animal Shelter.

Any pets whose owners cannot care for their pets or domestic pets found by citizens will also be sheltered at these locations. Private boarding kennels and veterinarian shelters will serve as overflow shelters and will be requested to open through the Alexander County Veterinarian Services representative as necessary. Unclaimed animals will be disposed of according to county procedures.

c. Evacuated and Stray/Lost Livestock:

Due to the size of most livestock and the inability to transport large numbers of farm animals, owners are expected to develop shelter and/or evacuation plans for their own animals.

Also, private farms located throughout the county may be used as shelter facilities for livestock. In the event of an emergency situation, Alexander County Cooperative Extension will contact prearranged farms and request their assistance in the sheltering operation.

d. Wild Animals:

If possible, wild animals outside of their natural habitat endangering the public will be transported back to their natural habitat. If the responsible agencies are unable to transport the animal back to its natural habitat due to the nature of the emergency or to injuries that the animal may have sustained, the animals will either be transported to the Alexander County Animal Services for shelter or medical treatment or disposed of in accordance with established animal control procedures.

e. Incapacitation of Shelters:

In the event that established shelters are destroyed or incapable of functioning due to the nature of the emergency situation private boarding kennels, veterinarian hospitals, and stables may be requested to open as boarding and/or medical facilities. In rare cases, during large-scale emergencies, animals may be moved outside Alexander County for care and protection.

f. Staff/Supplies:

(1) Staff:

Private boarding kennels and veterinarian hospitals will be responsible for the staffing of their own boarding facilities and will be compensated by the citizens who use the animal shelter according to the established policies of the animal shelter.

Remaining animal shelters (including CAMET) and hospitals will be staffed with available personnel from Alexander County Animal Services and with volunteer veterinarians and veterinarian assistants. These shelters, in cooperation with the Alexander County Veterinarian Services will develop and routinely update lists of available veterinarian and veterinarian assistant volunteers.

Each individual animal shelter will be responsible for developing the work schedules for employees and volunteers.

(2) Supplies:

Each animal shelter will identify resources for potable water, food, medical, cleaning and shelter supplies in advance of an emergency situation. Prearranged domestic and nondomestic animal food companies, medical suppliers, water suppliers and cleaning product suppliers will be contacted and requested to begin the shipment of supplies to an established delivery point. The delivery point will serve as a storage center and a distribution center for the various shelters and hospitals.

If the need arises, resource agencies (e.g., kennel clubs) may be requested to donate cages and other various shelter supplies.

(3) Medical:

(a) Hospitals:

The Alexander County Animal Services in conjunction with Alexander County Veterinarian Services will coordinate the resources for a medical facility for domestic animals which cannot be accommodated by the various shelters due to the animals' injuries. Private veterinarian hospitals may serve as alternative medical facilities and medical shelters as space permits.

(b) Staff:

Volunteers from the Alexander County Veterinarian Services and others will assist in providing the medical care in these medical shelters.

Depending on the extent of the emergency situation, volunteers or Veterinary Medical Assistance Teams from the American Veterinary Medical Association may be requested to assist in the medical treatment of domestic and nondomestic animals.

(4) Bites/Disease Control:

The Alexander County Health Department will make available to rescue and shelter personnel minimal or no-cost vaccinations and will ensure that treatment of bites and injuries is available to affected persons.

Outbreaks of rabies are a serious threat during an emergency situation. Appropriate steps to control that threat will be implemented by the Alexander County Health Department.

F. Recovery:

1. Release/Destruction:

a. Domestic Pets/Livestock:

Alexander County Animal Services will support efforts to identify owners of stray/lost animals. If owners cannot be found, Alexander County Animal Services representatives will attempt to adopt or sell the animals according to their established procedures.

Animals for which no owners can be found and which cannot be placed in adoptive care or sold will be disposed of in accordance with established animal control procedures.

b. Wild Animals:

Alexander County Animal Control in cooperation with the N.C. Wildlife Commission will support efforts to reintroduce wild animals back to their natural habitats.

2. Disposal of Animal Carcasses:

Disposal of deceased animals will be the responsibility of the Alexander County Department of Environmental Services. They will arrange for disposal of:

a. Euthanized animals

b. Animals killed in the emergency situation.

IV. REVIEW AND UPDATE

On a regular basis, this procedure will be reviewed and updated as appropriate by Alexander County Animal Services and Alexander County Emergency Servcies, and other affected agencies.

This procedure will be periodically tested by an appropriate exercise method.

Appendix A

Alexander County Disaster Planning Tips For Pets, Livestock, and Wildlife

Domestic Pets

* If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND**. Pets most likely cannot survive on their own, and if by chance they do, you may not be able to find them when you return.

* For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in your area allow pets. Include your local animal shelter's number in your list of emergency numbers - they will be able to provide information concerning pets during a disaster.

* Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. Make sure you have a current photo of your pet for identification purposes.

* Make sure you have a secure pet carrier, leash or harness for your pet so that if the animal panics, it cannot escape.

* Take pet food, bottled water, medications, veterinary records, cat litter/pan, can opener, food dishes, first aid kit and other supplies with you in case they are not available later.

* Make sure you have a copy of your pet’s medical records. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and animal shelters require that your pet’s vaccinations are current.

* If it is impossible to take your pet with you to temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

Livestock

* Evacuate livestock whenever possible. The evacuation sites should have or be able to readily obtain food, water, veterinary care, handling equipment and facilities.

* If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter.

* All animals should have some form of identification that will help facilitate their return.

Wildlife

* Wild animals often seek higher ground which, during floods, eventually become submerged (i.e., islands) and the animals become stranded. If the island is large enough and provides suitable shelter, you can leave food appropriate to the species. Animals have a flight response and will flee from anyone approaching too closely. If the animal threatens to rush into the water, back away from the island.

* Wildlife often seeks refuge from floodwater on upper levels of a home and may remain inside even after the water recedes. If you meet a rat or snake face to face, be careful but don't panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the training,

protective clothing, restraint equipment and caging necessary to perform the job
.

* Beware of an increased number of snakes and other predators who will try to feed on the carcasses of reptiles, amphibians and small mammals that have been drowned or crushed in their burrows or under rocks.

* Often during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis and other diseases may occur. Contact your local Emergency Services Office for help.

Further Assistance

* If you see any injured or stranded animal in need of assistance, or if you have any other questions or concerns about animal protection during an emergency situation, contact the Alexander County Animal Services at 828-632-1199 or Alexander County Emergency Services at 828-632-9336.

COMMUNICATIONS
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These operating procedures describes the communications systems within the County's communications systems and presents available communications sources, policies and procedures to be used by County governmental agencies during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Communications play a critical role in emergency operations. Communications networks and facilities exist and operate throughout the County. Properly coordinated, these facilities provide for effective and efficient response activities.

2. The Emergency Communications Center (911) is located in the Alexander County Courthouse in Taylorsville.

B. Assumption

It is assumed that the communications system will survive and/or withstand the effects of a disaster. These procedures will provide coordination of all communications systems during an emergency situation facilitating timely response activities.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency communications systems and services used by the County are controlled by Alexander County Emergency Services / Communications .

2. The Emergency Communications Center is operated 24 hours a day and serves as the County Warning Point.

3. The Emergency Communications Center will be expanded as required during emergency operations.

4. Emergency communications procedures will be implemented and backup capabilities activated as necessary.

5. Appropriate communications personnel will be notified.

B. Specific

1. Telephone Service

   a. Telephone service in the County is provided by Bell South and Centel.

   b. The telephone companies will be provided with a list of essential users of telephone service.

2. Two-Way Radio Systems

   a. The County two-way radio system is designated as a principal system to be used for direction and control activities. It provides voice communications between mobile units operated by emergency service agencies and the County Emergency Communications Center. The principal users are:

      (1) Sheriff's Department

      (2) Emergency Services Director

      (3) Fire Chiefs

      (4) Fire Service Coordinator

      (5) Rescue Captain

      (6) EMS Director

   b. The following County departments, agencies and organizations operate two-way radio systems capable of contact with the Communications Center:

      (1) Sheriff's Department

      (2) County Volunteer Fire Department(s)

      (3) Taylorsville Police Department

      (4) Rescue Squad

      (6) Emergency Medical Service

(7) Emergency Services/Fire Marshal

c. The following County volunteer organizations operate two-way radio systems:

(1) Amateur Radio Emergency Service (ARES)

d. Other two-way communications systems, which may be used to communicate with the State EOC during emergencies, include:

(1) Division of Criminal Information and Identification Section (DCI)

(2) North Carolina Inter-City Police Network

(3) Amateur Radio Emergency Service (ARES)

(4) State Emergency Management FM Voice Radio Network

(5) Commercial Telephone

e. The following communications systems have terminals or can be accessed from the Communications Center:

(1) Sheriff's Department Radio System

(2) County Fire Protection Network

(4) Rescue Squad Radio System

(5) Local Area Police Network

3. Other Communications Systems

The following communications systems are available but generally not operated from the Communication Center:

a. ARES network

IV. ORGANIZATION AND ASSIGNMENT

A. Organization

1. The Communication Director is the principal coordinator for planning and developing emergency communications systems and operating procedures. (*See Appendix 1, Communications Organizational Structure.)*

2. The County Warning Point is the central control point for coordinating communications.

B. Responsibilities

1. Communications Director

   a. Develop Communications SOP.

   b. Ensure that communications procedures are established for the use of logs, message forms and message control.

   c. Develop procedures for obtaining and restoring telephone services during emergencies.

   d. Develop mutual aid agreements.

   e. Prepare authentication charts and devices for use during an emergency.

   f. Maintain current internal notification/recall rosters.

   g. Identify potential sources of additional equipment and supplies.

   h. Provide for radio repair capabilities and maintenance operations under emergency conditions.

   i. Ensure program training for all County communications personnel including volunteers and maintenance personnel.

   j. Test and maintain communications equipment on a regularly scheduled basis.

   k. Provide for regular testing of the emergency generators.

   l. Provide for radio system compatibility and networking.

   m. Provide for the delivery of primary and backup radio communications (fixed and mobile).

   n. Report to the EOC upon activation and provide direction and control for communications operations.

   o. Staff, equip, and operate emergency communications facilities and systems.

   p. Coordinate radio, telephone and other communications resources in the County.

   q. Coordinate communications net with surrounding counties, the State and the County during disasters.

2. Telecommunicators

   a. Provide radio communications in an emergency as directed.

   b. Establish and maintain a message log.

   c. Route messages as instructed by the Communications Director.

3. Amateur Radio Emergency Service: Provide communications between EOC and shelters and otherwise as directed.

V. DIRECTION AND CONTROL

A. The Local Emergency Services Director will be notified when a major emergency situation has occurred or is imminent. The Emergency Services Director will then inform County officials in accordance with the County procedures.

B. Authority to direct and control the use of communications systems and services available to County departments and agencies is delegated to the Communication Director.

VI. CONTINUITY OF GOVERNMENT

The line of succession is:

A. Director of Communications

B. Communications Supervisor

C. Designated Telecommunicator

VII. ADMINISTRATION AND LOGISTICS

A. Facilities and Equipment

1. The County Emergency Communications Center is equipped with communications equipment (radio, telephone, etc.) allowing contact within the County, contiguous counties and the State EOC. *(See Appendix 2, Emergency Communications Network.)*

2. The organizations involved in emergency communications will follow the administrative and logistical procedures established by their individual agencies.

B. Training and Exercises – Radio operators of emergency response organizations are trained by their respective agencies.

C. Security

1. Communications equipment is vulnerable during time of emergency particularly during periods of national emergency.

2. Communications personnel must possess appropriate security clearances to send or receive classified information.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. These procedures will be reviewed on an annual basis.

B. All departments/organizations within the County providing emergency communications will develop and maintain communications SOP's, mutual aid agreements, personnel rosters, including 24-hour telephone numbers and communications equipment inventories.

IX. AUTHORITIES AND REFERENCES

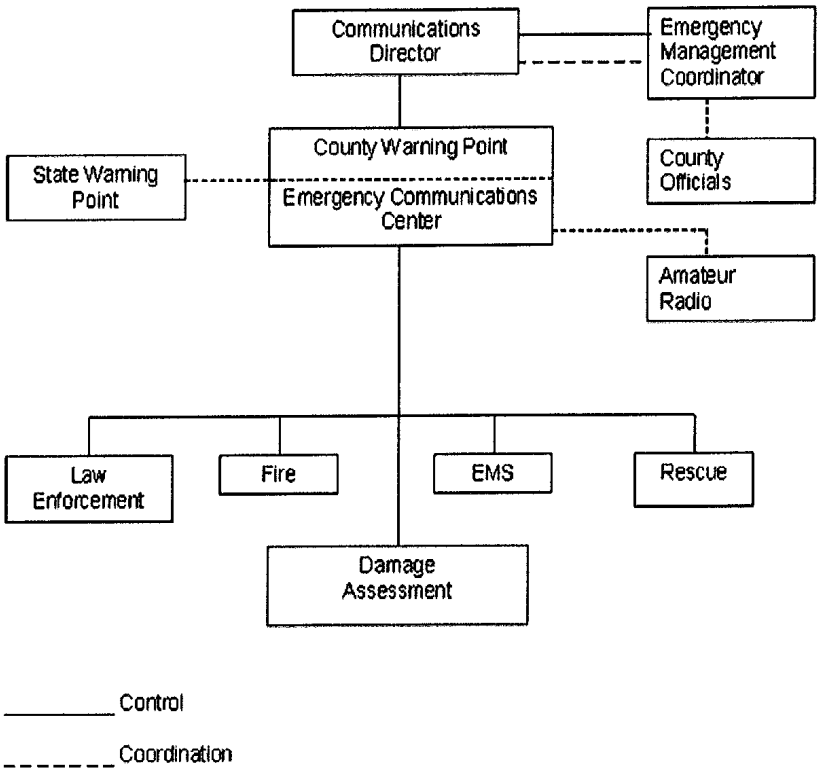
A. Federal Communications Commission (FCC) rules and regulations.

B. N.C. General Statutes, 166A. (See Exhibit 8)

C. Alexander County Emergency Management Ordinances.*(See Exhibit 9)*

Appendix 1

COMMUNICATIONS ORGANIZATIONAL STRUCTURE



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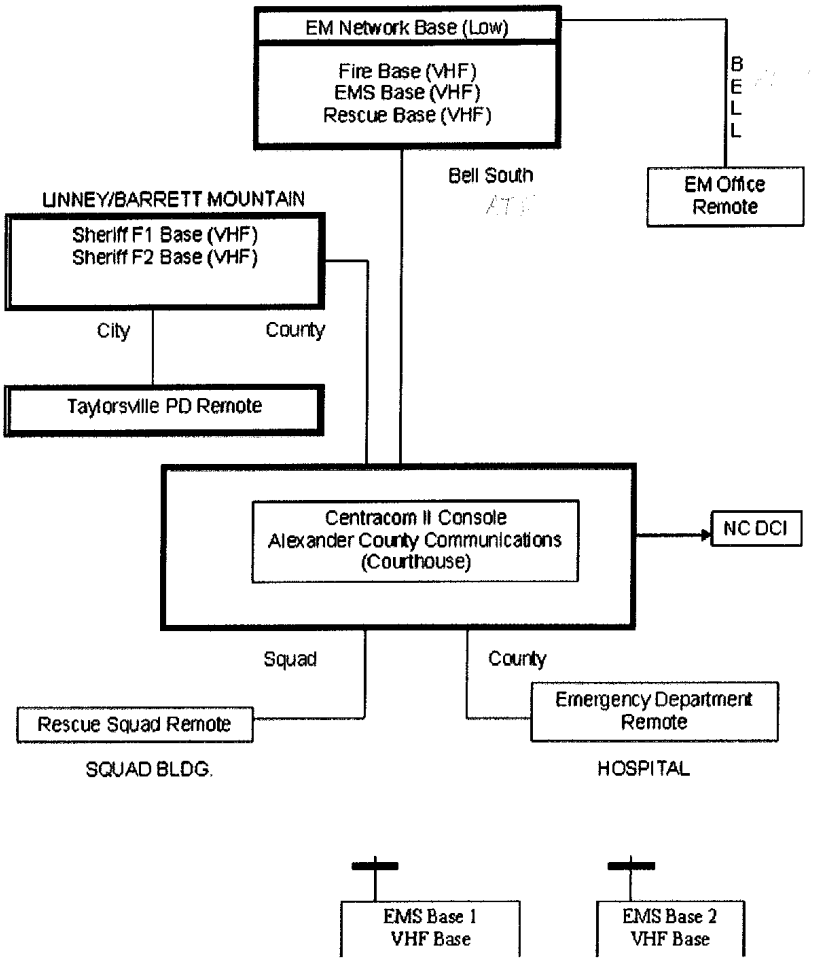
Appendix 2

ALEXANDER COUNTY
RADIO COMMUNICATIONS LAYOUT



6

DAMAGE ASSESSMENT/RECOVERY
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These operating procedures presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazardous events which may affect the County have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.

2. An initial damage assessment (IDA) will determine the severity and magnitude of the disaster, and identify what type supplemental assistance is necessary to recover from its effects.

3. If a disaster occurs, of such magnitude that it could result in a Presidential declaration of "major disaster" or "emergency", a county-wide initial damage assessment of public and private property is required. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what if any outside assistance will be required to restore the affected area to pre-disaster condition.

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.

2. Implementing damage assessment procedures will expedite relief and assistance for those adversely affected.

III. CONCEPT OF OPERATIONS

A. General

Initial responsibility for damage assessment and recovery operations lies with local government.

B. Specific

1. Emergency and recovery operations will initially be coordinated from the County Emergency Operation Center. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency or organization. *(see FEMA Equipment Schedulehttp://www.fema.gov/schedule-equipment-rates)*

2. Damage assessment/recovery personnel will be assigned to the Planning Section of the EOC organization.

3. As appropriate, the Damage Assessment Officer (DAO) will coordinate notification of damage assessment personnel. These personnel will report as directed to conduct the IDA.

4. The DAO will organize, equip and assign field teams to affected areas to support the IDA.

5. The DAO will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Services Director, and plot damaged areas on local maps.

6. The Emergency Services Director will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recovery from the disaster.

7. The Emergency Services Director will forward damage assessment reports and any request for assistance to the NC Division of Emergency Management, Western Branch Office by the quickest means available. The Secretary of the NC Department of Public Safety is authorized to commit any State resources to assist with the emergency/recovery efforts.

8. Based upon the local damage assessment reports, the NCEM Director will determine what recovery capabilities are available to meet the anticipated needs. If the capabilities of the state/local/private resources appear to be insufficient, he may request a joint federal/state/local Preliminary Damage Assessment (PDA) be conducted.

9. The Governor may request a Presidential Declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment State/local/private disaster relief efforts.

10. The President, under a "major emergency" declaration may authorize the utilization of any federal equipment, personnel and other resources.

11. The President, under a "major disaster" declaration may additionally authorize two basics types of disaster relief assistance:

    a. Individual Assistance (IA)

        (1) Temporary housing (100% federal dollars);

        (2) Individual and family grants (IFG) (75% federal, 25% State/local funds)

        (3) Disaster unemployment assistance;

        (4) Disaster loans to individuals, businesses, and farmers;

        (5) Agricultural assistance;

        (6) Legal services to low-income families and individuals;

        (7) Consumer counseling and assistance in obtaining insurance benefits;

        (8) Social security assistance;

        (9) Veteran's assistance;

        (10) Casualty loss tax assistance.

    b. Public Assistance (PA) (75% federal, 25% state/applicant funds)

        (1) Debris removal;

        (2) Emergency protective measures

        (3) Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

12. In the event a major disaster or emergency is declared:

    a. A federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.

    b. A state Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the governor to coordinate the state efforts

    c. A Disaster Field Office (DFO) will be established within the State (central to the damaged areas) from which the disaster assistance programs will be administered.

    d. For IA only, Disaster Applications Centers (DAC's) will be established central to the affected areas where individuals may apply for assistance.

    e. If the area is declared eligible for Public Assistance Programs, an Applicant's Briefing will be conducted for officials of the County, Indian tribes, and private nonprofit (PNP) organizations to explain eligibility criteria. The Emergency Services Director will be requested to assist with identifying and notifying eligible applicants.

    f. At the Applicant's Briefing, each eligible entity will submit a Notice of Interest (NOI).

    g. Each PA applicant will appoint a "Applicant's Agent" to coordinate the collection of documentation and submission of information to the DFO.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Board of County Commissioners, through the Emergency Services Director, is responsible for the overall organization of damage assessment for the County and Town.

2. A Damage Assessment Officer will be appointed by the Emergency Services Director to coordinate damage assessment operations.

3. Damage Assessment teams will be selected and trained for damage survey.

4. An organizational chart for damage assessment is contained in *Appendix 1, Damage Assessment Organizational Structure.*

B. Responsibilities

1. Emergency Services Director

a. Appoint a Damage Assessment Officer to coordinate overall damage assessment operations.

b. Recruit damage assessment team members.

c. Provide damage assessment training on an annual basis.

d. Maintain sufficient quantities of needed forms and supplies for damage assessment teams and other departments/agencies assisting with assessment recovery operations.

e. Assure agencies and organizations begin maintaining expense records at onset of the emergency.

f. Secure resources to support and assist with damage assessment activities. (maps, tax data, cameras, identification, etc.)

g. Appoint a Utilities Liaison to coordinate information flow between the EOC and affected utilities.

h. Develop and disseminate, as appropriate, public information and education programs relating to disaster recovery. (DAC locations, hours of operation, etc.)

i. Assist with securing DAC facilities and equipment.

j. Assist with identification and notification of applicants that may be eligible for PA programs

2. Damage Assessment Officer (Tax Assessor)

a. Develop, review and annually update procedures for damage reporting and accounting.

b. Train personnel in damage assessment organization, techniques, and reporting procedures.

c. Maintain a current damage assessment team notification/recall roster.

d. Report to EOC upon activation and coordinate damage assessment operations in conjunction with the Emergency Services Director.

e. Assign damage assessment field teams and deploy as feasible. Assure each team has communications with EOC.

f. Inform emergency operations officials of hazardous facilities, bridges, roads, etc.

g. Compile damage reports for appropriate agencies.

h. Assist the Emergency Services Director and other County or municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected facilities.

i. Identify and maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs.

j. Collect and compile incoming damage reports from teams in the field to include County and private agencies such as ARC, school systems, utility companies.

k. Ensure that response agencies initiate documentation of all cost incurred subsequent to the emergency /disaster.

l Document all emergency work performed by local resources, including appropriate photographs.

m. Provide for submission of accurate, detailed and timely Initial Damage Assessment Reports to the Emergency Services Director.

n. Collate and consolidate all expenditures and damage assessment information for transmittal to the NCEM, Western Branch Office.

3. **Damage Assessment Field Team Members**

a. Assist the Damage Assessment Officer and Emergency Services Director in maintaining readiness by checking equipment and supplies, attending training sessions and reporting any changes to personnel rosters

b. Upon official notification, report to the EOC for assignment as soon as conditions permit.

c. Survey assigned locations record damage on damage assessment worksheet (s) and transmit general damage assessment information to the EOC as directed by the DAO.

d. Immediately report to the EOC any situations posing an immediate threat to public safety (downed power lines, weakened bridges, etc.)

e. Return to the EOC when directed and provide damage assessment worksheet(s)

4. **Finance Officer**

a. Establish and maintain a separate account of disaster-related expenditures and expenses

b. Submit Daily Activity Reports (Materials and Labor/Equipment) to the DAO as requested.

c. Receive, collate, and submit information from PA eligible agencies/organizations to DAO.

5. **EDC Director** (Economic Development Commission Director)

a. Upon notification, report to the EOC as soon as conditions permit.

b. Survey non-agricultural businesses to identify facility damage and/or economic impact.

c. Provide damage information to DAO as received for assignment to field teams.

6. **Cooperative Extension Agent**

Although not a County Agency, the Extension Service will be requested to assist in the damage assessment process due to its access to the agricultural community.

a. Survey farms and other agri-businesses to identify facility damage and other economic impact.

b. Provide information as received to DAO for assignment to field teams.

7. **Planning Director**

a. Upon notification, report back to EOC as soon as conditions permit.

b. Serve as technical advisor to DAO, consulting on building values, repair estimates, etc.

8. **Utilities Liaison**

a. Provide information about locations of power, water, telephone facilities and lines.

b. Provide information about damage to utilities, facilities and power lines.

V. DIRECTION AND CONTROL

A. Local officials, in conjunction with the Emergency Services Director, will direct and control recovery activities from the EOC.

B. The Damage Assessment Officer is a member of the EOC staff and is responsible for the coordination of damage assessment.

C. All County departments will provide personnel and resources to support the damage assessment/recovery effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession is:

1. Tax Assessor
2. Senior Building Inspector.
3. Other Inspectors by Seniority.

B. Lines of succession for agencies supporting damage assessment are in accordance with each agency's established procedure.

VII. ADMINISTRATION AND LOGISTICS

A. Damage reporting forms guidance will be made available for distribution when necessary. Copies of all documentation are retained for record purposes.

B. Survey teams for damage assessment will consist primarily of local government employees. When necessary, nonprofit organizations and non-government personnel will supplement the teams. Radiological and/or hazardous materials specialists will be added to teams when need arises.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Services Director and Damage Assessment Officer will develop and maintain these Standard Operating Procedures on an annual basis.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. N.C. General Statutes, 166-A. *(See Exhibit 8)*
2. Alexander County Emergency Management Ordinances. *(See Exhibit 9)*
3. PL 93-288, as amended. *(See: www.fema.gov & search for PL)*

B. References

Federal Disaster Assistance *(see: http://www.disasterassistance.gov/)*

APPENDIX 1

DAMAGE ASSESSMENT/RECOVERY

ORGANIZATIONAL STRUCTURE

EMERGENCY OPERATIONS CENTER

EMERGENCY MANAGEMENT COORDINATOR

DAMAGE ASSESSMENT	UTILITIES LIAISON
DAMAGE ASSESSMENT TEAMS - PUBLIC	DAMAGE ASSESSMENT TEAMS - PRIVATE
GOVERNMENT ENTITIES	DAMAGE ASSESSMENT TEAMS - AGRICULTURE
PRIVATE NON-PROFIT ORGANIZATIONS	

Appendix 2
PERFORMING DAMAGE ASSESSMENT
USING PRE-PRINTED DAMAGE ASSESSMENT FORMS

There are two primary methods for recording damage assessment information:

1) Using pre-printed forms, and/or

2) using a computer database entry form *(see Appendix 3).*

Pre-printed forms and instructions for completing the various forms are available from Alexander County Emergency Services or the Damage Assessment Officer (DAO).

Pre-printed forms and instructions are available for:

1. Residential damage assessment

2. Business damage assessment

3. Public (governmental and private non-profit entities) damage assessment

Appendix 3
PERFORMING DAMAGE ASSESSMENT USING DATABASE

Using damage assessment forms contained in the data base allows the person using the database several options. 1. Obtaining the most current damage total for each category. 2. Entering data (or information) 3.

Editing data (or information) 4. Searching data (or information)

DIRECTION AND CONTROL
STANDARD OPERATING PROCEDURES

(also - see Emergency Operations Center SOP)

Updated: July 1, 2014

I. PURPOSE

These operating procedures outline the direction and control procedures for emergency operations and identifies the personnel, facilities and resources which will be utilized in the coordinated response activities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e., law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures.

2. Many hazards exist within or near the County, which have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control (EOC) function in order to conduct effective and efficient emergency operations.

3. The municipality within the County may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the County EOC, and resources secured through existing mutual aid agreements with other municipalities. Requests for State/Federal government assistance will be directed to the County EOC or to the Emergency Services Director prior to activation.

4. Centralized county-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:

   a. there exists an imminent threat to the public safety/health;

   b. extensive multi-agency/jurisdiction response and coordination are necessary to resolve or recover from the emergency situation;

   c. local resources are inadequate or depleted and significant mutual aid, state and or federal resources must be utilized to resolve the emergency situation;

   d. the disaster affects multiple political jurisdictions within the county which are relying on the same emergency resources to resolve the emergency situation;

   e. local emergency ordinances are implemented to control the emergency situation.

5. The County Emergency Operations Center serves as the central direction and control point for county-wide emergency response activities.

6. The County Emergency Operations Center (EOC) is located in the Alexander County Emergency Services Office, 81 Liledoun Rd, Taylorsville NC. It is normally staffed during office hours by Emergency Services personnel. The County Communications Center (911) is located at the Alexander County Courthouse and operates 24 hours a day. As used in this document, the term “activation” means bringing the EOC to an increased operational status. The specifics of activation are described in the EOC Standard Operating Procedures.

7. In the event the EOC is inoperable, or if other conditions warrant, an alternate EOC may be established at CVCC Alexander Center For Education, 345 Industrial Blvd, Taylorsville, Room 103.

B. Assumptions

1. The designated EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to the EOC in a timely fashion.

2. The County EOC facility and equipment is adequate for coordinating county-wide emergency operations.

3. Sufficient procedures have been developed to effectively direct and control disaster operations/recovery.

4. Emergency operations and coordination at all levels of government will be carried out according to plans and procedures.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency operations shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the County.

2. The Emergency Services Director will activate, organize and operate the EOC in a flexible manner based on the magnitude of the situation.

3. The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and demands of the emergency. Municipalities will provide representation in the County EOC for inter-jurisdictional coordination when the event affects the jurisdiction or as requested.

4. When EOC activation is warranted to direct and control emergency operations, the Emergency Services Director will notify the County Manager, who will notify the Chairman and the County Commissioners.

5. The EOC will be managed in accordance with the County EOC Standard Operating Procedures.

6. On-scene activities of emergency response personnel will be managed utilizing Alexander County's Incident Management System Plan.

B. Staffing

Personnel assigned to the EOC will operate in one of five functional sections as assigned by the Executive Group or Emergency Services Director:

1. The **Executive Group**, under the direction of the Chairman of County Commissioners, consists of the elected officials, jurisdictional management and liaison officials, jurisdictional Public Information Officer (PIO) and is responsible for:

   a. the approval of polices and strategies pertinent to the emergency/disaster situation

   b. conducting briefings of the EOC staff to assure coordination of information

2. The **Operations Group**, under the direction of the County Manager and consisting of the designated representatives of the agencies conducting emergency operations (law enforcement, fire, EMS, others as appropriate), is responsible for the direct

supervision of on-scene operations including the allocation of resources necessary to implement the approved strategies and policies.

3. The **Planning Group**, under the direction of the Planning Director, consisting of the Damage Assessment Officer and other technical advisors pertinent to the type of emergency/disaster, may be established to:

   a collect, evaluate, display and disseminate information regarding the incident and status of resources;

   b. maintaining an event log/journal, posting data and maintain status boards;

   c. analysis of the predictable probable course of emergency incident events;

   d. the development of action plans and alternatives to control operations for the incident; and

   e. anticipation of resource requirements

4. The **Logistics Group**, under the direction of the Emergency Services Director and consisting of the representatives of emergency support agencies (i.e. shelter and mass care, public works, communications, etc.), may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation.

5. The **Finance Group**, under the direction of the County Finance Director, may be established to:

   a. compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services;

   b. perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The onset of an emergency adds to the normal day-to-day role of existing agencies and organizations within the county in order to protect the population and property. Where possible, the emergency responsibilities in this plan have been assigned similar to the day-to-day responsibilities of the agencies/organizations. *See*

Appendix 1, Direction and Control Organization.

2. Through the Emergency Services Office, the County Board of Commissioners exercises its emergency responsibilities during emergencies and disasters to provide for the health and safety of the public.

3. The Emergency Services Director is appointed in accordance with county personnel policy to manage the County Emergency Management program.

4. When activated, the EOC serves as a central, coordinating point for obtaining, analyzing, reporting and retaining disaster related information.

5. The first arriving emergency response official with two-way communications capability will establish the initial (on-scene) Incident Command System (ICS) and will serve as the Incident Commander (IC). The IC will follow guidelines outlined in Alexander County's Incident Management System Plan.

6. For long-term emergency/disaster situations, the "Incident Commander" will be designated by the on-scene senior official of the emergency response agencies, or by the County EOC (when activated) based on the type, nature, or location of the incident.

7. In situations where the disaster effects are widespread (many incident sites), the EOC may select to establish the county fire districts or any other distinguishable boundaries as the "incident site" in order to achieve a manageable span of control. Reference Appendix 1, Direction and Control Incident Command System.

8. A single "Command Post" will be established near the scene of each emergency/disaster situation by the Incident Commander. Senior officials of the emergency agencies involved in the emergency response will report to this facility to afford optimum coordination. This facility will serve as the central command and control point for all on-scene resources, and will disseminate pertinent situation information and resource request to the County EOC.

B. Responsibilities

1. Chairman, Board of Commissioners/Mayor

a. Perform direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.

b. Issue and distribute as appropriate, a local proclamation declaring a State of Emergency or terminating the State of Emergency.

2. County Manager/Town Manager

a. Ensure agencies develop and update their Standard Operating Procedures (SOP's) to the Emergency Operations Plan (EOP)

b. Ensure regular drills and exercises are conducted to test the functions of the EOP.

c. Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction, including management of the Emergency Operations Center.

d. Implement emergency policies/ordinances as appropriate on behalf of the governing body.

3. Emergency Management Coordinator

a. Coordinate the development and update of the Emergency Operations Plan.

b. Develop and maintain a functional EOC. Select and equip an alternate EOC and/or mobile communications unit.

c. Ensure that a system is developed and implemented to manage information (including internal messages) pertaining to the emergency situation and disseminate it to other levels of government, the public and private sector.

d. Acquire maps, status boards and other display devices for the EOC which identify high hazard areas and pre-selected control/monitoring points.

e. Ensure that an events log (casualty and health concerns, property damage, fire status, size of risk area, scope of hazard, number of evacuees, radiation dose, etc.) is compiled and displayed in the EOC throughout the duration of the emergency.

f. Provide for acquisition/stocking of food, water supplies, and other equipment as necessary for the effective operation of the EOC staff.

g. Provide for acquisition/stocking of EOC administrative supplies and equipment.

h. Identify personnel/agencies having resources to support EOC operations.

i. Develop a schedule for testing, maintaining and repairing EOC and other emergency equipment.

j. Develop and maintain the EOC Standard Operating Procedures including an upgrade activation checklist and notification/recall roster.

k. Arrange for training and exercising of EOC staff.

l. Alert staff and activate EOC (for 24-hour coverage if necessary) when notified of potential/emergency situations.

m. Ensure that EOC staff acknowledge and authenticate reports.

m. Ensure staff and official's briefings are conducted periodically during the emergency.

n. Establish and maintain coordination with other jurisdictional EOCs as appropriate.

o. Establish and maintain contact and coordination with North Carolina Emergency Management.

p. Provide for adequate coordination of recovery activities among private, state, and federal agencies/organizations.

q. After return to normal EOC operation, ensure equipment is restored to a "ready" condition and EOC supplies are replenished.

4. Agency/Jurisdiction EOC Representatives

a. Report to the EOC and ensure continuous representation throughout activation.

b. Provide support personnel and services to the EOC as appropriate/necessary.

c. Ensure all information related to the emergency/disaster situation is coordinated with other agencies/organizations.

d. Ensure agency staff are secured to provide for 24-hour operation.

5. Communications Director

a. Ensure off-duty/volunteer communications staff can be recalled on short notice to supplement on-duty personnel.

b. Ensure information pertinent to the emergency/disaster situation is provided to

the EOC staff via hard copy.

c. Develop and maintain an inventory of radio frequencies, communications equipment, call signs, etc. of other EOCs and communications resources to supplement local resources.

d. Develop and maintain equipment, methods and procedures for communications between the EOC and on-scene emergency resources.

e. Establish procedures to control two-way radio communications between the EOC and other forces, such as hospitals, ambulance dispatch points and amateur communications networks.

6. Sheriff

In addition to functions/duties assigned in the Basic Plan:

a. Provide for adequate EOC security.

b. Provide backup communications for EOC through mobile units.

c. Provide transportation for EOC personnel under emergency conditions, as warranted/necessary.

7. Incident Commander (IC) – **(on-scene)**

a. Obtain incident briefing from prior incident commander.

b Assess incident situation.

c. Conduct initial briefing.

d. Activate elements of the incident command system.

e. Brief command staff and section chiefs.

f. Ensure planning meetings are conducted.

g. Approve and authorize implementation of the incident action plan.

h. Determine information needs and inform command personnel of needs.

i. Coordinate staff activity.

j. Manage on-site incident operations.

k. Approve requests for additional resources and requests for releases of resources.

l. Approve the use of trainees on the incident.

m. Authorize release of information to the news media.

n. Ensure periodic status reports are completed and forwarded to the EOC.

o. Approve plan demobilization.

V. DIRECTION AND CONTROL

A. The responsibility for the direction and control of the disaster situations is vested in the County Board of Commissioners and is routinely exercised through the appointed County Manager.

B. The EOC is the operational area from which emergency response activities are directed, controlled and coordinated and utilizes the facilities of the County Communications Center and other available communications resources.

C. The mechanics of the EOC operation are contained in the EOC Standard Operating Procedures. (SOP's).

VI. CONTINUITY OF GOVERNMENT

A. Staffing assignments for positions in the EOC will allow for continuous 24-hour operations. Selection and assignment of personnel will be the responsibility of the agency.

B, In the event that the primary EOC is not functional, the alternate EOC will be activated.

VII. ADMINISTRATION AND LOGISTICS

A. The EOC is operated and maintained on a day-to-day basis by the Emergency Services Office. Furnishings, equipment and communications necessary for the operations staff, and expendable supplies and displays necessary for disaster operations will be provided through the Emergency Services Office.

B. The mechanics of upgrade activation, arranging and internal functioning of the EOC are contained in the EOC SOP's.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The EOC SOP's will address staffing, activation, internal functions and administrative and logistical support.

B. Operational plans and procedures will be developed by service chiefs and department heads to support both this plan and the activities of their department in the EOC.

C. Periodic review and amendment of this plan will be identified in the plan by signature and change of the approval date of the plan. This action will be accomplished at least annually.

IX. AUTHORITIES AND REFERENCES

A. North Carolina Emergency Management Act of 1977 as amended(10/01/2012), NC G.S.166A-1, et. Seq. *(Exhibit 8)*

B. Alexander County Emergency Management Ordinances *(Exhibit 9)*

C. Local Government Emergency Planning (CPG 1-8)

D. Emergency Operating Centers Handbook (CPG 1-20)

APPENDIX 1

EMERGENCY OPERATIONS CENTER ORGANIZATIONAL STRUCTURE

FOR INCIDENT COMMAND SYSTEM

ADMINISTRATIVE COMMAND CHAIRMAN of the BOARD / COUNTY MANAGER	INCIDENT COMMANDER EMERGENCY MANAGEMENT

*	City / County Elected Officials	*	Emergency Medical
*	City / Town Managers	*	Law Enforcement
*	Finance	*	Rescue
*	Purchasing	*	Communications
*	Public Information	*	Fire Services

* Volunteer resources (Red Cross / Salvation Army)
* State Response resources
* Federal Response Resources
* All other resources not listed under

DONATIONS MANAGEMENT
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These operating procedures describe the function of managing goods and services that are donated in the event of a major disaster for relief of residents of Alexander County or for the collection of goods donated by the residents of Alexander County to be shipped to victims in other disaster areas

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, persons not directly affected by a disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization and distribution of donated goods and services will result in confusion and loss of control of donated

resources.

3. The timely release of information to the public regarding needs of victims and points of contact is essential to management of donated goods and services.

4. At the national level, several organizations have established telephone numbers for disaster relief inquires. These organizations include FEMA, the American Red Cross, and the Salvation Army. The State of North Carolina will also establish a telephone line when the situation dictates.

5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.

6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.

7. The distribution of donated goods must be coordinated with the identification of unmet needs.

B. Assumptions

1. Suitable space and equipment will be available to receive, sort and store incoming donated goods and volunteer resources.

2. Adequate personnel for donated goods operations will be available.

3. Multiple local distribution sites will be able to be made convenient to the affected populations.

4. A central reception and distribution site will be established, by the state, away from the disaster area.

5. An aggressive public information effort will expedite the distribution of goods to disaster victims as well as limit an influx of unwanted goods.

6. Local transportation will be available to ship the donated goods to other disaster locations.

7. There will be a surplus of some donated goods that will require disposal.

8. Citizens and businesses in the County will elect to donate money and goods to disaster victims elsewhere and will seek guidance on methods of participation.

9. Some donors will seek to bypass the distribution system established by the County.

10. Charitable and religious organizations will offer their assistance in managing and operating distribution centers.

III. CONCEPT OF OPERATIONS

A. General

1. The goal in donations management is to establish an approach whereby goods and services, if they cannot be discouraged, will be directed to a central reception center away from the disaster area where they can be sorted and organized for distribution.

2. Prior agreements have been made with volunteer organizations to handle the receipt and distribution of donated goods, specifically the Salvation Army.

3. After a disaster, emergency services, along with local officials and private voluntary organizations, must assess as quickly as possible the needs of the impacted area, begin requests for the needed resources and notify the State Emergency Operations Center Common Function for Donation Management.

B. Receipt of Donated Goods

1. A lead agency will be designated for the reception and distribution of donated goods and services. In Alexander County, the lead agency will be the Salvation Army.

2. The magnitude and severity of the disaster will dictate the amount of space and personnel required for the reception and distribution process.

3. The lead agency will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of efforts.

4. A central reception and sorting center for donated goods will be established by the county, as needed and separate locations convenient to the affected area(s) of the county can be used as distribution centers.

5. Operational personnel will be provided by the Salvation Army, or as necessary, solicited from the Volunteer Coordinator's list of available personnel resources.

6. Public information regarding distribution and reception sites, needed goods, volunteers, and other pertinent matters will be coordinated with and by the county public information office.

7. Request for needed goods and re-supply of needed goods will be channeled through the state EOC Common Function Donations Management and the state distribution center when it has been established.

8. Upon receipt of donated goods they should be sorted and packaged in a manner suitable for distribution.

9. Surplus donated goods will be disposed of in a manner consistent with the donor's apparent intent.

10. Designated donations.

a. A designated donation is an offer of a donation made to and accepted by an organization or a specific donation requested by an organization.

b. Inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving the donation will follow its own policies and procedures for handling the logistics involved.

c .Once an offered donation has been accepted, it is a designated donation and belongs to that agency.

d.Distribution of a designated donation will be accomplished by the receiving organization's procedures and under various other plans, such as mass feeding or sheltering.

11. Unsolicited / undesignated goods.

a.Unsolicited/undesignated goods are those donations which have arrived, but have not been requested by an agency.

b.Every effort will be made to designate every shipment to a specific agency.

c.As a last resort, shipments which are unsolicited and undesignated will be directed to the reception center.

d.Unsolicited donations that cannot be directly sent intact to a using organization from the reception center will be unloaded, sorted, classified, and stored as a donation arrives.

12. Transportation

a.The transportation of goods from the donor to the receiving organization will be the responsibility of the donor. Exceptions to this will be on a case by case basis and only the most desperately needed items.

b.Transportation of donated goods from the reception center to the distributions points will be accomplished using local, state, or in some cases, federal resources.

13. Voluntary Services

a.Persons calling may wish to volunteer their personal time and services.

b.The phone bank operators, or others taking inquires from volunteers, will encourage individuals interested in volunteering services to affiliate with a recognized private voluntary organization or other organized group of their choice.

c.The local emergency management office and local officials will identify potentially needed volunteers who have specific technical skills.

d.Public-Sector volunteers will be registered through the Donations Management lead agency and will be called upon by agencies seeking particular skills.

e.The American Red Cross will coordinate the housing and feeding of public volunteers.

IV. DIRECTION AND CONTROL

A. The Salvation Army, as designated lead agency, will use various volunteer agencies and will organize and direct donations management activities in Alexander County. Their activities will be coordinated with the Emergency Services Director.

B. Alexander County Emergency Services will assign a lead agency for direction and control of Donations Management in the event the Salvation Army is unavailable. American Red Cross will provide support.

C. American Red Cross will assume the duties of donations management in the event Salvation Army is unable to provide sufficient resources for the task. Salvation Army will provide support.

V. CONTINUITY OF GOVERNMENT

The line of succession is:

1. Salvation Army
2. American Red Cross Emergency Services Director
3. Alexander County Emergency Services Director

EMERGENCY OPERATIONS CENTER
STANDARD OPERATING PROCEDURES
Updated July 1, 2014

I. GENERAL

A. Purpose

These are the operating procedures for the activation and operation of the Alexander County Emergency Operations Center (EOC). Also see Direction and Control for continuity of government and lines of succession in overall operations, including the Emergency Operations Center.

B. Scope

1. This SOP includes organizational and functional procedures necessary to activate and operate the EOC quickly and efficiently.

2. This SOP will apply except when modified as needed to meet specific conditions and situations. Modifications will be carried out by the Emergency Services Director or his designee.

C. Facility

The EOC is located in 81 Liledoun Road, Taylorsville, North Carolina.

D. Function

The Emergency Operations Center provides necessary space and facilities for the centralized direction and control of the following functions:

1. Direction of emergency operations.

2. Communications and warning.

3. Damage assessment and reporting.

4. Radiological monitoring and analysis.

5. Containment and/or control of hazardous material incidents/emergencies.

6. Dissemination of severe weather watches and warnings.

7. Actions to protect the health and safety of the general public, to include:

   a. Public Information, instructions, and directions

   b. Evacuation and or sheltering

E. Manning

The Alexander County EOC will be manned by representatives of county and city governments involved in emergency operations and volunteers from civic organizations as appropriate. Personnel are listed in Appendix 1 of this document.

II. ACTIVATION OF EOC

A. Warning/Alerts

1. *Source and Means of Receipt*

Warnings/alerts may be received from any source and by any means. The more likely sources and means are shown below. Warnings or directed messages will be verified according to developed procedures to preclude unnecessary reaction to possible prank notification.

a. On-the-scene personnel

b. Weather Service

c. State Highway Patrol

d. Division of Public Safety (DPS)

e. EM Coordinator, Western Branch Office (WBO)

f. News Media

g. Division of Emergency Management

h. Hazardous materials fixed facilities in the County

2. *Persons to Receive Messages*

a. Warning may be received by Alexander County Communications Center.

b. Warning/alerts may also be received by Alexander County Emergency Services Director or his representative.

B. **Alerting Procedures**

Upon receipt of a bona fide warning message, the Emergency Services Director will:

1. Consult with the appropriate county and/or town officials and make recommendations for the activation of the EOC.

2. Initiate alerting/notification procedures to extent directed in the manner prescribed in this SOP.

3. Officials alerted by the action prescribed above will alert those individuals and/or departments for which they are responsible.

C. **Activation**

1. The EOC will be considered activated when sufficient personnel for operational activities are physically present.

2. Reporting - All personnel reporting for duty in the EOC will make their presence known to the Emergency Services Director or their section leaders and will sign in with name, department, date and time of arrival.

3. When the EOC is activated, space will be utilized as pertinent to the operation and designated by the Emergency Services Director.

D. **Deactivation**

1. The EOC will be deactivated when the situation is deemed to no longer need monitoring.

2. The EOC will be deactivated by releasing all personnel and resources. WebEOC will be documented to indicate EOC has been closed.

3. The Incident Commander/Emergency Services Director will determine when the EOC should be deactivated.

III. ORGANIZATION

A. Staffing

1. Full Activation

2. Limited (Partial) Activation - Sections will be represented as directed by the Emergency Services Director.

B. Operations groups will be composed of the following:

1. *Executive*

   a. Chief executives (i.e., County Commission, County Manager)

   b. Emergency Services Director

   c. Public Information Officer

   d. S.E.R.T. (State Emergency Response Team) Representative

2. *Operations*

   a. Operations Director / Manager

   b. Law Enforcement

   c. Fire Services / Fire Marshal

   d. Public Works / Maintenance

   e. Social Services

   f. Emergency Medical Services and Rescue

   g. Communications and Warning

   h. Public Health

i. School System

j. Mental Health

k. Agriculture Extension

3. *Technical / Plans /Special Services*

a. Radiological Safety * As required

b. Damage Assessment * As required

c. Animal Control * As required

d. Other technical support services; including IT/computers

4. *Logistics*

a. Communications

b. Red Cross

c. A.R.E.S.

d. Salvation Army

e. Other volunteer or support agencies

5. *Finance*

a. Finance Officer

b. Purchasing Officer

IV. OPERATIONAL PROCEDURES

A. General Duties and Responsibilities

1. *Executive*

a. Chief Executives

The Chief Executives are responsible for the formulating of policy and operational guide lines for the conduct of emergency operations. They are also responsible for the overall

management of survival and recovery efforts.

b. Emergency Services Director

The County Emergency Services Director is charged with planning, organizing, directing and supervising emergency operations conducted within the County and will:

(1) Assign and where necessary, train personnel to accomplish required tasks in the operation of the EOC.

(2) Ensure that the EOC SOP and appropriate Emergency Support Function Annexes are periodically updated.

(3) Maintain sufficient supplies and equipment to ensure the operational capability of the EOC.

(4) Supervise and coordinate the functions during operations.

(5) Provide briefings as needed.

(6) Perform such other tasks as may be required to safeguard property and protect the people of Alexander County in emergencies.

(7) Locate and coordinate resources and resource requests.

(8) Use WebEOC to enter significant events, update County Status Board, update shelter operations and request resources.

c. Public Information Officer (PIO)

The Public Information Officer is responsible for overall coordination of public information activities and will:

(1) Establish procedures for the dissemination of information.

(2) Provide the public with educational-type information for their safety and protection.

(3) Disseminate public instruction and direction.

(4) Act as the government's point-of-contact with the news media.

(5) Serve under the direction of the County Manger or designee.

d. S.E.R.T. (State Emergency Response Team)

The SERT representative is responsible for over all coordination of state and federal response resources and obtaining such resources from appropriate state and/or federal agencies and will:

(1) Forward requests for assistance and or resources to the appropriate state agencies.

(2) Keep local officials briefed on the activities of the state.

(3) Carry out other duties assigned by the state.

2. *Operations*

a. Operations Director/Manager

The Operations Director controls the activity of those agencies making a direct response in the containment and reduction of the emergency and will:

(1) Be the recipient of all incoming information concerning the emergency situation.

(2) Have available the most current status of resources (i.e., manpower, equipment and supplies), in and out of government.

(3) Establish a priority of effort based on the two preceding items of information.

(4) Be supported within the EOC by the Administrative Department of county government which will:

(a) Maintain a complete record of activities in chronological order.

(b) Provide personnel for secretarial and clerical activities as needed within the EOC.

(c) Provide personnel for posting the operational status and activities on EOC display boards, charts, maps, etc.

b. Law Enforcement

The Law Enforcement Group is headed by the County Sheriff or his representative and is supported as needed by the Taylorsville Police Department, the auxiliary forces of those departments, and the North Carolina Highway Patrol. In addition to normal law enforcement activities he is charged in Emergency Operations with providing assistance in warning and evacuation, EOC Security, escorts for school buses, traffic control, and security for evacuated areas.

c. Fire Service/Fire Marshal

Fire Service within the County is represented in the EOC by the Alexander County Fire Marshal or his designee and (as necessary) the Chiefs of various local Fire Departments. Additional duties assigned to the Fire Service are many and varied. These duties are contained in current plans, particularly those involving hazardous material incidents/emergencies including radioactive material.

d. Public Works

Public Works for the County will be made up of the personnel and equipment from the County Maintenance Department as well as Taylorsville Public Works. It will be under the direction and control of the County Maintenance Director. This group will provide such emergency service as debris clearance, soil removal; refuse collection and other similar services as needed for the safety and protection of the population.

e. Social Services

In addition to the services provided by these organizations on a routine basis, they are tasked in emergencies with support operations of Congregate Care Centers if required. Facilities (schools/churches) to be used as Congregate Care Centers are identified in appropriate plans. Supporting Congregate Care includes the entire spectrum of mass care from registering through feeding, bedding, physical hygiene, care of sick, aged, infirm and children, to returning the facility to its pre-shelter condition. The Health Department and Social Services are responsible for coordinating Congregate Care to the Special Needs population.

f. Emergency Medical Service and Rescue

The Emergency Medical Service is represented in the EOC by the Director of Emergency Medical Service. Resources for the service are those of the Health Department, Rescue Squads, and the Emergency Medical Service. In addition to services which would be required of this group in emergencies, they will support the medical and health requirements of Congregate Care.

g. Communications and Warning

(1) Communications within the County are under the operational control of the Office of Emergency Communications Operations and Management. All emergency service agencies utilized within the County are terminated in the center station located at the EOC. Additional communications which could be placed in service are identified in the Resource Manual.

(2) Warning within the County is provided by EAS with Cable Television interrupt on all channels and is supplemented by County's Emergency Communications Network (automated call system) and public address systems mounted in emergency service vehicles. Warning is an assigned responsibility of the County Warning Point (EOC) and supplemented by the various emergency service agencies. The direction and control of the warning system is by the Emergency Services Director.

h. Public Health

Public health is represented in the EOC by the Health Director or his designee and is supported, as needed by members of his/her staff as required, based upon the nature of the incident. In addition to normal duties, the Health Director will be responsible for directing staff to assist in issues dealing with public health concerns with a specific focus on radiation contamination. The Health Director will also address specific issues concerning food products, sanitation and population exposure to diseases that may manifest themselves in times of

disaster.

i. School System

The Alexander County School District is represented in the EOC by the Superintendent or his designee of same or their respective appointed representative who has the authority to act on behalf of the schools. The primary function of this person is to coordinate school related issues such as student evacuations, transportation and the use of school facilities as shelters by the American Red Cross. This person works closely with Red Cross and the Department of Social Services to ensure facilities are adequate and that the needs of both the public and the schools are met in times of disaster. This person serves as the primary liaison between the County and the School system.

j. Mental Health

Mental Health will be represented in the EOC as required or requested by the EOC staff and/or the Emergency Services Director. Mental Health or designee will be represented by the local Director or the chief of a mental health agency should a public agency not be available. The primary function of this person will be to provide assistance in the way of personnel to shelters when it is determined that mental health personnel are needed. They will support the Health Department, Social Services and the Red Cross. The mental health position is also responsible for arranging and coordinating CISD (critical incident stress debriefing) teams for emergency services personnel.

k. Cooperative Extension

Agriculture is represented by the Cooperative Extension Director or designee and is responsible for all issues concerning agriculture including assessing crop, livestock and their product damages that may result from the loss suffered in a disaster. This person will keep the EOC advised regarding agriculture losses or the potential of such losses. This person is also responsible for the coordination of the removal of dead farm animals and/or the decontamination of such animals. This person will be responsible for issuing proper authority to farmers to reenter stricken areas in coordination with the Sheriff or appropriate law enforcement agency. Also this person coordinates assistance to the public by means of public information concerning the consumption of food products or the preparation of same. This activity is conducted in a coordinated manner with the Health Department and the Public Information Officer.

l. Damage Assessment

Damage Assessment is represented by the Tax Supervisor or his designee and is responsible for the coordination of all damage assessment teams. He is also responsible to ensure that the teams are equipped and dispatched to the appropriate areas to conduct damage surveys. Collections of these surveys and compiling the information for accurate reporting to the Emergency Management Coordinator. Additional duties are found in plan Annex dealing with damage assessment.

3. *Technical /Plans / Special Services*

a. Radiological Safety

The RDO has been appointed and will serve as the Radiation Safety Officer, following guidelines established in Alexander County's Incident Management System Plan. He is responsible for the receipt evaluation and reporting of radiological data. He is also responsible for working with the Health Director in making recommendations for Emergency Workers. He shall issue all Radiation Equipment and assist the Health Director in administering KI. He shall be assisted by the head of Environmental Health Division of the Alexander County Health Department.

b. Damage Assessment

The Damage Assessment Section will be manned by the Emergency Management Coordinator who will serve as the Director of Damage Assessment supported by members of the Tax Department, Cooperative Extension Service, and the Inspections Department. Rapid and accurate means of developing this information is essential as it forms the basis for requesting assistance at the State and National level. Assistance will be provided by American Red Cross, if appropriate or requested, and or local fire service personnel. Additional functions may be found in the Damage Assessment Standard Operating Procedures.

c. Animal Services

The Animal Services Section will be manned by the Director of Animal Services or designee. Animal Services will coordinate all issues dealing with domestic companion animals and assist Cooperative Extension as much as possible with livestock issues. These include issues of companion animals at shelters. The Animal Service Section may draw upon whatever resources are necessary and available to assist them.

d. Other Technical Support Services

Other technical support services may be necessary such as representatives of utilities, chemical manufactures, radiation specialists, or other specialists. These persons serve as technical advisors and liaisons within the scope of their expertise.

IT Director or designated IT employee will report to EOC when notified of activation and will be responsible for all IT aspects; including computer functioning, internet access (emergency

permitting), etc.

GIS Director/Coordinator or designee will report to EOC when notified of activation and will be responsible for ensuring that maps are accessible during emergencies.

4. *Logistics*

The Logistics Group is headed by the Assistant Emergency Services Director. This group is responsible for maintaining a display within the EOC of the current status of available government resources (available resources are recorded in WebEOC; Resource Manager Inventory). Additionally, they must be knowledgeable of those resources available within the county but not under government control. This information will be update frequently in WebEOC; Resource Manager Inventory. The Logistics group, may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation. **Demobilization:** Assistant Emergency Services Director will identify resources to be released in a timely and cost effective manner. The Incident Commander will approve release of resources. The Demobilization Unit Leader (appointed by Assistant Emergency Services Director) will be responsible for the transfer of the resources, including consideration of special license requirements. Finance will handle time sheets and other cost reporting items. Logistics also is responsible for mass care and feeding and shelter operations.

a. Communications

Responsible for operation of two-way radio equipment as required, as well as computers and other communications support equipment.

b. Red Cross

In addition to the services provided by these organizations on a routine basis, they are tasked in emergencies with operations of Congregate Care Centers (shelters) if required. Facilities (schools/churches) to be used as Congregate Care Centers (shelters) are identified in appropriate plans (shelters are also documented in WebEOC). Congregate Care includes the entire spectrum of mass care from registering through feeding, bedding, physical hygiene, to returning the facility to its pre-shelter condition. The Health Department and Social Services are responsible for coordinating Congregate Care to the Special Needs population.

c. A.R.E.S.

A.R.E.S. or the Amateur Radio Emergency Service is represented by a volunteer, licensed Amateur radio operator and part of the amateur radio emergency service network. A liaison is assigned by Alexander ARES to the EOC. This liaison is responsible for all ARES operations and staffing regardless of the location of ARES operators. The primary function is to perform back up communications via radio with shelters and messaging from the EOC to outlying emergency operations and serve as the link between shelter operations and the Red Cross liaison at the EOC. This person also ensures that all amateur radio equipment used is functional and within the standards of the service and that all amateur radio personnel are licensed and members of ARES. ARES is also responsible for updating weather information in a timely manner, using whatever tools are available and maintaining contact with NWS and

keeping the EOC advised accordingly.

d. Salvation Army

The Salvation Army provides services for donations management.

5. *Finance*

This group is under the direction of the County Finance Officer. This group may be established to:

a. Compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment, time-keeping and other services;

b. Perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

c. Develop procedures for receiving and processing compensation and claims related to emergency.

d. Develop procedures for handling travel request, forms and claims.

B. Message Control

1. Radio communications received in the EOC will be via the County Communications Center. All traffic through the center will be recorded in digital format as well as printed form.

2. Incoming information will be passed to the Operations Section Chief for his information and disposition as he deems appropriate.

3. Incoming information received via telephone or messenger will be written using the EOC messaging system furnished by Emergency Management.

4. Actions taken as a result of incoming information will be made as an entry in the computer.

5. Outgoing Messages: Copies of messages directing the commitment of resources or personnel will be made available to the Operations Officer and the information passed on to the Emergency Management Coordinator by the agency directing the action.

6. A standard messaging system is available for use by all agencies by using the appropriate ICS forms. The form is simple, self-explanatory and provides an appropriate attachment to journal entries.

7. The flow of information/messaging will follow paths designated according to *attached Appendix 3.*

V. ADMINISTRATION

A. Registration

An ICS 211 *(Exhibit 12)* will be maintained by Emergency Management for all personnel engaged in operational activities in the EOC. Name, title, agency, and time in and out will be required for record purposes.

B. Manpower

EOC Group leaders or their designated representatives will be responsible for notifying members of their staff and providing alternates as required.

C. Staff Support

Administrative and logistical support of staff members within the EOC will be provided by the County Administration Department.

D. Housekeeping

1. Bedding is available within the EOC and will be provided as needed during prolonged operations by the staff of Emergency Services or Red Cross.

2. Meals

   a. With exception of special diets which are the responsibility of the individuals, meals will be provided within the EOC when circumstances dictate or outside travel is restricted or curtailed.

   b. The procurement of food supplies will be the responsibility of the Emergency Services Director or Red Cross.

   c. Preparation of meals within the EOC will be accomplished by either EOC Personnel or the Cooperative Extension Service Homemakers (as available). Austere meals (soup, sandwich and beverage) will be provided in other than prolonged operations.

3. Personal Items

   Each individual reporting to the EOC for duty will make provisions for their own personal hygiene requirements, clothing, and any special dietary needs or prescription drugs.

E. Office Supplies

An initial supply of essential items will be furnished by Emergency Services. Subsequent supplies will be made available from county or retail stocks.

F. Transportation

Transportation to and from the EOC is the responsibility of the individual. Should inclement weather or other conditions prelude vehicle movement, the Emergency Services Director should be notified for whatever assistance he can provide.

G. Status Information

The following status information will be maintained up-to-date in the EOC by the Planning Section via the Situation Unit.

1. Operation Log
2. Shelters (capacity, name)
3. Weather Information
4. Emergency Action Classification (in nuclear emergencies only)
5. Decontamination stations
6. Traffic Control points/road blocks
7. Warning and notification routes

H. **Maps**

Maps that depict the area of the emergency will be posted and maintained. Such maps should depict demographic features and threats to the safety of people and property. Maps are also available via the web site (http://maps.co.alexander.nc.us/maps/.)

I. **EOC Security**

Security will be provided by Alexander County Sheriff's Department. Security will carry out the following:

1. Ensure picture IDs are worn or carried at all times and only those persons with proper identification are admitted to the EOC during operational hours.
2. Ensure an accurate log is kept of all persons entering or exiting the EOC.
3. Ensure authorized visitors are escorted at all times in the EOC.
4. Perform perimeter security checks and ensure appropriate doors are locked or otherwise secured.
5. Perform other security functions as directed by the Sheriff, ranking law enforcement officer or the Emergency Services Director.

VI. METHOD USED TO ALERT E.O.C. STAFF

The staff of Emergency Services and the County Manager's Office, following receipt of alert from the Alexander County Communications Department, will alert the Emergency Operations staff.

As each employee arrives, they will be provided an alert list and be directed to alert certain persons remaining to be called.

Appendix 1

EMERGENCY OPERATIONS CENTER

KEY STAFF ALERT LIST

Updated – July 1, 2014

Name	Title	Office Number
Larry Yoder	Chair - County Commissioners	828-632-9332

Rick French	County Manager	828-632-9332
Chris Bowman	Sheriff	828-632-1126
Jennifer Hefner	Superintendent of Schools	828-632-7001
Keith Moon	Social Services Director (interim)	828-632-1080
Leeanne Whisnant	Public Health Director	828-632-9704
Thomas McDaniels	Animal Control Director	828-632-1199
Patti Foster	Transportation Director	828-632-1112
David Odom	Town Manager	828-632-2218
Dennis James	Police Chief	828-632-2218
David Robinette	Town Public Works	828-632-2218
Russell Greene	Emergency Services	828-632-9336

Appendix 2

ALEXANDER COUNTY

LIST OF TELEPHONE NUMBERS ASSIGNED TO ALEXANDER COUNTY E.O.C.

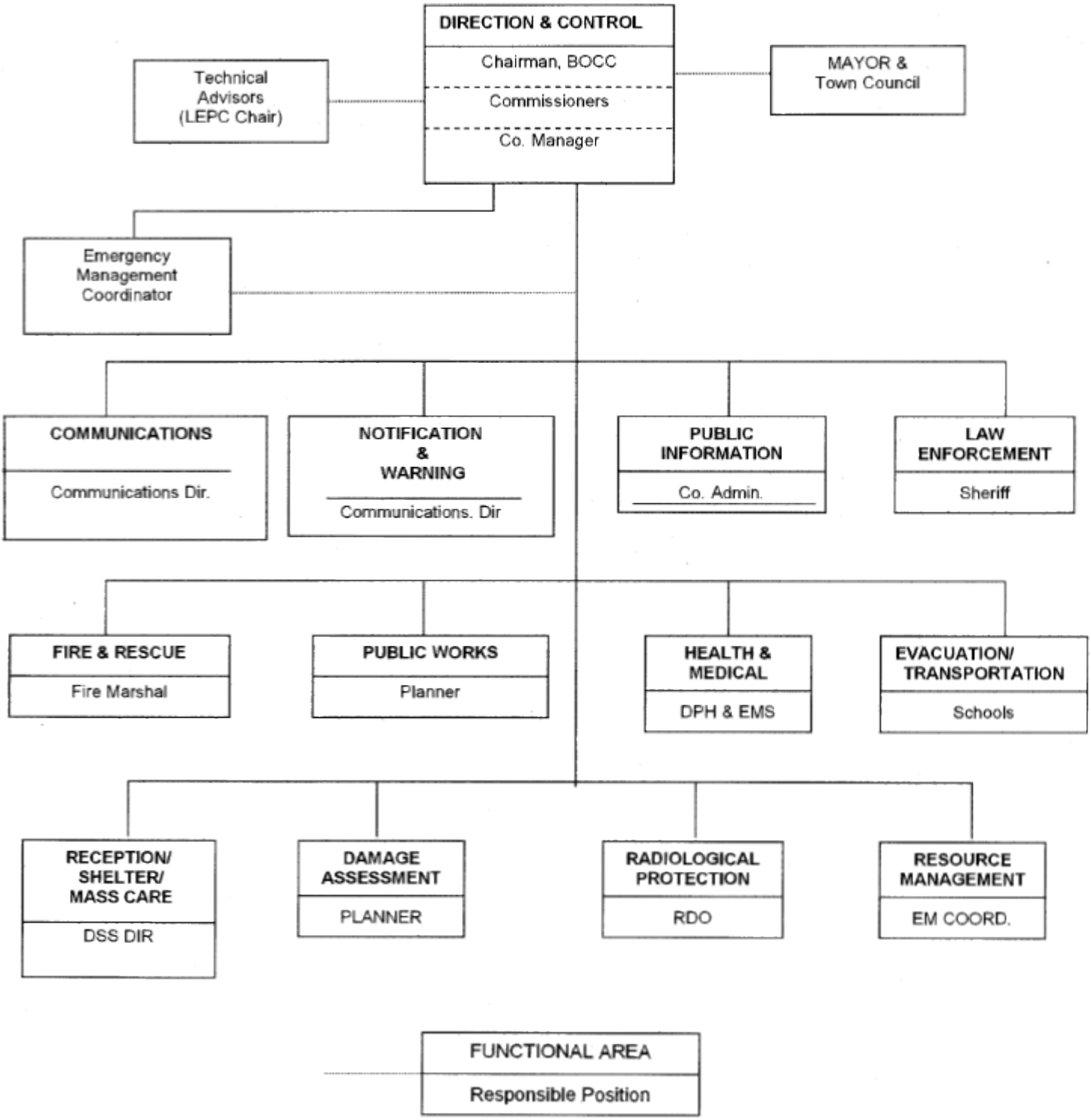
* Numbers that are changed will be posted at EOC activation by Emergency Services Director/Operations

Public Information Officer	(828) 632-9336

Director of Public Health	(828) 632-9704
Radiation Safety Officer	(828) 632-9336
Duke Utilities (911 Emergency)	(800) 827-5118
Fire	(828) 632-9336
Law Enforcement	(828) 632-1111
Superintendent of Schools	(828) 632-7001
Congregate Care/Red Cross	(828) 406-5581
Department of Social Services	(828) 632-1080
Communication Center	(828) 632-2911
Message Control	(828) 632-9336
E.S. Director/Operations	(828) 632-9336
EMS/Rescue	(828) 632-7397
Agriculture Extension	(828) 632-4451
Chairman of Commissioners	(828) 632-9332
Public Works/Maintenance	(828) 632-1101
County Manager	(828) 632-9332

Appendix 3
Organization Chart
(see next page)

ORGANIZATIONAL STRUCTURE



EMERGENCY PUBLIC INFORMATION
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These operating procedures present a plan of action to provide prompt, authoritative and understandable emergency information to the public for natural and technological emergencies and disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and the appropriate course of action based on the situation.

2. The County is served by the news media outlets listed in *Exhibit 7.*

3. During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency the public is made aware of potential hazards and the protective measures that can be employed.

4. The public may accept as valid rumors, hearsay and half-truth information which may cause unnecessary fear and confusion.

B. Assumptions

1. Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster-related instructions to the public.

2. Depending on the severity of the emergency, telephone communication may be disrupted. Local and regional radio/television stations without emergency power may also be off the air. If this occurs, public address systems and door-to-door sweeps may be initiated.

3. Demand for information may be very heavy; therefore, sufficient staff will be provided and trained.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency Public Information (EPI) efforts will focus on specific, event-related information.

2. This information generally will be of an instructional nature focusing on such things as warning, evacuation and shelter. It also is important to keep the public informed of the general progress of events. A special effort will be made to report the facts as accurately as possible and provide advice concerning necessary protective actions. Rumor control will be a major aspect of the information program and will operate from the EOC.

B. Execution

1. Ongoing public education programs will be conducted to increase public awareness of potential hazards and necessary responses.

2. The County Public Information Officer (PIO) will coordinate with County media to provide information and education programs relating to Emergency Management.

3. EPI documents for major hazards will be prepared and maintained during normal periods of readiness. When evacuation is imminent, public information will expand its capabilities to answer public inquiries and prepare new or modified public announcements.

4. For the attack hazard, information about the relocation will distribute to the population via the print and electronic media. EPI maps and instructions also will be used on TV and radio. A camera-ready EPI is on file at the Emergency Services Office.

IV. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. Organization

1. The Public Information Officer (PIO) is appointed by the County Board of Commissioners.

2. The County will establish an emergency information center at the EOC as a point of contact for the media during an emergency and provide necessary staff and equipment to support its operation.

3. The organizational chart for public information is contained in an appendix entitled *Public Information Organizational Structure.*

B. Responsibilities

1. **Emergency Services Director**

   a. Develop and maintain a public information and education program.

b. Establish and maintain a working relationship with the media.

c. Ensure the implementation of all public information activities.

d. Direct and assist the PIO in disseminating public information during emergencies.

2. **Public Information Officer**

a. Prepare SOP's for the coordination of public information during emergencies.

b. Prepare and maintain a current internal notification/recall roster of staff to man the EOC Media Center.

c. Maintain working relationships with the media and a current list of radio stations, television stations and newspapers to be used for public information releases.

d. Establish procedures for the flow of information to the public in a disaster, which shall include the Emergency Broadcast System (EBS).

e. Prepare written statements of agreement with the media to provide for dissemination of essential emergency information and warning to the public, including the appropriate protective actions to be taken.

f. Arrange points of contact for releases of public information in an emergency and for briefings to media representatives when appropriate.

g. Assist in the preparation and review of Emergency Public Information (EPI) Materials for all hazards affecting the County.

h. Report to the EOC upon activation and coordinate the release of disaster related information with local agencies and State and Federal governments.

i. Provide rumor control and publicize the telephone number of a rumor control line where official disaster information can be obtained by the public.

j. Clear information with the chief executive before release to the media.

k. Prepare and distribute pre-scripted EPI materials to the media (newspaper, radio, and television, etc).

l. Ensure that EPI materials for visually impaired and non-English speaking groups are disseminated.

m. Ensure that all sources of information being received are authenticated and verified for accuracy.

n. Assist in handling inquiries and informing families about places of contact for missing relatives, continued emergency services, restricted areas, etc.

o. Prepare and release announcements urging residents to share homes with evacuees when appropriate.

V. DIRECTION AND CONTROL

A. *General* – The Public Information Officer is responsible for all news releases and public information disseminated at the County Level. In times of emergency the PIO will operate from the EOC if appropriate.

B. *Educational and Public Information Programs* – The PIO will provide the media with information on new developments affecting Emergency Management. The PIO also will utilize other types of information and programs on Emergency Management such as delivering lectures or presentations, organizing tours of the EOC, distributing education brochures and showing films.

VI. CONTINUITY OF GOVERNMENT

The line of succession is:

1. Public Information Officer
2. County Manager
3. Emergency Services Director

VII. ADMINISTRATION AND LOGISTICS

A. Media organizations – A list of media organizations involved in local Emergency Management programs can be found in *Exhibit 7, Media Outlets.*

B. Films and Publications – Films, videos and publications dealing with various aspects of Emergency Management are available from various sources including the local, area and State Office of Emergency Management and the Federal Emergency Management Agency.

C. Pre-scripted news releases for natural and technological hazards may be prepared by the Public Information Officer.

D. Accounting procedures to recover costs incurred for emergency operations will established by the County Finance Officer.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Public Information Officer will develop and maintain PIO programs to support this plan.

B. SOP's will be reviewed on an annual basis.

IX. AUTHORITIES AND REFERENCES

A. N.C. General Statutes, 166A *Exhibit 8*

B. Alexander County Emergency Management Ordinance *Exhibit 9*

EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURES

Updated July 1, 2014

I. PURPOSE

These operating procedures provide assistance to the general public by administering medical services during a natural, man-made, or technological emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

* Most emergency situations can lead to physical harm or bring about other internal medical problems.
* A well-planned medical support network is essential during emergency situations.
* Depending on the nature of the incident, complications may include traumatic injury or even death.

B. Assumptions

* A large-scale emergency may result in increased demands on hospitals, medical, and emergency medical transport services personnel.
* Many injuries both minor and relatively severe will be self-treated by the public.
* People other than medical personnel will transport many injured to medical facilities.
* EMS is most critical within the first 30 minutes of the emergency. Mutual aid assistance usually arrives after this critical period.
* Resources available through area and regional medical services mutual aid agreements will be provided.
* When local resources can no longer meet the demand of the situation, State agencies will be contacted to provide additional resources and/or assume control of the response.
* Catastrophic disasters may affect large areas of the County and medical resources may be damaged, destroyed, or unavailable.
* Standard operating procedures will be developed and updated to guide emergency medical responders in the treatment of patients and personnel involved with radiological and hazardous materials incidents.

III. CONCEPT OF OPERATIONS

A. EMS:

* Emergency operations for EMS services will be an extension of normal agency operations.
* Coordination between EMS/Rescue providers is necessary to ensure emergency operational readiness.
* EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
* Volunteer first aid and rescue squads serving the respective response areas will expand EMS capabilities.
* During mass casualty incidents, EMS will establish patient triage, holding, and treatment and transportation areas.
* When necessary, an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the Communications Center.
* Transfer of authority on-scene will be in accordance with established procedures.

B. Mortuary:

* The Medical Examiner will identify and take charge of the proper recovery of human remains

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

EMS Director

* Establish liaison with medical facilities and coordinate with receiving hospitals. Maintain field communications with other response groups.
* Develop EMS procedures and mutual aid agreements.
* Maintain liaison with American Red Cross (ARC) and other volunteer service agencies to support first aid and supplement medical resources in shelters and other disaster

situations.

* Provide for the dispatch of ambulances and the transport of victims to medical facilities.

* Coordinate response capabilities utilizing rescue and mutual aid ambulance units.

* Maintain a casualty tracking system.

* Provide for nursing care to the extent that local medical standing orders allow.

* Implement the Incident Command System (ICS) as needed in accordance with Alexander County's Incident Management System Plan.

V. DIRECTION AND CONTROL

* The EMS director and/or his designee will direct and control EMS operations. For on-scene incidents, the senior officer will assume direction and control.

* The EMS director and/or his designee will maintain communications with their field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.

* The EMS director and/or his designee will coordinate efforts between the County EMS and the Rescue Squads providing emergency medical care in the event of an emergency situation.

VI. CONTINUITY OF GOVERNMENT

LINE OF SUCCESSION:

1. Emergency Medical Services Director
2. Emergency Medical Services On-Duty Shift Supervisor
3. Emergency Medical Services On-Duty Assistant Shift Supervisor or designee

EVACUATION AND TRANSPORTATION EMERGENCY OPERATION PROCEDURES

Updated: July 1, 2014

I. PURPOSE

These operating procedures provide for an orderly, coordinated evacuation of the County population during emergencies and disasters while outlining the organization and direction or transportation resources.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several emergency situations may require evacuation of all or part of the County. Small scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of a severe storm or other county-wide disaster.
2. A hazard analysis has been completed throughout the County, which identifies types of threats, the areas and the population that are most vulnerable to these threats.
3. A demographic analysis has been completed. Facilities and populations within the County that pose special evacuation problems have been identified.
4. An evacuation may require substantial physical resources for transportation, communication and traffic control. Available public and private resources have been identified.
5. Large scale disasters may necessitate the rapid evacuation of nursing homes, assisted living facilities, group homes and non-ambulatory populations.

B. Assumptions

1. Sufficient warning time will normally be available to evacuate the threatened population.
2. The principal mode of transportation will be private vehicles.
3. Particular areas of the County, or special populations within the County will need additional time to accomplish an evacuation.
4. The public will both receive and understand official information related to evacuation. The public will act in its own interest and will evacuate dangerous areas promptly when advised to do so.
5. If there is sufficient advanced warning, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for ordering an evacuation rests with local government. If a municipality is to be evacuated, the mayor will issue the order. If the evacuation involves

more than one jurisdiction, or an area outside of a municipality, the order will be issued on a County level by the Chairman of the County Commissioners, or his designated elected representative.

2. By monitoring the progress of the evacuation, any impediments to the evacuation can be recognized and contingency options can be implemented.

B. Specific

1. Movement Control and Guidance

   a. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.

   b. Traffic movement during evacuation will be controlled by use of pre-designated routes and traffic control points. The evacuation area will identify at least two routes of egress. One lane of each route will be kept open to permit ingress of emergency vehicles.

   c. Vehicle capacity for the major evacuation route (US 64) is estimated at 1000 vehicles per lane per hour.

   d. Traffic movement is directed to reception areas and shelters within the County and in adjacent counties.

   e. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads. Stranded evacuees will be picked up by other evacuating vehicles, or by emergency response personnel.

2. Staging Areas and Pick-up Points and Routes

   a. The County will determine staging areas as mobilization points to organize the emergency personnel and equipment entering from areas outside the County.

   b. Pick-up points and/or routes will be established as needed. Evacuees without vehicles will be instructed to go to the nearest pick-up point. Emergency vehicles will travel these routes at least twice during the evacuation to assure all evacuees without vehicles are assisted.

3. Evacuation of Special Populations (Institutions, Facilities and Special Needs Individuals)

   a. Institutions within the County should develop procedures for evacuation.

   b. Most patients and staff of medical facilities will be evacuated by buses. Available ambulances and vans will be provided for evacuation of non-ambulatory individuals. Procedures for rapid evacuation and/or in-place sheltering have been included for facilities in the danger zone for hazardous materials spills.

   c. Schools will develop evacuation procedures. Pre-designated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and "walk-away"

evacuations. Parents will be advised of the location of reception centers.

d. The public will be given a telephone number(s) for handicapped individuals without transportation. The EOC will arrange pick-up of these individuals by the County Transportation Department. The County Department of Social Services will need to advise the EOC of individuals known to need transportation assistance.

e. Each prison and detention center within the County will develop procedures for the relocation of prisoners to detention facilities outside of the threatened area.

f. Evacuation from County parks and recreation areas will be coordinated by the County. County Parks and Recreation representatives will advise the EOC of any scheduled special events, which may draw crowds to the parks or recreation areas.

g. Large employers within the County have procedures for evacuation of their employees. These procedures include, if needed, the temporary shut-down of their facilities.

4. Emergency Public Information Procedures

a. Emergency public information materials will be prepared. They should identify staging areas for people requiring transportation as well as reception areas and provide movement guidance for the public.

b. Warnings to the public and information concerning evacuation will be broadcast over the EAS network and/or County's Emergency Communications Network and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. Organization

1. The County Emergency Services Director is responsible for implementing the County Evacuation and Transportation operating procedures to facilitate the evacuation process during emergencies.

2. During an evacuation, County emergency operations will be directed by the Chairman of the County Commissioners and coordinated by Emergency Servcies. The Transportation Director will provide coordination of all transportation resources.

B. Responsibilities

1. Chairman of the County Commissioners, in addition to duties outlined *elsewhere in the County Emergency Operations Plan,* will:

a. Declare and terminate a state of emergency when appropriate.

b. Issue and terminate the evacuation order when appropriate.

c. Authorize emergency workers to support evacuation and to enter and leave the threatened area(s).

d. Request the assumption of state direction and control of the evacuation, if required.

e. Assure the protection of public documents and public facilities during the emergency.

2. Emergency Services Director, in addition to duties outlined *elsewhere in the County Emergency Operations Plan,* will:

a. Identify potential evacuation areas in accordance with the County's hazard analysis.

b. Develop evacuation procedures.

c. Identify population groups requiring special assistance during evacuation. (e.g. senior citizens, the very ill and disabled, nursing homes, prison population, etc.).

d. Assure that institutions with the County have evacuation procedures.

e. Coordinate with private industry for use of privately owned vehicles, communication, or other resources needed for evacuation management.

f. Select staging areas or routes for pick-up of persons without transportation.

g. Assure, as required, the transportation of emergency workers into and out of the hazard area.

h. Assure evacuation of the handicapped, elderly and other special needs population groups.

i. Coordinate the evacuation movement including the relocation into other jurisdictions.

j. Designate and activate reception and shelter areas within the County and coordinate with EOC from adjoining counties to ensure that reception areas and shelters have been designated in their counties and activated to receive the relocates.

k. Monitor the progress of the evacuation and modify evacuation procedures when needed.

l. Brief EOC staff and executive group on evacuation status.

m. Establish disaster assistance centers if appropriate.

n. Initiate the return of the population as soon as conditions are safe at the direction of the Chairman, Board of County Commissioners.

3. Sheriff, in addition to duties outlined *elsewhere in the County Emergency Operations Plan,* will:

a. Identify primary and alternate evacuation routes and the traffic control mechanisms (e.g., road blocks) needed to ensure proper utilization of those routes.

b. Establish staging areas in conjunction with fire departments, rescue squads and the Transportation Director.

c. Assist in warning dissemination by distribution and/or enforcement of the evacuation order.

d. Provide traffic control for diversion of traffic away from threatened areas.

e. Maintain law and order and protect property in the evacuated areas.

f. Provide traffic and perimeter control for the evacuation where needed.

g. Provide traffic control and security at reception centers and parking areas.

h. Provide communications support to Emergency Services.

i. Direct reentry traffic into the evacuated area during recovery.

4. Transportation Director will:

a. Develop procedures for intra-and inter-county transportation systems to move critical supplies and equipment from the hazard areas to reception areas and the transport of key emergency workers to and from the hazard area. Procedures will include movement of key workers on designated evacuation routes in either publicly or privately owned vehicles and/or buses.

b. Utilize and maintain the County resources lists to identify public and private transportation resources.

c. Provide buses and trucks for evacuation.

d. Coordinate with law enforcement on establishing staging areas, as well as with fire departments and rescue squads on designating pick-up points and routes.

e. Coordinate with and support, law enforcement in establishing evacuation routes and traffic control points.

f. Provide transportation support to fire departments and the rescue squad for the evacuation of individuals without transportation.

g. Advise the Emergency Services Director of roadway conditions and support the removal of disabled vehicles or other blocks to evacuation.

h. Obtain additional transportation resources, as needed from adjacent jurisdictions, the State and private sources.

5. Public Information Officer, in addition to duties outlined *elsewhere in the County Emergency Operations Plan,* will:

a. Develop and implement when necessary a public information program to increase citizen awareness and responsiveness to evacuation instructions.

b. Conduct a public information campaign to disseminate disaster assistance information as necessary.

c. Inform the public about evacuation routes, destinations and other vital information.

6. Superintendent of Schools, in addition to duties outlined *elsewhere in the County Emergency Operations Plan,* will:

a. Maintain school transportation resources and provide for fuel support when refueling is necessary.

b. Direct the evacuation of school populations.

c. Provide buses and other school vehicles if required for evacuation of the public.

7. Fire Marshal, in addition to duties outlined *elsewhere in the County Emergency Operations Plan,* will:

a. In conjunction with law enforcement and the Transportation Director, establish staging areas.

b. Support the evacuation of special institutions and handicapped/disabled individuals.

c. Support search and rescue services for lost individuals and for individuals unable to evacuate due to injury.

d. Maintain fire security in evacuated areas.

8. Mayor(s), in addition to duties outlined *elsewhere in the County Emergency Operations Plan*, will:

a. Develop plans for the security of municipal public documents and facilities.

b. Develop a roster of key workers who must remain during an evacuation or return subsequent to the evacuation to relieve other key workers.

c. Provide, as requested, municipal personnel and equipment resources to the County to support an evacuation.

9 Military Support Liaison will:

a. Coordinate with the County Office of Emergency Management regarding the availability of personnel and equipment resources from military resources responding to assist in the County.

b. Coordinate use of facilities for military support personnel assigned to the County.

c. Arrange for logistics support for evacuation operations and supplies when requested.

d. Coordinate available military personnel to assist law enforcement in providing security for evacuated areas.

V. DIRECTION AND CONTROL

A. Direction and control of evacuation is the responsibility of the Chairman, County Board of Commissioners. In the Chairman's absence, the Commissioner next in line of succession will serve as replacement representative. Duties may be delegated to the County Manager or the Emergency Services Director.

B. During large scale evacuations involving the relocation of the population from an entire municipality, County, or several counties, the Governor may declare a State of Disaster. At that point the Governor assumes direction and control of the situation and evacuation operations will be coordinated by the State Emergency Response Team (SERT) upon activation of the State EOC.

C. When an emergency situation requires timely evacuation and before the EOC can be activated, the "on-scene" commander can call for evacuation in accordance with the County's State of Emergency ordinance.

VI. CONTINUITY OF GOVERNMENT

The line of succession is:

A. Evacuation

1. Chairman, County Commissioners
2. County Manager
3. Emergency Services Director

B. Transportation

1. Transportation Director (Alexander County Transportation Department)
2. School superintendent or School bus supervisor
3. Emergency Services Director

C. Continuity of government will be maintained by relocating government operations. Lines of succession to all key positions will be established and all essential records will be protected.

D. When evacuees are relocated outside the County, a representative will be appointed to act as liaison between the County and the reception area government. The evacuees will be subject to the regulations and policies of the reception area for the duration of their stay.

E. Lines of succession to each agency that supports the evacuation/transportation operation are in accordance with the agency's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Instructional materials identifying evacuation zones, routes, parking facilities and shelters will be developed for evacuees.

B. Emergency public information instructions for the disaster will be prepared in advance, as much

as possible and distributed as necessary.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. These SOP's will be reviewed on an annual basis.

B. Emergency response forces which participate in an evacuation effort are responsible for maintenance of departmental SOP's, mutual aid agreements, equipment inventories and personnel rosters including 24-hour emergency notification telephone numbers.

IX. AUTHORITIES AND REFERENCES

A. N.C.G.S. 166A *(Exhibit 8)*

B. Alexander County Emergency Management Ordinance *(Exhibit 9)*

FIRE AND RESCUE
STANDARED OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These operating procedures provide for the coordination of fire and rescue activities to ensure the safety of life and property within the County during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire prevention, control and rescue operations are daily problems faced by fire and rescue service personnel. Several hazards become more significant during emergency situations including nuclear incidents and hazardous materials accidents.

B. Assumptions

Existing fire and rescue personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from State and Federal agencies.

III. CONCEPT OF OPERATIONS

A. During emergencies, the fire and rescue service must be prepared to support each other utilizing available expertise, equipment and manpower.

B In an emergency which requires a number of emergency services (i.e., fire, rescue, law enforcement, etc.) to respond, all units, regardless of service, will be coordinated by an incident commander.

C. Regardless of the situation, Alexander County's Incident Management System Plan will be followed. This would involve both emergency and non-emergency situations.

D. Under the North Carolina Hazardous Materials Right to Know Law, the Fire Chief should survey facilities within his jurisdiction to identify types and volume of hazardous materials located within the County. He should consider this information when developing response plans for hazardous materials accidents within the County. Coordination of facility emergency response plans with the Local Emergency Planning Committee will be included in fire service planning.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Fire departments in Alexander County are made up of organized and trained units utilizing volunteer personnel, which serve a specific geographical area, providing service to local governments. The primary concern of these departments is structural fires within their jurisdictions.

2. The control and prevention of forest fires is the responsibility of the State Division of Forest Services. Through mutual aid agreements, local fire departments support the State Division of

Forest Services in this responsibility.

3. Rescue Squad in Alexander County is made up of organized and trained units utilizing volunteer personnel, which serves within the boundaries of Alexander County, providing service to local governments. The primary concern of these departments is to provide rescue services to the entire county. These services may include, but are not limited to vehicle and machinery rescue, collapse rescue, confined space, high angle and water rescue. The squad also provides missing person search and recovery.

B. Responsibilities

1. Fire Marshal, Assistant Fire Marshal, Fire Chief or Rescue Captain

   a. Analyze fire potential and identify fire service requirements.

   b. Prepare SOP's for coordination of fire fighting during emergencies.

   c. Develop mutual aid agreements.

   d. Prepare inventories of all fire equipment and personnel resources.

   e. Report to EOC upon activation, and direct and control fire-fighting operations.

   f. Assist in warning and notifying the affected population of an existing or impending emergency.

   g. Deploy fire/rescue personnel and equipment during emergencies.

   h. Provide for protective equipment, instruments, antidotes and clothing to perform assigned task in a hazardous chemical or radiological environment.

   i. Provide fire equipment and personnel to supplement reception areas fire services.

   j. Direct and dispatch fire-fighting/rescue aid from other locations (if applicable) and other counties to the disaster site.

   k. Designate staging areas for mutual aid and volunteer forces responding from other areas.

   l. Alert all emergency support services to the dangers associated with technological hazards and fire during emergency operations.

   m. Advise decision makers on the hazards associated with hazardous materials.

   n. Support rescue operations.

   o. Provide radiological and hazardous material decontamination and monitoring support.

   p. Provide fire protection for emergency shelters.

q. Provide for maintaining exposure records and ensure that dosimeters are read and reported at appropriate frequencies.

r. Assist in handling inquiries and informing families on the status of individuals injured or missing due to a disaster event.

s. Coordinate support personnel to assist in traffic control and damage assessment operations.

t. Conduct fire inspections during recovery.

V. DIRECTION AND CONTROL

A. Direction and Control of local fire departments/rescue squad is exercised by the Executive Branch of government under the supervision of the Fire Marshal or Rescue Captain or either of their designees.

B. Coordination of fire/rescue services in an emergency is accomplished by the Fire Service Coordinator, utilizing mutual aid agreements developed with local units; and state wide, through the State Emergency Response Team.

C. When the EOC is activated, the Fire Marshal and Rescue Captain or their designee will normally be located in the EOC.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for fire is:

1. County Fire Marshal
2. Chief of jurisdictional fire department
3. Ranking officer of scene or responding fire department

B. The line of succession for rescue is:

1. Captain of Alexander Rescue
2. 1st Lieutenant
3. Ranking officer on-scene or responding.

VII. ADMINISTRATION AND LOGISTICS

A. A listing of personnel, equipment and supplies for fire and rescue services located in the County will be found in the County Resource Manual. (Also, see resources in WebEOC)

B. Reports and records of fire services activities during an emergency/disaster will be collected and maintained by the Fire Marshal or his designee.

C. Agreements between fire and rescue services organizations and between related organizations will be kept on file in the County Emergency Services Office.

D. Fire/rescue services will maintain current maps and charts and current notification/recall rosters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Each fire and rescue organization will maintain procedures that reflect their operational capabilities.

B. These SOP's will be reviewed on an annual basis.

IX. AUTHORITIES AND REFERENCES

A. The Hazardous Chemical Right to Know Act, Article (18), Chapter 95 of N.C. General Statutes. *(Exhibit 13)*

B. N.C. General Statutes, 166A. *(Exhibit 8)*

C. Superfund Amendments and Reauthorization Act (SARA), Title III. *(Exhibit 14)*

D. Alexander County Emergency Management Ordinance. *(Exhibit 9)*

HAZARDOUS MATERIALS / LOCAL EMERGENCY PLANNING COMMITTEE STANDARD OPERATING PROCEDURES

Updated: July 1, 2014

I. PURPOSE

These operating procedures provide additional information to the basic plan for response to hazardous materials emergencies and to meet the jurisdiction's responsibilities pursuant to the Emergency Planning and Community Right-to-Know Act (EPCRA), Title III of the Superfund Amendments and Reauthorization Act (SARA) . *(SEE http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap116.htm) & (See Exhibit 14)*

II. SITUATION AND ASSUMPTIONS

A. Situation

* The specific facilities involved with hazardous materials subject to the emergency planning requirements of Section 302 of SARA, identified by the LEPC during the hazard analysis process, are listed in the facility files.

* The routes for the transportation (highways, railroads, pipelines, etc.) of hazardous materials, identified by the LEPC during the hazard analysis process, are listed in the “Commodity Flow Study” notebook and the facility files.

* The threat of a major disaster involving hazardous materials has increased in everyday use and transportation of chemicals by the various segments of our population.

* The results of a hazardous material incident could include the death or serious injury of persons exposed to the material, the spread of contaminants in varying degree throughout the County, and the destruction of property from fire, explosion or exposure.

* Evacuation, a protective measure, could isolate evacuees from their homes for an indefinite period of time.

* Victims of a hazardous material incident may require unique or special medical care not typically required in other types of emergencies.

* The release of hazardous materials may have short and/or long term health and environmental effects depending upon the chemical composition of the substance.

* A hazardous material incident may affect hundreds of people within the jurisdiction without warning.

* A hazardous material incident may require the public to shelter-in-place or to evacuate, depending upon conditions at the time of the emergency.

B. Assumptions

This plan can be effective if the following assumptions prove true:

* Most, but not all, people affected by a hazardous material incident will follow instructions and shelter-in-place or relocate to designated shelters.

* Public notification/warning and evacuation, if required, will be in accordance with the standard operating procedures developed to implement Notification and Warning and Evacuation and Transportation portions of this plan.

* The local jurisdiction must respond to the incident in the initial phase without assistance from outside the jurisdiction. It is assumed that emergency response agencies will, based on their standard operating procedures, take appropriate actions to prevent or minimize the spread of the material, provide first aid as necessary, and manage the incident scene with emphasis toward safety of the public and responding personnel.

* Planning and training prior to an incident will significantly reduce the risk to personnel.

* The hazardous material involved in an incident can be identified within a reasonable period of time by the owner of the facility or the vehicle, by shipping documents, by the properties of the material itself, or by information provided pursuant to SARA, Title III or the North Carolina Right-to-Know Act. *(Exhibits 13 & 14)*

* A facility involved in a hazardous material incident will provide all information required by Section 304 of SARA on a timely basis. *(Exhibit 14)*

* Emergency response personnel are knowledgeable in the use of available resources.

III. CONCEPT OF OPERATIONS

A. There are two types of incidents involving hazardous materials; (1) incidents at fixed facilities, and (2) transportation incidents.

B. Incidents are classified according to the level of risk as determined by the Emergency Services Director's assessment.

1. **Level I (Potential Emergency Condition)** is an incident which can be controlled by the first response agencies, does not require evacuation of other than the involved structure or immediate outdoor area (as defined in the guide pages of the United States Department of Transportation Emergency Response Guidebook, see: http://www.dot.gov/sites/dot.gov/files/docs/05%20HazMat%20US%20-%20English.pdf), and does not suggest that major environmental damage will occur.

2. **Level II (Limited Emergency Condition)** is an incident that involves a critical hazard with a potential threat to life or property, requires a limited evacuation of the surrounding area, or suggests that major environmental damage could occur. Initial response to the incident may not be adequately handled by the jurisdiction's resources. The response of a mutual aid hazardous materials team or a North Carolina Regional Response Team may be required. Resource assistance from the North Carolina Division of Emergency Management may be required. A limited activation (as defined in the EOC standard operating procedures) of the Alexander County Emergency Operations Center will be accomplished.

3. **Level III (Full Emergency Condition)** is an incident that involves a severe hazard or large area, poses an extreme threat to life and property, and will probably require a large-scale evacuation. Level III includes an incident requiring a combination of expertise and/or resources from local, state, federal and private agencies/organizations. A full activation (as defined in the EOC standard operating procedures) of the Alexander County Emergency Operations Center will be accomplished.

C. All response agencies standard operating procedures (SOP's) for each level of incident response will be according to local policies/procedures and in compliance with 29 CFR 1910.120(q) *See: https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910*

D. Training will be in accordance with local policies/procedures and in compliance with OSHA Guidelines 1910.120 (q) *See:*

https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910

E. This plan recognizes that a hazardous material incident can change with time, and necessitate escalating the response to a higher level, or down-grading the response to lower levels as the situation is controlled.

F. A Local Emergency Planning Committee (LEPC) has been established at the County level to identify the magnitude of the local hazards, assess the vulnerability of the community to the hazards, and provide planning guidance for emergency response.

G. Notification of a release of a hazardous material will be in accordance with Section 304 of SARA, 29 CFR 1910.120(q)(6)(i)(F), NFPA 471, and applicable agency standard operating procedures. General guidelines for notification/warning have been developed.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General: The head of each agency involved in hazardous material response is responsible for the safety of his/her personnel. Training, standard operating procedures and medical surveillance shall be in compliance with the United States Occupational Safety and Health Administration's, Hazardous Waste Operations and Emergency Response Standard, 29 CFR 1910.120(q) *See: https://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910* In this regard, the head of each agency is, therefore, responsible for developing, maintaining and updating training programs and standard operating procedures.

B. Jurisdictional Responsibilities:

1. Chairman, County Commissioners: In addition to specific assignments of responsibility identified elsewhere in this plan, the Chairman of the County Commissioners will:

   a. Nominate a Local Emergency Planning Committee (LEPC) as identified in Section 301 of SARA *(Exhibit 14)* and in accordance with the State Emergency Response Commission (SERC). The LEPC will be appointed by the SERC.

   b. Encourage cooperation between the LEPC, local government agencies, facilities and other applicable organizations.

2. County Manager: In addition to specific assignment of responsibilities identified in this plan, the County Manager will:

   a. Ensure, through the Chairperson of the LEPC, that county facilities with hazardous materials are properly identified, are reporting as required, and have appointed a Facility Emergency Coordinator to represent them to the LEPC.

   b. Provide administrative support to the LEPC as required.

c. Ensure through the appropriate agency heads that each agency under the control of, or under contract to, the County is prepared to fulfill their agency's roles and responsibilities included in this plan.

3. Emergency Services Director: In addition to other duties and responsibilities identified in plan, will:

a. Coordinate exercises and tests of this plan in accordance with current federal and state requirements and in concurrence with the LEPC.

b. Ensure a critique of incident responses to assess and update procedures as needed.

c. Coordinates notification procedures with adjoining counties that may be affected by a release of hazardous materials within Alexander County.

4. Incident Commander:

a. Lead Agency - Fire Department having jurisdictional authority.

b. Implement the necessary steps (including decontamination of responders, victims, patients and equipment) to safeguard human life, property and the environment in accordance with standard operating guidelines.

c. Activate the Site Specific Plan for a fixed facility incident.

d. Implement Alexander County's Incident Management System Plan.

e. Develop strategic goals and tactical objectives and implement tactical methods with regard to available resources and capability of personnel in accordance with Alexander County's Incident Management System Plan.

5. Emergency Medical Services Director: In addition to other responsibilities in this plan, the Emergency Medical Services Director shall develop procedures with assistance from facility owners and operators, in accordance with local protocols, for:

a. Treatment of contaminated patients.

b. Direction and control of mass casualty incidents as a result of the release of hazardous materials.

C. Local Emergency Planning Committee (LEPC) Responsibilities:

1. Ensure fulfillment of responsibilities for local emergency planning pursuant to Section 301 of SARA *(Exhibit 14)* and the policies of the SERC.

2. Continually assess the current level of prevention, preparedness, and response capability within the County.

3. Review existing plans for overlap, useful information and ideas.

4. Conduct an analysis of hazardous materials within the County to identify the hazards, vulnerability and risk.

5. Develop procedures to ensure the perpetual chemical hazard identification and risk assessment program within the County.

6. Develop a plan and ensure the development of guidelines to protect the public during a hazardous material incident.

7. Ensure the development and distribution of public awareness programs.

8. Ensure public access to information and the emergency operations plan regarding hazardous materials within the County.

9. Ensure the development of procedures for notification and warning in the event of an incident involving hazardous materials.

10. Identify individuals and groups within risk areas who have special needs such as transportation, advanced medical care, and special warning (sight or hearing impaired).

11. Ensure that training for all responders to a hazardous material incident (including management) is in accordance with the duties to be performed by each responder and is in accordance with applicable policies, procedures and standards.

12. Ensure that agencies develop and maintain Standard Operating Procedures for hazardous materials response operations.

13. Identify resources needed for response to a hazardous materials incident from public and private sources and make recommendations to the County officials about emergency response matters.

14. Ensure an ongoing program for plan implementation, maintenance, training, and exercising. (Training programs for emergency responders of the county will be through individual agency in-service training, community college courses, North Carolina Fire and Rescue Commission courses, and other offerings related to training. A schedule of these programs is maintained and distributed by the Emergency Services Director). (Exercise schedules for this plan are developed and maintained by the Emergency Services Director.)

15. Ensure compliance with the provisions of Title III, Superfund Amendments and Reauthorization Act of 1986.*(Exhibit 14)*

16. Assure coordination of planning efforts between jurisdictions (municipalities, counties, facilities, etc.) including the development of notification/warning, response, and remediation procedures for

covered facilities.

V. DIRECTION AND CONTROL

A. The overall direction and control of emergency activities in a disaster situation is vested with the Chairman of the County Commissioners. Onsite management will be established by the Incident Commander.

B. The senior officer or most qualified person on scene of the Fire Department having jurisdictional authority will be responsible for the direction and control (Incident Commander) of the hazardous materials response activities during emergencies. (A unified command structure will be utilized during large scale incidents.)

VI. CONTINUITY OF GOVERNMENT

Lines of succession for agencies and officials involved in a hazardous materials incident are in accordance with established agency command structures, standard operating procedures or any other established procedure of this plan.

INCIDENT MANAGEMENT SYSTEM
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These procedures provides information and directions on the management of emergency and non-emergency responses, managed by the National Inter-Agency Incident Management System (NIIMS). NIMS is mandated by the Federal Government for Federal, State and Local Response Agencies.

NOTE: Homeland Presidential Directive/HSPD-5-Homeland Security Act of 2002, Public Law 107-296.

Alexander County Government and the Town of Taylorsville have adopted by resolution the National Inter-Agency Incident Management System as the system for management of emergency and non-emergency situations, major disaster, mitigation and recovery phases.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Incident Management Systems must follow the guidelines set forth in National Inter-Agency Incident Management Guidelines of 2001. Also, US Presidential Directive HSPD/5.

2. The system will provide a consistent nationwide approach for Federal, State, and Local Governments to work effectively together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size and/or complexity.

3. To provide for interoperability and capability among Federal, State and Local capabilities.

4. The National Inter-Agency Incident Management System (NIIMS) will include a core set of concepts, principles, terminology, training and identification of resources.

5. The Incident Management System must function utilizing the five (5) functions within the system:
   a. Command
   b. Operations
   c. Planning
   d. Logistics
   e. Finance/Administration
   f. The Incident Management System must follow the identification of resources and management of resources, including systems for classifying types of resources including manpower and equipment.
   g. Resources must meet the qualification requirements as addressed in the Fire Scope Field Guidelines (ICS 420-1), December 2012 edition.
   h. The Incident Management training format is to follow the National Training Curriculum as written.
   i. Training Module requirements for the Incident Management System:
      (1) Introduction to ICS: 3 hours
      (2) Basic ICS: 12 hours
      (3) Intermediate ICS: 27 hours
      (4) Advanced ICS: 22 hours
      (5) ICS for Executives: 4 hours
   j. Alexander County and the Town of Taylorsville will define the levels of training for their respective personnel in regards to Incident Command System training. This training will follow the guidelines explained in Section II, Situation and Assumptions "h" & "i" of this document
   k. NIIMS Incident Command System will be utilized to develop the County's Emergency Operations Plan and Standard Operating Guidelines.

III. CONCEPTS OF OPERATIONS

A. The Incident Command System must be utilized in all response modes, both emergency and non-emergency situations.

B. The use of the Incident Command System functions will be determined by the following:
   1. Determined by the Incident Management Committee
   2. As addressed in the Emergency Operations Plan

3. Determined by the agency having jurisdictional authority

C. Incident Command System functions:

1. **Incident Commander**

   The Incident Commanders responsibility is the overall management of the incident. On most incidents, the Command activity is carried out by a single Incident Commander. The Incident Commander is selected by the authority having jurisdiction, qualifications and experience. The Incident Commander may have a Deputy from the same agency, assisting agencies, or cooperating agencies. Deputies must have the same qualifications and experience as the person for whom they are replacing.

2. **Operations Section Chief**

   The Operations Section Chief is a member of the General Staff and is responsible for the management of all tactical operations directly applicable to the primary mission. The Operations Section Chief, in accordance with the Incident Action Plan as approved by the Incident Commander. The Operations Section Chief can utilize Deputies for support or relief, however these Deputies must have the same qualifications and experience as the person for whom they are replacing.

3. **Planning Section Chief**

   The Planning Section Chief is a member of the General Staff and is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident status or resources. Information is needed to (1) understand the current situation (2) predict probable course of incident events, and (3) prepare alternative strategies and control for the incident.

4. **Logistics Section Chief**

   The Logistics Section Chief is a member of the General Staff and is responsible for providing facilities, services, and materials in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan, and activates and supervises the branches and units within the section.

5. **Finance/Administration Section Chief**

   The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supporting the Finance/Administrative Section.

   NOTE: Full descriptions and position responsibilities can be located in the Fire Scope Field Guidelines (ICS 420-1), December 2012 edition.

IV. ORGANIZATIONAL FORMATS

A. Organizational formats can follow many different configurations due to the complexity of the incident and as required by the authority having jurisdiction and/or the County Emergency Operations Plan.

B. Organizational structures for the Emergency Operation Plan (EOP) may follow the following sample formats:

1. Alexander County Emergency Operations Plan, Organizational Structure
2. Multi-Agency Coordination System – MACS Organizational Structure
3. Area Command Organizational Structure – Utilizing Single or Unified Command
4. Simple Incident Management System Structure

Note: The organizational structure may be as simple as need be or it may grow to meet the needs or requirements of the Incident Action Plan (IAP).

V. DIRECTION AND CONTROL

The overall direction and control of an emergency/non-emergency incident will be managed by the format set forth by the Emergency Operations Plan utilizing Alexander County's Incident Management System Plan as approved by the Board of the County Commissioners and/or the Town Council.

VI. CONTINUITY OF GOVERNMENT

Lines of succession for agencies and officials involved in a disaster or emergency/non-emergency incident is in accordance to the County Emergency Operations Plan.

VII. ADMINISTRATION AND LOGISTICS

A. All agencies involved or addressed in the Plan will utilize the NIIMS Incident Management System to manage all incidents in the County and Town. The Emergency Services Director will provide operations and revisions as needed and disseminate to the County and Town for approval.

B. Training Programs for Emergency Responders and administration will be available through the NC Community College System, NC Division of Emergency Management, and Alexander County Emergency Services. The Emergency Services Director or his designee will provide in-service updates as needed or requested.

C. Exercise schedules for the Incident Management system will be designed by the County Emergency Services Director as directed by Federal and State Agencies. (I.e., tabletop exercises, functional exercises, and full scale exercises).

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Emergency Services Director will coordinate with County/Town, and other Local Government Planning Groups for development and maintenance of the plan.

B. The Incident Management System is designed to be utilized on all incidents, large or small, and is an integral part of the Emergency Operations Plan.

IX. AUTHORITIES / REFERENCES

A. Alexander County Ordinances

B. Town of Taylorsville Approval

C. Alexander County Emergency Operations Plan

D. Emergency Response Agencies

E. Presidential Directive # 5

F. Firescope Field Operations Guide - ICS-420-1, December 2014 Edition

LAW ENFORCEMENT
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These operating procedures provide crime prevention, maintenance of law and order, and traffic control during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

During emergencies law enforcement agencies must expand their operations to provide the increased protection required by disaster conditions. Numerous Federal, State and County law enforcement agencies are available to support local law enforcement agencies within the County.

B. Assumptions

Activities of local law enforcement agencies will increase significantly during emergency operations. Adequate law enforcement resources and services will often be available through existing mutual aid agreements. If local capabilities are overtaxed, support may be obtained from State and Federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

A. Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities may include maintenance of law and order, traffic control, crowd control and security.

B. Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency has occurred.

C. Law enforcement agencies will have responsibility for warning the public and for traffic control in and near an evacuated area and in other areas of emergency operations.

D. During emergencies or disasters the County Sheriff or his designee will coordinate law enforcement operations from the County EOC. At the same time, municipal law enforcement agencies will be responsible for directing law enforcement activities within their respective jurisdictions. Coordination among law enforcement agencies will ensure security for vacated hazard areas, essential industries, prisoners, evacuating populations and congregate care facilities and will establish road blocks, checkpoints and traffic control points and parking areas within reception areas as directed.

IV. ORGANIZATIONS AND RESPONSIBILITIES

A. Organization

1. The County Sheriff is responsible for coordinating law enforcement operations within the County.

2. Other law enforcement agencies will support emergency law enforcement activities.

3. Routine law enforcement procedures should be followed during emergency situations if feasible.

B. Responsibilities

1. <u>Sheriff</u>

   a. Develop and update on an annual basis Law Enforcement SOP's.

   b. Obtain mutual aid agreements with other law enforcement agencies.

   c. Maintain current internal notification/recall rosters and communications systems.

d. Provide direction and control for law enforcement operations.

e. Assist in warning and notifying the affected population of an existing or impending emergency.

f. Provide traffic control during emergencies.

g. Assist in evacuation of the disaster area and movement to shelter.

h. Provide security and protection for the damaged area and critical facilities and control access to affected areas.

i. Provide security in the EOC, reception centers, shelters, lodging and feeding facilities during emergency operations.

j. Relocate and house prisoners when necessary during periods of evacuation.

k. Coordinate additional law enforcement support with State Highway Patrol and other counties and/or municipalities during response activities.

l. Deliver radiological monitoring kits when requested

m. Limit access to the evacuation area during response and recovery operations.

2. Municipalities Law Enforcement Agencies

a Maintain law and order within local jurisdictions.

b. Provide mobile units for warning operations.

c. Provide security for essential facilities.

d. Provide vehicle security in reception center parking areas.

V. DIRECTION AND CONTROL

A. The Sheriff is responsible for the direction and control of law enforcement activities during emergencies.

B. Assistant Coordinators for Law Enforcement are Chief's of Police in their respective municipalities.

VI. CONTINUITY OF GOVERNMENT

A. The chain of command within an organized law enforcement organization is established by senior rank and position to ensure continuous leadership and does not change during emergency operations.

B. The line of succession is:

1. Sheriff

2. Chief Deputy

3. Ranking deputy or Chief of Police

C. Records vital to law enforcement function will be protected during emergency situations.

VII. ADMINISTRATION AND LOGISTICS

A. *Records and Reports* – The sheriff will maintain records and reports including expenditure reports, detailing law enforcement operations and activities during the emergency.

B. *Communications* – The communications network between county and municipal law enforcement agencies will make maximum use of available radio and telephone communication resources.

C. *Vehicle Passes* – The decision to require passes will rest with the Chairman, County Board of Commissioners. The order for requiring passes will be issued from the EOC. The law enforcement agencies will be responsible for issuing passes upon the direction of the EOC. A sample, temporary pass and permanent "Official Vehicle" pass is shown in *Exhibit 15, Vehicle Passes.*

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. SOP's will be reviewed on an annual basis.

B. Departments within the County having a role in these procedures will maintain SOP's, personnel rosters and telephone numbers.

IX. AUTHORITIES AND REFERENCES

A. N.C. General Statutes, 166A *(Exhibit 8)*

B. Alexander County Emergency Management Ordinance. *(Exhibit 9)*

NOTIFICATION AND WARNING
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These procedures describe the process for staffing, operating and maintaining a warning system in the event of an emergency. It also provides instructions for dissemination of warning information to response agencies and the general public throughout the County.

II. SITUATION AND ASSUMPTIONS

A. Situation

- The County Warning Point will normally initiate notification and warning.

- Broadcast media will be relied upon to assist in the dissemination of warning to the general public.

- Alexander County's Emergency Communications Network will be utilized to notify the general public via phone, cell phones, text messaging and social media.

- Operational telephone and/or radio communications may be utilized to notify public officials, Emergency Operations Center staff, emergency personnel and others as required.

- Emergency service vehicles are available for warning the general public.

- Special Needs groups or persons in group quarters may have to be provided special warning and notification.

B. Assumptions

- Current forms of warning may necessitate augmentation in order to provide sufficient warning to the general public and special needs populations.

- Use of mobile public address systems and/or house to house alert warning may be necessary when the urgency of the particular hazard requires immediate evacuation actions or when there is a failure of other fixed warning systems.

III. CONCEPT OF OPERATIONS

A. Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:

1. National Warning System (NAWAS)
2. National Weather Service (NWS) National Oceanic & Atmospheric Administration Weather Radio Service (NOAA)
3. Emergency Alert System (EAS)
4. State Operated Two Way Radio Systems
5. N.C. Division of Criminal Information (DCI)
6. Local Government Radios

7. Sirens, horns, or mobile public address systems

8. Telephone, cell phone, text messaging, social media (Emergency Communications Network)

B. Receipt and Dissemination of Warning

1. The N.C. Highway Patrol serves as the State Warning Point at the Raleigh Communications Center. NAWAS and NWS alerts are received there from Federal agencies and on occasion from the public.

2. Warning received from the site of an emergency is normally reported to the County Warning Point.

3. Notification of governmental officials and emergency response personnel from the County Warning Point will follow established procedures.

4. Jurisdictions adjoining Alexander County will be notified through the communications center or by the quickest possible method, in the event an incident occurs within Alexander County that may cause adverse effects across jurisdictional lines.

C. Dissemination of Warning to the General Public of major emergencies will be by:

1. Alexander County's Emergency Communications Network

2. Emergency Alert System (EAS)

3. Weather alert radios

4. Mobile public address systems as appropriate

5. Siren system

6. House to house alert by emergency personnel

D. Dissemination of Warning to Special Populations

1. Hearing impaired, special needs groups, persons in group quarters and non-English speaking groups are notified by the most expedient means possible. Usually the message will ask citizens to assist in the evacuation of these special groups.

2. Public schools and other special warning locations are notified by emergency personnel at the County Warning Point.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The County Warning Point, located in the Alexander County Courthouse, operates on a continuous 24-hour basis from which key officials and the public can be alerted. The County Warning Point has the capability to simultaneously activate warning devices for the public.

2. The Emergency Alert System (EAS) provides an operational public warning capability to national, State and local governments.

B. Responsibilities

1. Emergency Services Director

   a. Coordinate warning resources with neighboring counties.

   b. Develop procedures to warn areas not covered by existing warning systems.

   c. Develop procedures which define agency responsibilities, describe activation procedures and detail the warning systems for notifying the general public.

   d. Develop listing of warning equipment, locations and areas of coverage.

   e. Develop procedures to alert key officials.

   f. Develop procedures to activate the EBS system.

   g. Provide for testing and exercising of the warning and alerting systems on a monthly basis.

   h. Provide for warning procedures for special locations such as schools, nursing homes, major industries and institutions.

   i. Develop a flood warning system for areas in the County subject to frequent flooding.

   j. Provide for maintaining current internal notification/recall rosters.

   k. Arrange with public service agencies to augment warning capabilities.

   l. Report to EOC upon activation to direct and control warning operations.

   m. Coordinate with the PIO to distribute necessary information to the media and public.

2. Telecommunicator/Communications Director

   a. Receive warning information from the National Warning System (NAWAS) or the Division of

Criminal Investigation (DCI) and other official sources.

b. Transmit or deliver warning information to key officials following the notification list and alerting procedures.

c. Activate various warning devices which are located throughout the County.

d. Coordinate with the Emergency Services Director for testing and exercising of the warning and alerting systems.

e. Provide for maintaining current internal notification/recall rosters for the communications system.

V. DIRECTION AND CONTROL

A. The Chairman of the Board of County Commissioners or their designee has the authority to direct and control the County warning system. The Communications Director is vested with the authority of the Chairman to activate the County Warning System as necessary when emergency circumstances warrant and in the interest of time. This authority stands day-to-day unless revoked by the Chairman of the Board of County Commissioners.

B. The Communications Director is designated as the County Warning Coordinator and will follow established County warning procedures.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession is:

1. Communications Director
2. Communications Shift Supervisor
3. Designated Telecommunicator

B. Lines of succession for agencies that support the warning operation are in accordance with their agencies established policies.

VII. ADMINISTRATION AND LOGISTICS

A. The County has the following warning systems available for use in an emergency:

1. Pagers For Emergency Responders

2. Mobile Public Address Systems

3. Fire Station Sirens

4. Emergency Communications Network (maintained and engaged by Emergency Services)

B. Special needs populations in the County (e.g., handicapped, hearing impaired, non-English speaking) will be identified to ensure that they are contacted during alert conditions.

C. Oral Agreements have been made with CPCS-1 station managers to disseminate information in accordance with these procedures.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. SOP's will be reviewed on an annual basis.

B. Law enforcement agencies and fire departments with warning duties will develop and maintain departmental SOP's, mutual aid agreements, personnel rosters, emergency telephone lists and equipment inventories.

C. The County notification list will be updated as required.

IX. AUTHORITIES AND REFERENCES

A. N.C. General Statutes 166-A. *(Exhibit 8)*

B. Alexander County Emergency Management Ordinance. *(Exhibit 9)*

C. Part 73, Subpart G and H, Federal Communications Commissions Rules and Regulations.

(See: http://www.ecfr.gov/cgi-bin/text-idx?SID=68a6c07fc6729a3e1b5d55c71ad7a53c&tpl=/ecfrbrowse/Title47/47cfr73_main_02.tpl)

APPENDIX 1

EMERGENCY ALERT SYSTEM (EAS/IPAWS)

I. PURPOSE

This appendix provides specific instructions and procedures for Alexander County Government and suggested procedures for the Designated Administrative Officials to follow in the dissemination of emergency alerting and warning information and protective action instructions to the citizens of Alexander County over the Emergency Alert System (EAS).

II. DEFINITIONS

A. Emergency Action System (EAS/IPAWS)

The EAS/IPAWS is composed of AM, FM and TV broadcast stations and non-governmental industry entities operating on a voluntary, organized basis during emergencies at Federal, State or operational (local) area levels.

B. Primary Station

Broadcasts or re-broadcasts a common emergency program for the duration of the activity of the EAS at National, State or Operation (local) area level. The EAS transmission of such stations are intended for direct public reception as well as inter-station programming.

C. Common Program Control Station (CPCS)

This is a Primary Station in an Operational (local) Area which is responsible for originating and coordinating the broadcast of an emergency action notification for its area.

III. CONCEPT OF OPERATIONS

This plan calls for:

A. The prompt reporting of emergency information and recommended protective actions by Federal, State, business, industry and utility officials to the County Warning Point. These reports include severe weather watches and warnings as well as other hazards, such as dam failures, hazardous materials and other threats to the citizens of Alexander County as shown in the Basic Plan.

B. The prompt reporting of emergency information and recommended protective action to the County Warning Point by emergency service personnel or others at the scene of the emergency.

C. The decision by local government to disseminate the emergency alerting, warning and protective actions instructions over the CPCS-I or over the primary stations serving Alexander County.

D. The preparation of the information to be disseminated in written form.

E. The activation of the EAS procedure.

F. The termination of the procedure when it is no longer required.

APPENDIX 2

EMERGENCY ALERT SYSTEM BROADCAST PROCEDURE

I. PURPOSE

This procedure provides a list by title of government persons who are authorized to activate the Emergency Alert System (EAS) at or from the local level and prescribes the steps to be followed by government and which should be followed by the broadcast media to disseminate emergency information to the general public.

II. AUTHORIZED PERSONNEL

The individuals shown below are authorized to request activation of the EAS in order to disseminate emergency information and instructions. A list of these individuals by title has been provided to the Charlotte Operational area CPCS-1 and a mutually agreeable method of authentication by code has been established. The EAS CPCS-1 has furnished the County with a list of telephone numbers to be used by the authorized personnel when requesting activation of the EAS.

A. Chairman of the Board of County Commissioners, or their designated representative.

B. The Mayor, or their designated representative.

C. The Sheriff, or their designated representative.

D. Town or County Managers.

E. Emergency Services Director, or their designated representative.

III. ACTIVATION REQUEST PROCEDURES

A. Notification Procedure

1. Prepare in writing the exact information to be broadcast.

2. Call the State Warning Point (Emergency Management - Operations) and give title, name and political subdivision represented and request the EAS be activated for the operational area.

3. Upon request, give authentication code.

4. The State Warning Point will / should acknowledge the authentication code.

5. Upon request of the Warning Point, read text prepared for emergency action notification.

6. Follow other instructions as given by the State Warning Point (Emergency Management).

B. Broadcast Activation Procedure

1. CPCS-1 (or primary station) will disseminate the emergency information through AM-FM radio or TV according to the State Plan.

2. A Primary Station will disseminate the emergency information only through its own facility.

3. Follow-up messages as needed, upon request of the originating officials.

C. Termination Procedure

1. Have a written termination notice specifying the hazard to be terminated.

2. Call the State Warning Point and give title, name and political subdivision represented and request the EAS be terminated.

3. Upon request, give authentication code.

4. Upon request, read the termination message, concluding with the statement "This concludes this activation of the Emergency Action System".

IV. TESTING THE EAS PLAN

Scheduled or random tests should be conducted so that a radio station and county operations become familiar with this procedure on all shifts.

V. PROCEDURES DEVELOPMENT AND MAINTENANCE

A The North Carolina Division of Emergency Management will be responsible for updating the authentication code annually.

B Each County will be responsible for advising the stations of current warning point telephone numbers.

C Counties will confirm current authentication code lists with the stations.

PUBLIC HEALTH SERVICES
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These procedures provide for protection of the public health during natural and technological emergencies and other types of disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most emergency situations can lead to public health problems.

2. A well-planned health support network is essential during emergency situations.

3. Depending on the nature of the incident, complications may include general health problems, communicable disease, contamination of food and water and mental health aliments.

4. The release of toxic or hazardous materials may result in air, water or soil contamination.

B. Assumptions

1. A large-scale emergency may result in increased demands on health personnel.

5. Resources available through area and regional health services mutual aid agreements will be provided.

6. When local resources can no longer meet the demand of the situation, State agencies will be contacted to provide additional resources and/or to assume control of the response.

7. Catastrophic disasters may affect large areas of the County and health resources may be damaged, destroyed, or unavailable.

III. CONCEPT OF OPERATIONS

A. General

Emergency operations for public health will be an extension of normal agency duties. Coordination between Health providers is necessary to ensure emergency operational readiness.

1. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.

2. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The County Health Department will coordinate, organize and supervise emergency public health operations.

4. Emergency health teams will be provided with safety and health equipment for response to hazardous materials incidents.

B. Assignment of Responsibilities

1. Health Director

   a. Prepare procedures for emergency health operations, develop mutual aid agreements.

   b. Develop and implement health awareness and public information programs regarding personal health.

   c. Report to the EOC upon activation and provide direction and control for emergency health operations.

   d. Provide for health care at emergency facilities, including shelters and congregate care/reception centers.

   e. Provide for medical needs of special needs population.

   f. Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable disease.

   g. Coordinate environment health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.

   h. Supervise laboratory activities for examination of food and water. Provide for the monitoring and evaluation of environmental health hazards and arrange for corrective measures.

   i. Assist in determining hazardous chemical or radiation levels for emergency workers and determine appropriate exposures.

   j. Arrange for the resupply of health response agencies.

   k. Maintain liaison with American Red Cross (ARC) and other volunteer service agencies to support first aid and supplement medical resources in shelters and other disaster situations.

   l. Provide for nursing care to the extent that local medical standing order allow.

   m. Maintain listing of medical facilities.

   n. Provide for medical care of relocated persons at shelters and congregate care;/reception centers.

V. DIRECTION AND CONTROL

A. Emergency public health operations will be directed from the EOC by the Public Health Director.

B. The Public Health Director will maintain communications with their field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.

VI. CONTINUITY OF GOVERNMENT

The line of succession is:

1. Public Health Director
2. Director of Nursing
3. Administrative Assistant to Health Director

VII. ADMINISTRATION AND LOGISTICS

A. General

1. The County Department of Health will arrange for the collection and processing of vital statistics and other documentation.

2. Data related to disease outbreaks will be collected and forwarded to appropriate State and Federal officials.

3. Health inspections will be conducted with increased frequency.

4. The Public Health Director will determine what operating records will be essential for post disaster analysis and will require maintenance of these records.

B. Logistical Support

1. Arrange for mutual aid health response teams.

3. Provide for the acquisition of health equipment and supplies.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Public Health Department Director will maintain and update these procedures.

B. Public Health will maintain current internal notification/recall rosters.

C. SOP's will be reviewed on an annual basis.

IX. AUTHORITIES AND REFERENCES

A. N.C. General Statutes, 166A *(Exhibit 8)*

B. Alexander County Emergency Management Ordinances. *(Exhibit 9)*

PUBLIC WORKS
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These procedures provide essential public works services during an emergency/disaster to reduce the impact of the emergency and also to provide shelter upgrading during a crisis.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In an emergency there is frequently a need for manpower and equipment to remove obstructions or clear a way to an accident site for emergency debris removal and for restitution of essential utilities.

2. The Town of Taylorsville's Public Works Department and Alexander County Maintenance/Solid Waste (Alexander County does not have a Public Works Department) will join together as expeditiously as possible, in completing the task(s) for which the emergency prescribes.

B. Assumptions

Public Works and Maintenance/Solid Waste Departments (*hereafter referred to as Public Works*) have a limited but immediate capability to provide emergency services for debris removal, restitution of essential utilities and shelter upgrading.

III. CONCEPT OF OPERATIONS

A. In non-emergency periods, the role of Public Works is confined to landfill operations, building, ground and street maintenance, water and sewage utility service and transportation and equipment operations and maintenance.

B. During emergencies, the Public Works function expands and coordination of Public Works emergency operations is essential. Public Works arranges for support services for emergency response agencies and coordinates with the private sector.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Public Works Department is managed by the Public Works Coordinator. During emergency situations operational control remains the same as during day to day activities, however, operations may then require twenty-four hour coverage.

2. Public Works must be prepared to assist with lengthy operations, which start in response and continue through recovery and involve clean up activities and return of resources.

B. Responsibilities

Public Works Coordinator

1. Prepare procedures to provide public works functions during emergencies (e.g., roads, streets, sewer, water and utility services).

2. Develop and maintain resource lists with source, location and availability of equipment, fuel and operational personnel to support response/recovery operations.

3. Provide training for selected personnel in radiological protection and radiological monitoring.

4. Develop mutual aid agreements.

5. Obtain equipment to protect public works personnel assigned to respond to hazardous material incidents including radiological emergencies.

6. Provide containers and/or vehicles for removal of contaminated hazardous materials.

7. Assist in decontamination operations.

8. In emergencies, conduct shelter marking and upgrading operations.

9. Jointly with Department of Transportation (DOT) direct and dispatch public works mutual aid from other jurisdictions and the State.

10. Provide for backup electrical power to the EOC.

11. Conduct debris clearance operations.

12. Provide emergency potable water.

13. Store and provide fuel for emergency vehicles.

14. Provide sanitation services during emergencies.

15. Prepare required reports and forward to the EOC.

16. Maintain emergency power, water and sanitation resources at critical facilities in the County during emergencies.

17. Assist in damage assessment operations and relay damage assessment information to the EOC.

V. DIRECTION AND CONTROL

A. The Public Works Director will direct and control public works activities during emergencies and coordinate with the EOC and other response forces.

B. The Public Works Director will maintain direct communication with on-site personnel via the public works radio system.

C. When notified of an emergency situation, the Public Works Director will determine the resources to be committed and alert appropriate personnel.

D. On-site control will be coordinated by the Assistant Public Works Director or individual designated.

VI. CONTINUITY OF GOVERNMENT

The line of succession is:

1. Director of Public Works / Maintenance
2. County/City Manager
3 Chairman, Board of Commissioners/Mayor, Town Council

VII. ADMINISTRATION AND LOGISTICS

A. Records and Reports

1. Records of personnel and equipment will be maintained.

2. Informational data and maps pertaining to County facilities, streets and utility systems will be maintained in the Town of Taylorsville Public Works and Alexander County GIS Department.

3. Records and reports regarding expenditures incurred during emergency response activities (e.g., personnel and equipment, time and supplies consumed) will be kept.

B. Communications - The communications system will make maximum use of available radio and telephone communication resources.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. SOP's will be reviewed on an annual basis.

B. The Public Works Director will maintain procedures and personnel notification/recall rosters.

RESOURCE MANAGEMENT
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

This section provides for the identification and management of resources that may be utilized during emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

The County should acquire those resources required to cope with hazards posing a potential threat to the County.

B. Assumptions

The required resources will be available to provide for the warning, evacuation and shelter/mass care of endangered population.

III. CONCEPT OF OPERATIONS

A. County departments and agencies will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to the emergency situation.

B. The Finance Officer will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operations and also develop a procurement system to acquire expendable supplies during emergencies.

C. A resource manual identifying the resource, the control agency and the procedures needed to activate the resource at any time will be kept in the Office of Emergency Services.

D. The Emergency Services Director will identify resources and capabilities that are available in local businesses and industry and other contributing organizations. Emergency Services Director will also develop the mutual aid agreements required to acquire those resources to support the County under emergency conditions.

E. Resource Management shall serve as the single source of supply and support for all other emergency services and will be the sole Section to cause restoration of service during the recovery phase.

F. NCSPARTA *(https://www.ncsparta.net/eoc7/)*, know as WebEOC, will be the primary source of requesting resources when our resources has been expended (if emergency has not disabled the website).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Emergency Services Director will have overall responsibilities for coordination of resources.

2. The department or agency having primary control on a day to day basis of a resource needed during emergency operations will continue to control that resource during emergencies.

3. The acquisition or replacement of a resource will follow routine procurement procedures exercised by the Finance Officer. In emergency situations, officer will develop the means and the authority for the immediate procurement of expendable supplies.

B. Responsibilities

1. Emergency Services Director

a. Analyze personnel and equipment requirements to meet potential hazards and maintain a resource manual.

b. Develop mutual aid agreements for use of resources.

c. Coordinate resource use under emergency conditions and provide a system to protect these resources (i.e., essential personnel and equipment).

d. Request additional resources in those cases where County resources cannot meet response or recovery requirements.

e. Identify additional emergency resources from local business and industry and other agencies.

2. Finance Officer

a. Identify resources and maintain current inventories of resources including sources and quantities.

b. Set priorities on available resources and implement resource controls to restore essential services.

c. Develop procedures for initiating and maintaining financial records for all agencies during emergencies; including time-keeping.

d. Provide for maintaining a current internal notification/recall roster.

e. Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.

f. Provide for the storage, maintenance, and replenishment/replacement of essential equipment and materials (medical supplies, food and water, radiological instruments, etc).

g. Identify and provide resources for special or critical facilities, including radiological laboratories.

h. Provide the deployment, recall, and monitoring of resource equipment.

i. Provide for maintaining equipment for radiation hazard evaluation and exposure control.

j. Provide for the procurement of additional protective equipment, instruments, antidotes, and clothing for use in a hazardous chemical or radiological environment.

k. Report to the EOC upon activation and assist the Emergency Services Director in the direction and control of resource management operations.

l. Develop procedures for receiving and processing compensation and claims related to emergency.

m. Develop procedures for cost recovery.

n. Develop procedures for handling travel request, forms and claims.

V. DIRECTION AND CONTROL

A. Utilization of resources under the operational control of local government response forces will be coordinated by the Finance Officer from the EOC under the direction of the Chairman, County Board of Commissioners.

B. The commitment of resources from outside government will be initiated by the Emergency Services Director with operational control being exercised by the onsite commander of the service requiring that resource.

C. The mutual aid agreements developed pre-disaster will determine who will move, operate, maintain and bear the cost of operation for equipment used under emergency conditions.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for resource management is:

1. Finance Officer
2. Administrative Assistant
3. Accounting Technician

B. A line of succession will be established in the various response agencies which support resource management activities.

C. Preservations and protection of essential records rests with the same agencies.

VII. ADMINISTRATION AND LOGISTICS

A. Records and reports pertaining to resources management will be the responsibility of the Purchasing/Finance Officer.

B. The Finance Officer will compile a record of equipment usage and supply consumption from feeder reports provided by the user units during emergency operations.

C. The Finance Officer will develop procedures to expedite the acquisition of supplies in emergencies and account for all monies expended during emergency response and recovery operations.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The development and maintenance of a resource manual and mutual aid agreements are the responsibility of the Emergency Services Director. The resource manual must identify the resource as a physical asset or a capability, the location of the resource and who controls it as well as how it can be activated when needed.

B Accountability, use, maintenance and operational cost for resources outside government control will be predetermined by mutual aid agreements. These documents should be reviewed following each emergency event in which they are used and amended or corrected as needed.

C. Procedures for the acquisition and replacement of government resources are the responsibility of the Finance Officer and will be approved by the Board of Commissioners.

IX. AUTHORITIES AND REFERENCES

A. N.C. General Statutes, 166-A *(Exhibit 8)*

B. Alexander County Emergency Management Ordinance *(Exhibit 9)*

SCHOOL EMERGENCY PLAN
STANDARD OPERATING PROCEDURES
Last Update: September 16, 2015

I. INTRODUCTION

B. There are numerous situations and circumstances that may implement this portion of the Emergency Operations Plan. The conditions may be: 1) severe weather 2) manmade events such as chemical spills or active shooter; and 3) a mass casualty event at the school or other such event. Each condition requires a specific response from local government. Local government will activate the Emergency Operations Center (EOC) as necessary when an event affects schools or the school system.

II. NOTIFICATION

A. Should an event occur (i.e., weather, chemical spill, active shooter etc.) which requires notification, action will be taken based upon the conditions at the time. If protective actions by the public and/or schools are necessary, local government will activate the primary notification system.

B. School officials will be notified by telephone of the emergency. Inter-school events, walkies are used by staff.

C. If an emergency incident occurs at the school, school officials will contact the Alexander County Warning Point, via 911.

D. Schools in Alexander County are also supplied with a weather alert radio system to warn of impending severe weather. This system can also be used for other emergency events.

E. Upon notification that an incident has occurred, the school principal or his/her designee shall activate its emergency response plan to ensure the safety and welfare of students and staff.

F. Following receipt of notification of an emergency, the principal (or designee) will notify the superintendent of schools, the school transportation system director, and the EOC representative of their course of action. This will ensure that resources are activated or put on standby to implement the school plan.

III. PROTECTIVE ACTION: SHELTERING

A. Protective actions include sheltering and evacuation. All actions shall be performed under the direction of the school principal or his/her designee. When notified that sheltering is necessary the following actions shall be taken:

1. Notify students and staff of existing emergency and instructions to be followed by PA system.

2. Ensure that all outside activities have ceased and all have returned to the buildings.

3. Remain indoors until notified that it is safe to leave the building. DO NOT GO OUTSIDE. All students will remain in classrooms under the supervision of a teacher.

4. Teachers and staff members will close all doors and windows.

5. Custodial staff will turn off ventilation systems leading to the outside (i.e., air conditioning, heat system, fans).

6. Remain in the interior section of the building away from exterior doors and windows for greatest protection (i.e., basement, interior rooms, etc.)

7. Food service staff should cut off all fans, air conditioners, forced air heating systems, and any other ventilation system leading to the outside.

8. Communicate with superintendent of schools regarding protective actions undertaken.

IV. PROTECTIVE ACTION: EVACUATION

A. Notification to evacuate a school may occur depending upon the severity of conditions during an emergency. Efforts will be made to evacuate all schools within the shortest possible time.

B. Upon notice to evacuate, the principal or designee will announce the course of action that the school will take over the PA system. Teachers will take roll call and account for all students.

C. Each school will be evacuated via buses to the re-unification site identified for that school.

D. Each school will be assisted in traffic and crowd control by a law enforcement officer from local or state government. Buses will leave each school and proceed to the reception center as a convoy. Each convoy will be escorted and followed by a law enforcement officer. They will also serve as the primary communications link between the convoy and the EOC.

E. After leaving the school, all evacuees will proceed directly to the appropriate re-unification site. Families will be notified by annual correspondence as well as by EAS message of the re-unification site location to which their children have been relocated. Parents/guardians should not attempt to go to the school for pick up but should proceed to the appropriate re-unification site location.

V. PROTECTIVE ACTION: ACTIVE SHOOTER

A. Code In/Code Down Exercises are completed at least once each school year.

B. Doors are to remain locked during school day; buzzer access only.

C. All schools have security cameras.

D. Windows to have curtains or blinds or covering to block intruder's view.

E. All visitors must sign in at office.

F. Multiple communication methods are in place; intercom, walkies, cell phones, Google Chat.

G. Gates & Fencing installed or being installed for security purposes.

H. Panic Buttons have been installed.

I. Black Boxes with key index and staff phone #'s are in each school. Communications (911) have the locations.

J. Working toward only one vehicle entrance being accessible during school day.

K. Electrical Panels remain locked.

L. Code Down will be initiated (everyone in classroom, down & quiet) in active shooter incidents.

VI. IDENTIFICATION

A. Each student shall be provided with a visible identification badge (either self-adhesive or pinned to clothing with a safety pin) prior to evacuation. The following information will be on the badge:

1. School

2. Student's name

3. Address

4. Name of parent/guardian

5. Home telephone number

6. Teacher's name

7. Bus number of evacuation

B. The identification badges will be prepared at the beginning of each year and updated on a routine basis to ensure that each student is provided with a means of identification if evacuation should become necessary. If utilized for evacuation for other than a radiological emergency, new badges shall be made for each student following use of the earlier badges. It is vitally important that this information be maintained and updated routinely since some younger students may be confused and unable to communicate their identity to re-unification site officials. Identification badges will be kept by the teacher and distributed in the event an evacuation is ordered.

VII. TRANSPORTATION

A. Transportation resources will be pre-established to expedite the evacuation process. Transportation needs will be reviewed at the beginning of each academic year to ensure adequate resources. School buses will be the primary means of transportation. In addition, activity buses and other support vehicles may be used. If additional transportation is necessary, it will be provided through the EOC.

B. The principal or designee at each school will assign the order in which buses will be loaded by classroom with at least one (1) teacher or staff member assigned to each bus. All buses will be loaded to maximum safe capacity.

* Plans, specific to each school, are available from the school principal or the Administrative Offices.

SHELTER MANAGEMENT
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These procedures provide the protection of the population from the effects of hazards through the identification of shelters and provision of mass care and social services in shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Based upon the County's hazard analysis, there are several emergencies for which shelters may be required including severe thunderstorms, winter storms, tornadoes, floods, hazardous material accidents and fires.

2. Residents and relocates (if the County has been designated a reception area) will be sheltered at the "best available" shelter that provides protection.

B. Assumptions

1. Sufficient in-county sheltering exists to meet the needs of an evacuation during emergencies or disaster.

2. For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.

3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to

public shelter.

III. CONCEPT OF OPERATIONS

A. The NC Dept. of Human Resources through the NC Division of Social Services (NCDSS) and the County Department of Social Services (County DSS) is responsible for the management of shelter and mass care matters. The American Red Cross (ARC) through written agreement with the State of North Carolina and by NC General Statutes 166A-9, may provide shelter and mass care to the general population in designated counties in non-war caused emergencies. The DHR will assure that shelter care is made available to complement ARC services, and in those situations in which ARC cannot provide shelter and mass care.

B. The DHR will support County Social Services efforts, arrange for shelters at DHR institutions, and transfer social services personnel to the affected area as needed. DHR will work in conjunction with the American Red Cross, Salvation Army and volunteer organizations to provide care for disaster victims.

C. The County DSS and the ARC will coordinate shelter location and operation, and will mutually support shelter operations with shared personnel and support services whenever possible. These agreements will be included in the local written plan. *(Exhibit 10)*

D. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans which are approved by local DSS and Emergency Services, and for continued care of their clientele when in shelter.

E. Americans With Disabilities Act (ADA):
See:http://www.ada.gov/pcatoolkit/chap7emergencymgmt.htm AND Addendum 1-3 below

Shelters will be in compliance with the Americans With Disabilities Act; Chapter 7; Emergency Management Under Title II of the ADA. Shelters will be accessible per guidelines established in ADA. There will be no discrimination based on race, color, religion, nationality, sex, age, economic status or disabilities. Service animals will be allowed.

IV. ORGANIZATION

A. Organization

1. The Emergency Services Director is responsible for developing a comprehensive shelter program.

2. DSS is designated as the lead governmental agency for shelter activation and operation.

3. When the local American Red Cross provides shelter care, the agreements will be contained in letters of understanding with the County Department of Social Services and the school system.

4. The County DSS remains responsible for answering the provision of shelter care as follows:

   a. for special needs groups within the general population;

b. for the general population in which American Red Cross does not provide shelter and mass care; and

c. for all citizens, as required by law, regulation or ordinance.

5. DHR works with local Emergency Services by assuring that all public and private special needs care providers plan for shelter and mass care needs of their populations and that public shelter is provided when necessary for comprehensive shelter care.

B. Responsibilities

1. Emergency Services Director, in addition to other duties outlined elsewhere in the Emergency Operations Plan, will:

a. Identify and arrange for survey of shelters.

b. Provide for the crisis upgrading and marking of shelters.

c. Identify facilities suitable as public fallout shelters and allocate shelter space for the public.

d. Identify congregate care shelter facilities for short-term use, which have lodging and mass feeding capabilities.

e. Develop procedures to activate and deactivate shelters and ensure that ARC and DSS develop shelter SOP's.

f. Establish public information and education programs on sheltering.

g. Identify campgrounds in the reception area to accommodate families evacuating in recreational vehicles.

h. Assist in assigning shelter/reception center teams if requested by the primary shelter agency.

i. Provide trained radiological monitors and/or hazardous materials decontamination personnel if necessary and coordinate with the Health Director to maintain shelters free from contamination.

j. Assist with designating facilities and arranging for the shelter needs of institutionalized or special needs groups.

k. Designate shelter facilities in the reception area with the shortest commuting distance to the hazardous area for essential workers and their families.

l. Provide for maintenance of equipment for radiation hazard evaluation and exposure control.

m. Secures cooperation of building owners for use of shelter space.

2. Social Services Director, in addition to other duties outlined elsewhere in the Emergency

Operations Plan, will:

a. Coordinate with American Red Cross in providing shelter/mass care.

b. Collaborate with ARC to develop a crisis shelter-stocking plan for shelters.

c. Provide shelter managers to operate DSS shelters.

d. Assure that personnel from DSS are trained to operate shelters.

e. Arrange for staffing of shelters and feeding of evacuees in coordination with ARC.

f. Identify evacuees within shelters that have special needs.

g. Request and manage shelter management supplies.

h. Coordinate mass feeding.

i. Develop procedures for reception and care and shelter activities.

j. Assist ARC in recruiting shelter staff, as necessary.

k. Maintain current internal notification/recall rosters.

l. Report to EOC upon activation to assist in shelter operations.

m. Manage reception and care activities to include lodging arrangements as necessary.

n. Coordinate with health, mental health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.

o. Social Services and Health Department will maintain a list of Special Needs Population

3. American Red Cross (ARC), in addition to other duties outlined elsewhere in the Emergency Operations Plan, will:

a. Coordinate with Social Services in providing shelter/mass care.

b. Collaborate with local DSS to develop a crisis shelter-stocking plan for shelters.

c. Work with DSS shelter managers to operate shelters.

d. Train staff for shelter operations.

e. Arrange for staffing of shelters and feeding of evacuees in coordination with DSS.

f. Assist DSS to identify evacuees within shelters that have special needs.

g. Provide shelter supplies.

h. Coordinate mass feeding operations.

i. Follow established mass care procedures outlined in the ARC 3000 Series Disaster Regulations.

4. Superintendent of Schools, in additional to other duties outlined elsewhere in the Emergency Operations Plan, will:

   a. Coordinate letters of agreement for use of schools as shelters.

   b. Provide support personnel to staff shelters.

5. Health Director, in addition to other duties outlined elsewhere in the Emergency Operations Plan, will:

   a. Coordinate public health services in shelters.

   b. Provide support personnel to staff shelters.

   c. Coordinate the distribution of exposure inhibiting or mitigation drugs, vaccines, or other preventatives.

   d. Coordinate with the Mental Health Coordinator to provide crisis counselors at shelters.

6. Fire Marshal, in addition to duties outlined elsewhere in the Emergency Operations Plan, will:

   a. Survey shelter sites for fire safety.

   b. Advise about fire security during operations.

7. Sheriff, in addition to duties outlined elsewhere in the Emergency Operations Plan, will:

   a. Provide security and law enforcement for shelters.

   b. Distribute shelter kits as needed if requested.

8. Public Works Director, in addition to duties outlined elsewhere in the Emergency Operations Plan, will:

   a. Inspect shelter sites for serviceability.

   b. Prepare and mark public shelters as directed by the Emergency Services Director.

   c. Maintain water supplies and sanitary facilities at shelter sites during emergency.

V. DIRECTION AND CONTROL

A. Social Services Director, and/or his/her designee, will direct and control shelter/mass care operations for the County.

B. The American Red Cross will coordinate with DSS for direction and control of shelter/mass care operations.

C. Financial responsibility will be shared by all parties with regard to their role and function.

VI. CONTINUITY OF GOVERNMENT

The line of succession for shelter and mass care is:

1. Social Services Director/Designee
2. American Red Cross liaison
3. Salvation Army (support group)

VII. ADMINISTRATION AND LOGISTICS

A. Shelter supplies consisting of appropriate forms, handbooks and identification will be provided by the Red Cross. The shelter supplies will include, but not be limited to, shelter registration forms, shelter occupancy reports, inventory reports and event logs.

B. The primary communications link between shelters and the EOC will be telephone/cell phones. Amateur radio operators and/or law enforcement personnel assigned to the shelters will provide additional radio support.

C. Shelters will be stocked with appropriate supplies, as time allows, and in accordance with agency SOP's.

D. Sheltering will follow a non-discrimination policy; however, shelter assignments may be required for evacuees with special needs.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. SOP's will be reviewed on an annual basis and after each exercise where this function is tested and evaluated.

B. All involved agencies will maintain departmental SOP's, letters of agreement, personnel rosters and resource inventories.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. N.C. General Statutes, 166-A. (Exhibit 8)
2. Alexander County Emergency Management Ordinance. (Exhibit 9)
3. Statement of Understanding between the State of North Carolina and the American Red Cross. *(Exhibit 10)*
4. American Red Cross 3000 Series Disaster Regulations.
5. American's With Disabilities Act

B. References

1. Shelter Management Handbook (FEMA-59)
2. ARC 3000 Series Disaster Regulations
3. American's With Disabilities Act

SPECIFIC TO SPECIAL NEEDS SHELTERING AND MASS CARE

I. SITUATION AND ASSUMPTIONS - Specific to Special Needs Sheltering and Mass Care

A. Situation

* Alexander County has within the general population, special needs individuals and special needs groups that will require individual and/or special assistance in the event evacuation is required.

* Some persons with special needs may with minimal assistance be able to function in a mass care shelter, while those persons with special health needs requiring constant care and/or life support systems will require a special needs shelter or a medical facility.

B. Assumptions

* Any person with special needs whose care can be provided by that person or by family members should be accepted in the shelter serving his family and his community.

* Sheltering for special needs will be unique to the county and the special needs shelter may be in a separate, designated area of a building housing a mass care shelter, or in a separate facility, depending on the resources available.

* Private and government operated residential facilities caring for special needs groups, such as nursing homes, rest homes, group homes for the mentally ill or developmentally disabled, etc., are responsible for their clients continual care during and after the time an evacuation is required. This includes financial responsibility.

* Private and government operated facilities caring for special needs groups for less than 24 hours, such as day care, pre-school, day health, are responsible for their clients continual care during and after an evacuation is required, until or unless the client is released to a parent or a responsible adult and within the agreements for such release already in place by the care giver.

II. CONCEPT OF OPERATIONS

* Sheltering for special needs populations will be accomplished through the coordinated efforts of private facilities, governmental agencies, and county-to-county mutual aid agreements.

* The Alexander County Health Department, supported by the Alexander County Department of Social Services is designated as the agency to ensure that shelter care is provided for special needs groups. This will involve team planning for special needs shelters with public agencies, private facilities, and the medical profession.

* The Alexander County Emergency Services Director will assist the Health Department as well as DSS and other local agencies with issues related to special needs sheltering, including coordination of operation of special needs shelters when a publicly operated special needs shelter is necessary.

* Divisions under the Department of Human Resources that operate residential facilities are required to have current plans in place for the evacuation and sheltering of special needs populations. These plans shall be shared with the Alexander County Health Department.

* Private facilities will be responsible for the evacuation and sheltering of their patients, to include transport to and from shelters, as well as financial responsibility for their clients.

* Sheltering needs of special needs groups may be met in the County if an appropriate facility is available, and in adjoining counties with prior approval from DHR; in certain DHR state operated facilities; or, in shelters administered by county Departments of Social Services or Health.

* The Special Needs population information will be compiled in a database and maintained by Alexander County Services as soon as legal aspects are resolved.

ADDENDUM 1

Title II Checklist

(Emergency Management)

PURPOSE OF THIS CHECKLIST: This checklist is designed for use as a preliminary assessment of your emergency management programs, policies, procedures, and shelter facilities. The goal is to look at your programs, policies, procedures, and shelter facilities to see if there are any potential ADA problems.

MATERIALS AND INFORMATION NEEDED: To assess the accessibility of your emergency management programs, policies, procedures, and shelter facilities, you will need:

- a copy of your emergency planning and preparedness documents;
- a copy of materials used to train employees and volunteers who perform emergency management functions;
- a copy of materials distributed to the public on emergency preparedness and emergency management and the procedures used for distribution of such materials;

- a copy of any current contracts or other documents reflecting your relationship with other public entities and/or private organizations to provide any services related to emergency management, such as planning, prevention, preparedness, evacuation, transportation, sheltering, medical services, lodging, housing, response, social services, recovery, clean-up, and remediation;

- a list of notification methods, procedures, materials, and equipment used to communicate information about emergencies to the public, including people with disabilities (in particular, communication with people who are deaf or hard of hearing and people who are blind or have low vision);

- a copy of your policies and procedures on emergency notification, evacuation, transportation, emergency shelters, emergency food and medical supplies, temporary lodging and housing, medical services, social services, and other emergency management services;

- a list of accessible transportation and lodging resources that can be used in an emergency for evacuation, return home following an evacuation, and/or temporary lodging and housing;

- a list of the facilities designated as emergency shelters, including mass care shelters, special needs shelters, and medical shelters;

- eligibility criteria, if any, for participation in emergency management programs, services, and activities, including mass care, special needs, and medical shelters; and

- copies of the "ADA Checklist for Emergency Shelters," located in Addendum 3 to this Chapter and at , and survey tools (metal tape measure, electronic (digital) level, pressure gauge, and digital camera).

General Emergency Management Policies and Procedures

1. If you have a contract or other arrangement with any third party entities, such as the American Red Cross or another local government, to provide emergency planning and/or emergency management or response services, does your contract or other documentation of your arrangement contain policies and procedures to ensure that the third party entities comply with ADA requirements, as outlined in Chapter 7 of this Tool Kit, including Addenda 2 and 3?

Yes

No

N/A

2. Do you have written procedures to ensure that you regularly seek and use input from persons with a variety of disabilities and organizations with expertise in disability issues in all phases of your emergency planning, such as those addressing preparation, notification, evacuation, transportation, sheltering, medical and social services, temporary lodging and/or housing, clean-up, and remediation?

Yes

No

3. Do you seek input and participation from people with disabilities and organizations with expertise on disability issues when you stage emergency simulations and otherwise test your preparedness?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your emergency management program may not be fully accessible to people with disabilities. Here are some steps to ensure that your emergency management programs, policies, and procedures are accessible to people with disabilities.

- If your entity contracts or arranges with third party organizations to help with emergency preparedness or management, formalize in your agreements with those organizations their commitment to compliance with the requirements of Title II of the ADA, as set out in this Chapter, including the Addenda.
- On an ongoing basis, seek and use input from people with different types of disabilities (i.e., mobility, vision, hearing, cognitive, psychiatric, and other disabilities) and organizations with expertise on disability issues regarding all phases of your emergency management plan.
- When you stage simulations or otherwise test the effectiveness of your emergency planning and preparedness, include people with a variety of disabilities in your testing. For example, enlist people with disabilities to role-play during simulation exercises and provide feedback.

Planning for Emergency Notification and Evacuation

This section helps you identify potential ADA-related problems in your plans for the emergency notification and evacuation of people with disabilities. To ensure an accurate assessment of ADA compliance, this checklist should be completed with the input and assistance of those employees and contractors who are involved in your entity's emergency planning, notification, and evacuation programs, services, and activities.

4. For planning purposes, have you determined the extent to which, in an emergency or disaster, people with disabilities who reside or visit your community are likely to need individualized notification, evacuation assistance, and/or transportation, including accessible transportation?

Yes

No

5. Has your emergency planning identified the resources you will use to meet the needs of individuals with disabilities who require individualized notification, evacuation assistance, and/or transportation, including accessible transportation?

Yes

No

6. If your emergency warning systems use sirens or other audible alerts, do you have written procedures to ensure the use of a combination of methods to provide prompt notification of emergencies to persons who are deaf or hard of hearing? (Note: Examples of methods that may be effective in communicating emergencies to people who are deaf or hard of hearing include auto-dialed TTY and taped telephone messages, text messaging, emails, open captioning on emergency broadcasts on local television stations, and dispatching qualified sign language interpreters to assist with emergency announcements that are televised.)

Yes

No

7. Does your plan address the needs of people with disabilities who will require assistance leaving their homes?

Yes

No

8. Do you have written procedures to ensure that your community evacuation plans enable people with a wide variety of disabilities to safely self-evacuate and, for those who cannot self-evacuate, to receive evacuation assistance ? (Note: The plans should address the evacuation needs of people who have mobility disabilities, people who are blind or have low vision, people who are deaf or hard of hearing, people with cognitive and psychiatric disabilities, people with disabilities who use service animals, and other people with disabilities who reside or visit your community who may need evacuation assistance.)

Yes

No

9. Have you established a voluntary, confidential registry for persons with disabilities to request individualized notification, evacuation assistance, and transportation?

Yes

No

a. If you maintain such a registry, do you have written procedures to ensure that it is voluntary, it has appropriate confidentiality controls, the information in the registry is regularly updated, and outreach to persons with disabilities and organizations with expertise on disability issues is conducted to inform them of its availability?

Yes

No

N/A

10. Does your emergency transportation plan identify accessible transportation resources that will be available to evacuate persons with mobility disabilities, including people who use wheelchairs or scooters, people who use medical equipment, such as oxygen tanks, and people who use service animals? (Accessible transportation consists of wheelchair lift-equipped vehicles.)

Yes

No

11. Do your emergency plans, policies, and procedures provide for people with disabilities to be evacuated and transported to shelters together with their families?

Yes

No

12. Do your emergency management plans, policies, and procedures ensure that people with disabilities are not separated from their service animals during evacuation and transportation?

Yes

No

ACTIONS:

If the answer to any of the above questions is “No,” this is a red flag that your emergency management program may not be fully accessible to people with disabilities. Here are some steps to ensure that your emergency notification and evacuation policies, procedures, and programs are accessible to people with disabilities.

- If you use emergency warning systems such as sirens or audible alerts, provide alternate ways to provide prompt notification of emergencies to people who are deaf or hard of hearing. Combine visual and audible alerts to reach a greater audience than either method would reach by itself. Consider using telephone calls with pre-recorded messages, auto-dialed TTY (teletypewriter) messages, text messaging, emails, and direct door-to-door contact with pre-registered individuals. Also use open captioning on emergency broadcasts on local television stations and dispatch qualified sign language interpreters when emergency announcements are televised.
- Adopt policies to ensure that your community evacuation plans enable people with disabilities, including those who have mobility, vision, hearing, cognitive, and psychiatric disabilities, to safely self-evacuate or be evacuated by others.
- Create voluntary, confidential registries of persons with disabilities who may need individualized notification, evacuation assistance, and/or transportation. Establish procedures to ensure that the registries are voluntary, guarantee confidentiality to those who register, and include a process to periodically update the information contained in the registry. Widely publicize the registries, including outreach to people with disabilities, organizations with expertise on disability issues,organizations that provide services to people with disabilities, and paratransit riders. Outreach should explain the purpose of the registries, provide assurances of confidentiality, explain procedures for registering, and include procedures for people who, because of their disabilities, need assistance in registering.
- Identify accessible modes of transportation, such as wheelchair lift-equipped school buses, transit buses, paratransit vans, and taxi cabs that will be available to help evacuate people with disabilities during an emergency. Ensure that your plan addresses the needs of people with disabilities, including those who use wheelchairs, scooters, medical equipment, and service animals as well as those who will need assistance getting from their homes to emergency transportation pickup locations or staging areas.

Training First Responders, Staff, and Volunteers

13. Have the following categories of individuals been trained on the information provided in Chapter 7, including Addenda 2 and 3?

a. Emergency planners, those who designate facilities to be used as shelters, and those who make advance arrangements to address emergency staffing, equipment, medical supplies, food and beverages, and other emergency-related needs?

Yes

No

b. Staff and volunteers who participate in notification activities?

Yes

No

c. First responders and other staff and volunteers who deal with evacuation, transportation, and emergency-related security issues?

Yes

No

d. Shelter staff and volunteers and those who will be involved in routing people to shelters and deciding shelter placements for people with disabilities and their families?

Yes

No

e. Individuals involved in establishing and operating temporary housing or lodging programs?

Yes

No

f. Individuals who will establish and operate emergency-related medical and social service programs?

Yes

No

g. Individuals who will be responsible for repair, rebuilding, and continuity of program operations following an emergency or disaster?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your training programs for emergency management personnel and volunteers may not adequately address access issues for people with disabilities. Here are some steps to ensure that your training policies, procedures, and programs ensure access for people with disabilities.

- Ensure that emergency planners, those involved in emergencypreparedness, first responders, and those involved in all other aspects of emergency management are trained in the requirements of Title II of the ADA, including the information provided in Chapter 7 and Addenda 2 and 3.

- Develop instructions for staff and volunteers who will perform duties related to emergency notification, evacuation, transportation, and the routing of people with disabilities and their families to, and placement of these individuals in, shelters.
- Develop site-specific instructions and training materials for “mass care,”“medical,” and “special needs” shelter volunteers and staff to ensure compliance with ADA requirements to provide access to programs, services, and activities offered at the shelter, and to address any concerns raised by, people with disabilities. Include in the instructions and training materials, the information in this Chapter, including Addenda 2 and 3, on shelter accessibility, eligibility criteria, effective communication, reasonable modifications in policies, practices, and procedures for service animals, and other reasonable modifications.
- Train individuals involved in the emergency management process to recognize issues that may affect people with a variety of disabilities and on the procedures to follow when access issues for individuals with disabilities arise during the course of an emergency or disaster, such as contacting your entity’s ADA Incident Manager for guidance.

Physical Accessibility in Emergency Shelter Programs

This section helps you identify architectural barriers to access in your emergency shelter facilities. To ensure an accurate assessment of ADA compliance, this checklist should be completed with the input and assistance of those employees, volunteers, and representatives of third party organizations that are involved in your emergency planning and sheltering programs.

14. Have you conducted an accessibility survey of all of your emergency shelter facilities, whether owned by government or a private entity to determine if they comply with ADA requirements? See “Checklist for Accessible Emergency Shelters,” included in Addendum 3 to this Chapter.

Yes

No

15. Have you identified access barriers at any of the shelter facilities?

Yes

No

16. If you found barriers at emergency shelters, have you taken steps to ensure that the barriers are removed to provide (at a minimum) the following accessible features that comply with the requirements of the ADA Standards for Accessible Design (ADA Standards): parking, exterior route from the parking to the entrance, entrance, sleeping area, dining area, toilet facilities, bathing facilities, recreational areas, emergency exit, and interior routes to all of these areas?

Yes

No

N/A

17. If all barriers have not been removed from a shelter, have you identified an appropriate number of alternate shelters that provide (at a minimum) the following accessible features that comply with the requirements of the ADA Standards: parking, exterior route from the parking to the entrance, entrance, sleeping area, dining area, toilet facilities, bathing facilities, recreational areas, emergency exit, and interior routes to all of these areas?

Yes

No

N/A

18. Until all emergency shelters have the required accessible features referenced above, have you identified and widely publicized to the public and to persons with disabilities and disability organizations the most accessible emergency shelters and the accessible features that each has?

Yes

No

N/A

19. Have you adopted policies and procedures to ensure that shelter staff and volunteers maintain accessible routes for individuals who use wheelchairs and other mobility aids?

Yes

No

20. Have you adopted procedures to minimize protruding objects and overhead objects in shelters so that someone who is blind or has low vision can walk safely throughout the shelter?

Yes

No

21. Have you adopted policies and procedures for shelter staff and volunteers to offer wayfinding assistance to people who are blind and those with low vision who may need assistance in understanding and navigating

the shelter layout and locating shelter facilities (e.g., finding the route to the toilet room when furniture layouts change)?

Yes

No

22. Have you established policies and procedures to ensure that, in the future, facilities are surveyed for accessibility and barriers to access are removed before a facility is designated as a shelter?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your emergency shelter program may not be fully accessible to people with disabilities. Here are some steps to ensure that your emergency shelters are physically accessible to people with disabilities.

- Survey your community's shelters for barriers to access for persons with disabilities. At a minimum, survey the parking, the path to the entrance, the entrance, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas. To conduct your survey, use the Department's technical assistance publication, "Checklist for Accessible Emergency Shelters," which is included in Addendum 3 to this Chapter.
    - If you find barriers to access, remove the barriers or work with the facility's owner to remove the barriers.
    - If barriers cannot be removed, find another nearby facility that is – or can be made – accessible.
    - Until all emergency shelters have the required accessible features (parking, route to the entrance, entrance, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas), identify and widely publicize the location and features of the most accessible emergency shelters to the public, including specific outreach to persons with disabilities, disability rights organizations, and organizations that provide services to people with disabilities.
- Adopt procedures to ensure that shelter staff and volunteers maintain accessible routes and minimize protruding objects. Beds and other furniture must be placed to ensure that accessible routes are not blocked, and that protruding and overhead objects are minimized in all areas of the shelter.
- Also include procedures for staff and volunteers to offer wayfinding assistance to people who are blind or have low vision to provide orientation to the shelter environment and assistance in locating shelter areas or features.
- Establish policies and procedures to ensure that facilities being Chapter 7 Addendum: Title II Checklist (Emergency Management) (July 25, 2007) Page 13 of 23 considered as possible emergency shelters in the future are surveyedmergency Shelters" and that barriers to access are removed before facilities are designated as emergency shelters.

Policies and Procedures in Emergency Shelters

23. Do you have supplies of informational materials routinely handed out at emergency shelters available in alternative formats (Braille, large print) for people who are blind or have low vision?

Yes

No

24. Have you adopted policies and procedures for shelter staff and volunteers to provide assistance to people who are blind or have low vision by reading and completing forms and other written materials that are not available in alternative formats?

Yes

No

25. Do any of your shelters have low-stimulation “stress-relief zones,” such as an empty classroom in a school building used as an emergency shelter?

Yes

No

- If you offer “stress-relief zones,” have you adopted policies and procedures to make these areas available on a priority basis to people whose disabilities are aggravated by stress?

  Yes

  No

  N/A

26. Have you adopted emergency shelter eligibility policies and procedures to ensure that people with disabilities are housed at “mass care” shelters unless they are medically fragile?

Yes

No

27. Have you adopted “mass care” shelter procedures to ensure that shelter staff and volunteers do not turn away people with disabilities who may need assistance with activities of daily living even though their personal care aides may not be with them?

Yes

No

28. Have you adopted policies and procedures to ensure that “mass care,” “special needs,” and “medical” shelter staff and volunteers are trained and monitored so they provide safe, appropriate assistance with activities of daily living (e.g., eating, dressing, personal hygiene, transferring to and from wheelchairs) that some people with disabilities may require?

Yes

No

29. If you provide a “special needs” or “medical” shelter, have you adopted eligibility policies and procedures to ensure that people with disabilities are not housed in such shelters just because they have a disability? (Note: Special needs and medical shelters are for medically fragile people who require the type of care provided in hospitals and nursing homes. Most people with disabilities are not medically fragile. The ADA requires emergency managers and shelter operators to accommodate people with disabilities in the most integrated setting appropriate to their needs.)

Yes

No

N/A

30. Have your shelter staff and volunteers received training with site-specific instructions for providing people with disabilities access to all services, activities, and programs at “mass care,” “medical,” and “special needs” shelters?

Yes

No

31. Do you have written policies and procedures to ensure that people who are deaf or hard of hearing, people with speech disabilities, and people who are blind or have low vision are provided with effective communication during their stay at a shelter?

Yes

No

32. Do you provide a TTY at each emergency shelter for use by people who are deaf, are hard of hearing, or have speech disabilities?

Yes

No

33. Do you have written procedures to ensure that persons with disabilities who use service animals are not separated from their service animals when using emergency shelters and have full access to shelter programs, services, and activities, even if pets are normally prohibited in shelters or in certain areas of shelters?

Yes

No

34. Do you have written procedures to ensure that food, water, and a receptacle and plastic bags for the disposal of service animal waste are available at emergency shelters?

Yes

No

35. Have you established security procedures at shelters that allow people with service animals to take their animals outside for relief without unnecessary delays for security screening upon re-entry?

Yes

No

36. Do you have written procedures to ensure that emergency shelters have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice)?

Yes

No

37. Do your written procedures on back-up generators include a plan for routinely notifying the public and disability groups of the location of shelters providing electricity and refrigeration?

Yes

No

38. Does your emergency management plan provide an effective way for people with disabilities to request and receive durable medical equipment and medication while in shelters?

Yes

No

39. Have you established procedures for people with disabilities to request and receive cots or beds, modifications to cots or beds, securement of cots or beds to allow safe transfer to a wheelchair, and placement of cots or beds in specific locations when needed?

Yes

No

40. Have you adopted kitchen access policies to provide immediate access to food and refrigerated medications for shelter residents and volunteers whose disabilities may require it?

Yes

No

41. Does your emergency management plan ensure that at least some kinds of foods and beverages are available in emergency shelters for people with dietary restrictions, such as people who have diabetes or severe food allergies?

Yes

No

ACTIONS:

If the answer to any of the above questions is “No,” this is a red flag that your emergency shelter program may not be fully accessible to people with disabilities. Here are some steps to ensure that the policies and procedures relating to your emergency shelter programs are accessible to people with disabilities.

- Adopt procedures to provide effective communication for people who are deaf or hard of hearing, people with severe speech disabilities, and people who are blind or have low vision. Train staff on the basic procedures for providing effective communication, including exchanging notes or posting

written announcements to go with spoken announcements. Provide a TTY in each shelter for persons who are deaf, are hard of hearing, or have speech disabilities. Provide interpreters when necessary to ensure effective communication. Train staff and volunteers to read printed information, upon request, to persons who are blind or who have low vision.

- If space permits, offer low-stimulation “stress-relief zones.” Adopt policies and procedures to make these areas available on a priority basis to people whose disabilities are aggravated by stress.
- Adopt eligibility policies and procedures that ensure that people with disabilities are housed in “mass care” shelters unless they are medically fragile. The procedures should ensure that shelter staff and volunteers accept people with disabilities who need some assistance with activitiesof daily living even though their personal care aides may not be with them. Also, provide training and monitoring for staff and volunteers on safe, appropriate procedures for providing assistance in daily living activities to people with disabilities who require such assistance.
- If you provide a “special needs” or “medical” shelter, adopt eligibility policies and procedures to ensure that emergency managers do not require people with disabilities to stay in these shelters solely because they have a disability. Special needs and medical shelters are intended to house people who are medically fragile, such as those who require hospital or nursing home care. The ADA requires emergency managers and shelter operators to accommodate people with disabilities in the most integrated setting appropriate to their needs.
- Modify “no pets” policies to allow people with disabilities to stay in shelters – and participate in shelter programs, services, and activities – with their service animals. Also, provide food, water, and wastedisposal supplies for service animals.
- Ensure that a reasonable number of shelters have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). Make these shelters available on a priority basis to people whose disabilities require access to electricity and refrigeration. Until all shelters have back-up generators and refrigeration capacity, routinely notify the public about the location of the shelters that have these features.
- Establish policies and procedures ensuring that people who need electricity for life-sustaining equipment have priority access to it when it is available and that priority access is also provided, where feasible, for people with disabilities who rely on electrically powered mobility devices.
- Establish policies and procedures, and make advance arrangements for resources to ensure that there is an effective way for people with disabilities to request and receive durable medical equipment and medication.
- Establish policies and procedures and make advance resource arrangements so that people with disabilities can request cots and beds, modifications to cots and beds, securement of cots and beds, and specific placement of cots, beds, or sleeping mats when needed. In shelters where people will generally be expected to use sleeping mats placed on the floor, ensure that some cots and beds are available for people with disabilities who are unable to use sleeping mats. The procedures on cots and beds should provide for staff and volunteers to consult with people with disabilities about their needs and provide necessary accommodations.
- Modify kitchen-access policies so that residents and volunteers whose disabilities may require it can obtain immediate access to food and refrigerated medication. Also, in planning food supplies for shelters, ensure that at least some kinds of foods and beverages are available for people with dietary restrictions, such as diabetes or severe food allergies.

Medical and Social Services

42. Have you established policies and procedures to ensure that medical and social services and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids, individuals who cannot leave shelters because of their disabilities, and people who use service animals?

Yes

No

43. Have you established policies and procedures to ensure that application processes for benefit programs are designed so they do not exclude people with disabilities whose disabilities prevent them from using one particular type of application process (e.g., web-based application processes, telephone-based application processes, procedures requiring applicants to have a valid driver's license, or procedures requiring applicants to apply in person)?

Yes

No

44. Do you have policies and procedures to ensure that your medical, social service, and other benefit programs provide effective communication to people with disabilities, including people who are deaf or hard of hearing and people who are blind or have low vision?

Yes

No

- Do your policies and procedures include primary consideration of the communication method preferred by an individual with a disability?

  Yes

  No

  N/A

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that the medical and social services your entity provides may not be fully accessible to people with disabilities. Here are some steps to ensure that the policies and procedures relating to your medical and social services are accessible to people with disabilities.

- Establish policies and procedures to ensure that medical, social service, and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids and people who use service animals.
- Establish policies and procedures to ensure that medical, social service, and other benefit programs do not have eligibility criteria that screen out or tend to screen out people with disabilities, or application processes or procedures that deny access to people with disabilities.
- Establish policies and procedures to ensure that medical, social service, and other benefit programs provide effective communication to people with disabilities, including primary consideration of the method of communication preferred by an individual with a disability.

Post-Sheltering Policies and Procedures

45. Have you adopted procedures to provide additional time, transportation, and search assistance for people with disabilities in emergency shelters to locate accessible temporary housing and support services in the community following an emergency?

Yes

No

46. If you have a program to provide temporary housing to persons when they leave emergency shelters but cannot yet return home (e.g., housing in dormitories, rooms at lodging facilities, trailers), have you adopted a plan for providing prompt, equivalent temporary housing to persons with disabilities, including accessible housing for people who use wheelchairs, scooters, and other mobility aids and people who are deaf or hard of hearing?

Yes

No

N/A

47. If you have a temporary housing program, do your information materials on temporary housing include information on accessible housing (such as the specific location of accessible hotel rooms within the community or in nearby communities and transportation resources available in that area)?

Yes

No

N/A

ACTIONS:

If the answer to any of the above questions is “No,” this is a red flag that your emergency management and post-shelter programs may not be fully accessible to people with disabilities. Here are some steps to ensure that your post-shelter policies, procedures, and programs are accessible to people with disabilities.

- Modify policies, as necessary, to provide transportation, search assistance, and additional time in shelters to individuals with disabilities who are attempting to locate housing.
- Identify temporary accessible housing (such as accessible hotel rooms within the community or in nearby communities) that could be used if people with disabilities cannot immediately return home after a disaster. Consider establishing temporary housing procedures to ensure that accessible hotel rooms are available on a priority basis to people with disabilities who need them.
- Establish policies and procedures to ensure that temporary housing information distributed to the public or to shelter residents includes information on accessible housing and transportation resources.

Post-Emergency Repair, Rebuilding, and Resumption of Program Operations

48. Have you established policies and procedures to ensure that the repair and rebuilding of government facilities comply with the accessibility requirements of Title II of the ADA?

Yes

No

49. Have you established policies to ensure that programs relocated from a damaged facility on a temporary or permanent basis remain accessible to people with disabilities?

Yes

No

ACTIONS:

If the answer to any of the above questions is “No,” this is a red flag that your post-emergency policies and procedures may not be fully accessible to people with disabilities. Here are some steps to ensure that your post-emergency policies and procedures ensure access for people with disabilities.

- Establish policies and procedures to ensure that facilities constructed or altered because of emergency- or disaster-related damage comply with the accessibility requirements of Title II of the ADA. Facilities constructed after January 26, 1992, and repairs to such facilities, must comply with Title II’s new construction requirements. Alterations to facilities constructed before the ADA became effective, must comply with Title II’s requirements for alterations to existing facilities. Alterations may not decrease accessibility.
- Establish policies and procedures to ensure that programs relocated from a damaged facility remain accessible to people with disabilities, whether the relocation is permanent or temporary. Ensure that continuity of operations plans address continuity of access to programs, services, and activities for

people with disabilities. Ensure that repair and clean-up activities include the maintenance of accessible features.

ADA Tool Kit for State and Local Governments

ADDENDUM 2

The ADA and Emergency Shelters: Access for All in Emergencies and Disasters

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One of government's primary responsibilities is to protect residents and visitors. Providing emergency shelter during disasters and emergencies is a basic way of carrying out this duty. Shelters are sometimes operated by government entities themselves. More commonly, though, shelters are operated for the state or local government by a third party – often the American Red Cross. Regardless of who operates a shelter, the Americans with Disabilities Act (ADA) generally requires shelters to provide equal access to the many benefits that shelters provide, including safety, food, services, comfort, information, a place to sleep until it is safe to return home, and the support and assistance of family, friends, and neighbors.[1] In general, the ADA does not require any action that would result in a fundamental alteration in the nature of a service, program, or activity or that would impose undue financial and administrative burdens.[2] This Addendum discusses some of the key issues that emergency managers and shelter operators need to address in order to comply with the ADA when they plan for and provide shelter during emergencies and disasters. Although this Addendum focuses primarily on issues affecting shelter residents with disabilities, these issues are also generally applicable to volunteers and employees with disabilities.

A. Advance Planning

- **Equal access requires advance planning.** During emergencies and disasters, people with disabilities sometimes have different, disability-related needs than other individuals. Many of these needs cannot be met during emergencies and disasters without advance planning. For example, if a person's health will be jeopardized without access to life-sustaining medication that must be refrigerated, an emergency shelter will be of little use to him unless he has access to the required medication and a way to keep it sufficiently cold. Resources of this kind will likely be unavailable unless emergency managers and shelter operators arrange to have them available well before an emergency or disaster occurs.

  To provide equal access to people with disabilities, effective advance planning requires at least two steps: (1) identify the disability-related needs of the residents and visitors likely to be housed in a shelter, and (2) make the advance arrangements necessary to meet those needs in the event an

emergency or disaster strikes. The most effective way for emergency managers and shelter operators to ensure that advance planning addresses the needs of people with disabilities in their community is to involve community members with a wide variety of disabilities in the advance planning process. These individuals will be able to identify the types of disability-related needs that community residents and visitors are likely to have during emergencies as well as some of the community resources that may be available to help meet those needs.

To help in the advance planning process, the following sections of this Addendum identify some of the more common disability-related needs that shelter residents are likely to have. However, since people with different disabilities will typically have different needs, the issues addressed in this document are not exhaustive. Each community will have disability-related issues specific to its own residents and visitors that need to be identified and addressed. These issues are also likely to change over time as residents move into and out of communities and as changes occur in the types of equipment, medication, and technology that people with disability use.

[1] 28 C.F.R. §§ 35.130, 35.149.

[2] 28 C.F.R. §§ 35.130(b)(7), 35.150(a)(3), 35.164.

B. Accessibility

- **Ensure that the sheltering program is accessible to people with disabilities.** Disasters and emergencies are unpredictable. Even the best emergency managers cannot say with certainty when an emergency will strike, how extensive the damage will be, and which shelters will remain available to house people who must evacuate their homes. For most people, any building designated as a shelter will meet their basic emergency needs so long as it provides a safe place to eat, sleep, and take care of personal hygiene needs. But an emergency shelter is of little use to a person using a wheelchair if it has steps at the entrance or toilet rooms she cannot use.

  Under the ADA, emergency sheltering programs must not exclude or deny benefits to people with disabilities.[3] Emergency managers and shelter operators should therefore seek to ensure that shelters are physically accessible to people with disabilities, including people who use wheelchairs. Before designating a facility as an emergency shelter, emergency managers and shelter operators need to determine if it is accessible. Elements such as a shelter's parking, walkway to the entrance, entrance, toilets, bathing facilities, drinking fountains, sleeping area, food distribution and dining quarters, first aid/medical unit, emergency notification system, and other activity and recreation areas need to be examined for barriers. Government facilities built since 1992 and private business facilities built since 1993 are often the best candidates for emergency shelters because they were subject to ADA requirements for physical accessibility when they were built.[4] Some older facilities have been altered to provide physical accessibility[5] or can be made physically accessible by using temporary measures stored on site and readily available for use in the event an emergency occurs. Other older facilities are poor candidates for emergency shelters because they have barriers that are too expensive or infeasible to remove. For guidance on emergency shelter accessibility, please see the Department of Justice's "ADA Checklist for Emergency Shelters" at www.ada.gov/pcatoolkit/chap7shelterchk.htm. The checklist includes two assessment tools to ensure that emergency shelters provide access to all: (1) a preliminary checklist that will help emergency managers and shelter operators decide if a facility has the characteristics that make it a good candidate for a potential emergency shelter, and (2) a more detailed checklist that will help identify and remove the most common barriers to physical accessibility.

Emergency managers and shelter operators need to ensure that sheltering programs are accessible to people with disabilities, including individuals who use wheelchairs.

[3] 28 C.F.R. §§ 35.130, 35.149.

[4] 28 C.F.R. § 35.151(a) (for public facilities); 28 C.F.R § 36.406 (for private facilities that are subject to the requirements of Title III of the ADA because they are public accommodations or commercial facilities).

[5] 28 C.F.R. § 35.151(b) (for public facilities); 28 C.F.R. §§ 36.402 - 36.405 (for private facilities that are subject to the requirements of Title III of the ADA because they are public accommodations or commercial facilities).

C. Eligibility Criteria

Shelters are usually divided into two categories: (1) "mass care" shelters, which serve the general population, and (2) "special needs" or "medical" shelters, which provide a heightened level of medical care for people who are medically fragile. Special needs and medical shelters are intended to house people who require the type and level of medical care that would ordinarily be provided by trained medical personnel in a nursing home or hospital.

- **House people with disabilities in mass care shelters.** Emergency managers and shelter operators sometimes wrongly assume that people need to be housed in special needs or medical shelters simply because they have a disability. But most people with disabilities are not medically fragile and do not require the type or level of medical care that special care and medical shelters are intended to provide. The ADA requires people with disabilities to be accommodated in the most integrated setting appropriate to their needs,[6] and the disability-related needs of people who are not medically fragile can typically be met in a mass care shelter. For this reason, people with disabilities should generally be housed with their families, friends, and neighbors in mass care shelters and not be diverted to special needs or medical shelters.

  To comply with the ADA's integration requirement, emergency managers and shelter operators need to plan to house people with a variety of disabilities in mainstream mass care shelters, including those with disabilityrelated needs for some medical care, medication, equipment, and supportive services. Emergency managers and shelter operators must also ensure that eligibility criteria for mass care shelters do not unnecessarily screen out people with disabilities who are not medically fragile based on erroneous assumptions about the care and accommodations they require.

- **Respect the right of people with disabilities to make choices about where to shelter.** In some communities, emergency managers have designated shelters specifically for individuals with disabilities or individuals with a specific type of disability. For example, a community with a school for students who are deaf may designate that facility as an emergency shelter for people who are deaf. While the ADA does not prohibit offering these types of emergency shelters,[7] it generally does prohibit emergency managers and shelter operators from requiring people with disabilities or people with a specific type of disability to stay in such shelters.[8] The ADA requires emergency managers and shelter operators to accommodate people with disabilities in the most integrated setting appropriate to their needs, which is typically a mass care shelter.

- **House people with disabilities in mass care shelters even if they are not accompanied by their personal care aides.** Some people with disabilities use personal care assistance for activities of daily

living, such as eating, dressing, routine health care, and personal hygiene needs. One question that frequently arises is whether people with disabilities who use attendant care can be appropriately housed in mass care shelters. In most instances, they can. Most people with disabilities who use attendant care are not medically fragile and do not require the heightened level of medical care provided in a special needs or medical shelter.

In the past, some shelter operators maintained policies that prevented people with disabilities who regularly use attendant care from entering mass care shelters unless they were accompanied by their own personal care attendants. These policies denied access to many people with disabilities.

During emergencies, many personal care attendants – like other people – evacuate or shelter with their own families instead of staying with their clients. Shelter operators should provide support services in mass care shelters to accommodate people with disabilities who are not medically fragile but need some assistance with daily living activities unless doing so would impose an undue financial and administrative burden. Such assistance can be provided by medical personnel or trained volunteers.

Local governments and shelter operators may not make eligibility for mass care shelters dependent on a person's ability to bring his or her own personal care attendant.

- **Make arrangements in advance to ensure that special needs and medical shelters have sufficient numbers of adequately trained medical staff and volunteers.** Special needs and medical shelters house people with disabilities who require the heightened medical care that is ordinarily provided in nursing homes and hospitals. However, in the past, these shelters have often had too few qualified staff – or relied too heavily on volunteers with minimal training – to provide adequate care to the medically fragile people they house.

  Advance planning is the only way emergency managers and shelter operators can secure enough trained medical personnel and adequately trained volunteers to ensure the safety and comfort of residents of special needs and medical shelters.

- **Keep families together whenever possible, even in special needs and medical shelters.** Family members provide each other the support and assistance necessary to cope with emergencies and disasters. During these difficult times, separation from family members increases loneliness, worry, and additional stress. But while most families have been able to stay together during emergencies, individuals with disabilities have often been unnecessarily separated from their families because many special needs and medical shelters do not allow them to be accompanied by more than one person.

  In disasters and emergencies, people are ordinarily allowed to shelter with their families. This benefit needs to be available to persons with disabilities as it is for everyone else. Of course, some people in special needs and medical shelters may need to be housed in medical wards apart from their families because of critical medical needs, but their families should still be housed nearby.

[6] 28 C.F.R. § 35.130(d).

[7] 28 C.F.R. § 35.130(b)(2) - (c).

[8] 28 C.F.R. § 35.130(b)(2), (e)(1).

D. Reasonable Modifications

The ADA generally requires emergency managers and shelter operators to make reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination.[9] A reasonable modification must be made unless it would impose an undue financial and administrative burden.[10] The following are examples of reasonable modifications that emergency managers and shelter operators will generally need to make:

- **Modify "no pets" policies to welcome people who use service animals.** Many emergency shelters do not allow residents or volunteers to bring their pets inside. But shelters must generally modify "no pets" policies to allow people with disabilities to be accompanied by their service animals.

  A service animal is not a pet. Under the ADA, a service animal is any animal that is individually trained to provide assistance to a person with a disability. Most people are familiar with dogs that guide people who are blind or have low vision. But there are many other functions that service animals perform for people with a variety of disabilities. Examples include alerting people who are deaf or hard of hearing to sounds; pulling wheelchairs; carrying or retrieving items for people with mobility disabilities or limited use of arms or hands; assisting people with disabilities to maintain their balance; and alerting people to, and protecting them during, medical events such as seizures.

  How can a service animal be identified? Service animals come in all breeds and sizes. Many are easily identified because they wear special harnesses, capes, vests, scarves, or patches. Others can be identified by the functions they perform for people whose disabilities can be readily observed. When none of these identifiers are present, shelter staff may ask only two questions to determine if an animal is a service animal: (1) "Do you need this animal because of a disability?" and (2) "What tasks or work has the animal been trained to perform?" If the answers to these questions reveal that the animal has been trained to work or perform tasks for a person with a disability, it qualifies as a service animal and must generally be allowed to accompany its owner anywhere other members of the public are allowed to go, including areas where food is served and most areas where medical care is provided. Questions about the nature or severity of a person's disability or ability to function may not be asked. It is also inappropriate to question a person's need for a service animal or to exclude a service animal on the grounds that shelter staff or volunteers can provide the assistance normally provided by the service animal.

- **Modify kitchen access policies for people with medical conditions that may require access to food.** Most shelter operators restrict residents' and volunteers' access to the kitchen to preserve food and beverage supplies and maintain efficient kitchen operations. But people with medical conditions such as diabetes may need immediate access to food to avoid serious health consequences. Shelter operators need to make reasonable modifications to kitchen policies so that residents and volunteers with disability-related needs can have access to food and beverages when needed.

- **Modify sleeping arrangements to meet disability-related needs.** To maximize efficiency, shelter operators typically provide one standard type of cot or mat for use by shelter residents. However, some people have disability-related needs for cots to be modified or may need to sleep on cots or beds instead of on mats placed on the floor. For example, a person with muscular dystrophy may require a cot with a very firm mattress to provide the physical support needed to facilitate breathing. Similarly, many people with mobility disabilities will be unable to use a sleeping mat placed on the floor. For example, many people using wheelchairs or scooters will be unable to safely transfer on and off a cot or bed unless it is firmly anchored so it does not move and has a firm sleeping surface that is 17 - 19 inches above the floor. Shelter operators need to establish procedures that people with disabilities can use to request reasonable modifications to sleeping arrangements.

[9] 28 C.F.R. § 35.130(b)(7).
[10] 28 C.F.R. § 35.130(b)(7).

E. Effective Communication

From the moment people begin to arrive at a shelter, good communication between staff, volunteers, and residents is essential. Many shelter residents and volunteers might have communication-related disabilities, including those who are deaf or hard of hearing and those who are blind or who have low vision. People with mental retardation or psychiatric disabilities might also have communication difficulties in certain circumstances, such as registering, filling out applications for benefits, or trying to understand what benefits and services are available.

Under the ADA, shelter operators must provide "effective communication" to people with disabilities unless doing so would result in a fundamental alteration or would impose undue financial and administrative burdens.[11] Shelters that are part of a state or local government sheltering program must give "primary consideration" to the type of auxiliary aid or service preferred by the person with a disability;[12] they must defer to that choice unless another equally effective method of communication is available or the preferred method would impose an undue financial and administrative burden or fundamental alteration.[13] This requirement applies even if a third party operates the shelter under an arrangement with the state or local government.

Advance planning is critical to ensuring effective communication during an emergency. Without such planning, it may be difficult or impossible to locate auxiliary aids and services and have them ready for use at the shelter. Advance planning will also alleviate the expense and burdens associated with providing auxiliary aids.

- **Provide alternate format materials for people who are blind or who have low vision.** People who are blind or have low vision may request documents and brochures in alternate formats (Braille, large print, or audio recording). Generally, shelter supplies should include alternate format versions of documents that are routinely made available to shelter residents. Having alternate formats available for distribution during an emergency requires advance planning.

  When documents are prepared on the spot and alternate formats cannot be prepared in advance or produced as needed, shelter operators are still required to provide effective communication through alternate means.[14] Often, the most effective solution in an emergency is to provide a person to read printed documents and, where applicable, someone to help fill out forms. People who serve as readers or provide assistance filling out forms must be "qualified" – in the context of an emergency shelter, this means being capable of and willing to read materials and complete forms as instructed by the person with a disability.

- **Ensure that audible information is made accessible to people who are deaf or hard of hearing.** In emergency shelters, most information is conveyed through oral announcements. Shelter operators must ensure that people who are deaf or hard of hearing have access to this information in a timely and accurate manner. In some circumstances, qualified sign language or oral interpreters may be required by the ADA. In others, posting messages and announcements in written format on a centrally located bulletin board, or writing notes back and forth with residents who are deaf or hard of hearing, may suffice.

  The type of auxiliary aid or service required in a specific situation depends on several factors, including

the length, complexity, and importance of the communication and the person's language skills and history. For example, handwritten notes will not communicate information effectively to a person who cannot read. Similarly, providing a sign language interpreter will not be effective for a person who is hard of hearing and does not understand sign language. If it becomes an undue financial and administrative burden to obtain qualified sign language or oral interpreters at a shelter, then the ADA does not require them. However, advance planning can significantly reduce the costs and administrative burdens of making interpreters available.

- **Provide a TTY for the use of people who are deaf or hard of hearing.** Many people in shelters use telephones to apply for disaster relief benefits, arrange for transitional housing, and speak to family and friends. People who can use standard voice telephones typically make use of shelter telephones or cellular phones for this purpose. But without access to a teletypewriter (TTY), people who are deaf or hard of hearing and those who have speech disabilities are unable to communicate with others over the telephone.

[11] 28 C.F.R. § 35.160.

[12] 28 C.F.R. § 35.160(b)(2).

[13] 28 C.F.R. § 35.164.

[14] 28 C.F.R. § 35.164.

F. Shelter Environment

- **Offer orientation and wayfinding assistance to people who are blind or have low vision.** Until they become familiar with the shelter layout, blind people and those with low vision may have difficulty locating different areas of the shelter. Even after they are oriented to the shelter environment, changes in furniture layout or the addition or removal of cots may be disorienting to people who rely on these landmarks to find their way around. When they arrive at a shelter, people who are blind and those with low vision might need assistance orienting themselves to the shelter layout and locating pathways to sleeping areas, toilet rooms, and other areas of the shelter they may wish to use. Offer, but do not insist, on providing orientation and wayfinding assistance. Some people who are blind or have low vision need such assistance. Others can, and prefer to, find their own way.

- **Maintain accessible routes.** Cots and other furniture need to be placed to ensure that accessible routes – routes that people who use wheelchairs, crutches, or walkers can navigate – connect all features of the shelter. For instance, accessible routes need to connect the sleeping quarters to the food distribution and dining quarters, to the toilet rooms and bathing facilities, activity areas, etc. Generally, an accessible route is 36 inches wide, except at doors and for short distances, when it can be narrower, and where it turns, when it must be wider. More guidance on accessible routes is provided in the "ADA Checklist for Emergency Shelters" at www.ada.gov/pcatoolkit/chap7shelterchk.htm.

- **Eliminate protruding objects in areas where people can walk.** Furniture and other items should be positioned to direct pedestrians who are blind or have low vision safely away from overhead or protruding objects. This requirement extends beyond the "accessible route" and applies throughout the shelter environment to any place where a person can walk. Hazards posed by protruding and overhead objects can typically be eliminated by placing a cane-detectable barrier on the floor beneath or next to them. But care should be taken so cane-detectable barriers do not block accessible routes or the clear floor space that people using mobility devices need to access common protruding objects such as

drinking fountains. For more guidance on protruding objects, please see please see the "ADA Checklist for Emergency Shelters" at www.ada.gov/pcatoolkit/chap7shelterchk.htm.

- **Consider low-stimulation "stress-relief zones.**" The stress from the noise and crowded conditions of a shelter – combined with the stress of the underlying emergency – may aggravate some disability-related conditions, such as autism, anxiety disorders, or migraine headaches. Without periodic access to a "quiet room" or quiet space within a larger room, some people with disabilities will be unable to function in a shelter environment. In locations where a school gym serves as the emergency shelter, a nearby classroom can provide the necessary relief from noise and interaction that some shelter residents and volunteers with disabilities will need. Other shelter residents and volunteers may want a break from the noise and crowds. But quiet spaces are limited, they should be made available on a priority basis to people whose disabilities are aggravated by stress or noise.

- **Consult residents with disabilities regarding placement of their cots.** Some individuals will have disability-related needs that require accommodation when assigning the location of their cot. For instance, a person who uses a wheelchair, crutches, or a walker may need a cot located close to an accessible toilet room. Since an assigned cot may not be identifiable by touch, a blind person may need a cot placed in a location that she can easily find. A person with low vision may need his bed located close to light so he can see or away from bright light that aggravates his eyes. Likewise, someone who is deaf or hard of hearing may need a cot placed away from visual distractions that would prevent him from sleeping.

G. Supplies

- **Provide an effective way for people to request and receive durable medical equipment and medication.** Despite advance planning, some people with disabilities will find themselves in shelters without a supply of the medications or medical equipment they need. For example, some medical insurance plans prohibit people from purchasing medication until their existing supply is almost gone. Other people may be required to evacuate without medication or medical equipment or be inadvertently separated from medication or medical equipment during evacuation. Emergency managers and shelter operators need to plan and make arrangements in advance so persons with disabilities can obtain emergency supplies of medications and equipment.

- **Whenever possible, provide refrigeration for certain types of medication.** Many people with disabilities need medication that must be refrigerated. Shelters need to have a safe and secure refrigerated location where medications can be stored and accessed when needed.

- **If electricity is available, give priority to people with disabilities who use ventilators, suctioning devices, and other life-sustaining equipment.** Some people with disabilities require ventilators, suctioning devices, or other life-sustaining equipment powered by electricity. Without electrical power, many of these individuals cannot survive. When electrical power is available, access should be given to people who depend on electrically powered equipment to survive.

  Many people with disabilities depend on battery-powered wheelchairs and scooters for mobility. The batteries in these mobility aids must frequently be recharged, or they will stop functioning. Without these mobility aids, many people with disabilities will lose their ability to move about, they may be unable to participate in some services offered by the shelter, and they may need to depend more heavily on assistance from others. When possible, provide these individuals the opportunity to charge the batteries that power the equipment they use for mobility and independence.

- **Provide food options that allow people with dietary restrictions to eat.** Because of disabilities, some people are unable to eat certain types of food. For example, people with diabetes must restrict their intake of carbohydrates. Other people have severe allergies to common food ingredients, such as peanut oil and byproducts. In planning food supplies for shelters, emergency managers and shelter operators need to consider foods and beverages for people with common dietary restrictions.

- **Provide emergency supplies that enable people with disabilities to care for their service animals.** Many people with disabilities rely on service animals to do things they cannot do themselves. But when evacuating during an emergency, some individuals will be unable to transport enough food and water for their service animals. Shelter operators need to make food and water available so individuals can feed and care for their service animals. Shelter operators should also make reasonable modifications to security screening procedures so that people with disabilities are not repeatedly subjected to long waits at security checkpoints simply because they have taken their security animals outside for relief.

H. Transitions Back to the Community

- **Provide people with disabilities a reasonable amount of time and assistance to locate appropriate housing.** Shelters provide temporary refuge during and after an emergency until people can return home or arrange an alternative place to live. In some instances, shelter operators have required individuals with disabilities to move to hospitals, nursing homes, or other institutions when these individuals could not locate accessible housing or the supportive services they needed to live in their own home as quickly as other individuals. As a result, some people with disabilities who once lived independently in their own homes found themselves institutionalized soon after a disaster occurred.

  The ADA generally requires people with disabilities to receive services in the most integrated setting appropriate to their needs unless doing so would result in a fundamental alteration in the nature of services or impose undue financial and administrative burdens.[15] To comply with this requirement and assist people with disabilities in avoiding unnecessary institutionalization, emergency managers and shelter operators may need to modify policies to give some people with disabilities the time and assistance they need to locate new homes.

I. Other Resources

As discussed above, the ADA requires that people with disabilities have equal access to shelters and the benefits they provide. Providing equal access to people with different disabilities can involve very different issues. This document discusses a few of the most common issues and how they can be addressed. Other issues are addressed in Chapter 7 of the "ADA Best Practices Tool Kit for State and Local Governments," "The ADA Guide for State and Local Governments: Making Emergency Preparedness and Response Programs Accessible to People with Disabilities, " the "ADA Checklist for Emergency Shelters," and other technical assistance materials that are available on the Department of Justice's ADA Home Page at www.ada.gov.

[15] 28 C.F.R. § 35.130(d).

ADDENDUM 3

Accessible Emergency Shelters

One of the most important roles of State and local government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, people are often provided safe refuge in temporary shelters located in schools, office buildings, tents, or other facilities. Advance planning for an emergency shelter typically involves ensuring that the shelter will be well stocked with basic necessities, such as food, water, and blankets. Planning should also involve ensuring that these shelters are accessible to people with disabilities. Making emergency sheltering programs accessible is generally required by the Americans with Disabilities Act of 1990 (ADA).

A. Evaluating the Physical Accessibility of Emergency Shelters

In order to be prepared for an emergency that requires sheltering, accessible features should be part of an emergency shelter. A first step to providing an accessible shelter is to identify any physical barriers that exist that will prevent access to people with disabilities. One good way to do this is to inspect each shelter facility that your community plans to use in an emergency and identify barriers to people with disabilities, including people who use wheelchairs or scooters or who have difficulty walking, people who are deaf or hard-of-hearing, and people who are blind or who have low vision. Facilities built or extensively altered since the ADA went into effect in 1992 may have few barriers to accessibility and could be good choices for emergency shelters.

Facilities built before 1992 and not altered to provide accessibility may have barriers that prevent access to people with disabilities.

When evaluating physical accessibility in older facilities, it may be a good idea to do the analysis in two parts. If you suspect that an older facility is not accessible, you can do a preliminary analysis before completing a detailed accessibility survey. This preliminary analysis, or quick-check, can eliminate facilities with extensive barriers so that the focus can be on those facilities that are most appropriate to become accessible shelters. To help identify older buildings that may be good candidates to become accessible shelters, a copy of the Accessible Shelter Quick-Check Survey is provided on page 7. After completing the Quick-Check Survey, if you have checked "Yes" for most of the questions on the forms, you should conduct a full accessibility survey using the ADA Checklist for Emergency Shelters.

If you find barriers to accessibility after completing the checklist, the next step is to either remove the barriers or identify other nearby accessible facilities that can serve as a shelter. In communities with more than one emergency shelter, until all shelters are accessible, the locations of accessible shelters should be widely publicized, particularly to people with disabilities and organizations that serve the disability community.

B. Conducting Accessibility Surveys

The following Quick-Check Survey (beginning on page 7) and the ADA Checklist for Emergency Shelters (beginning on page 11) are designed to assist State and local officials and operators of emergency shelters to determine whether a facility being considered for use as an emergency shelter is accessible and if not, whether modifications are needed to remove barriers or whether relocation to another accessible facility is necessary. Filling out the Quick-Check Survey will provide guidance on whether a facility has certain basic accessible features, and filling out the detailed ADA Checklist for Emergency Shelters will provide specific information on any barriers to accessibility.

C. Getting Started

Individuals conducting the surveys need not be experienced in evaluating facilities for accessibility. The checklist provides guidance on how to complete the survey and will prompt the user to check key elements. The checklist pages also provide space for notes and other key information. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features; and in some areas, it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, staff can identify accessible shelters and develop information needed to implement temporary and permanent accessibility modifications.

An evaluation of shelter accessibility should focus on those areas of the facility that may be used for providing shelter in an emergency. These include areas where people are dropped off by a bus, van, or car; the parking

area; the entrance to the shelter; pedestrian routes (both exterior and interior); sleeping, eating, information, and recreational areas; and toilet rooms.

Before shelter accessibility is evaluated, it is useful for staff to review the instructions for filling out the checklist and become familiar with the questions. It is also helpful to practice taking measurements, photographs, and recording information. On the day of the survey, it is helpful to first become familiar with certain areas before starting to record information. Upon arrival at the proposed shelter, first find the areas where people will disembark from vehicles, both passenger drop-off and loading zones as well as parking areas. Next find the entrances to the shelter areas that will be used during an evacuation. If possible, take an identifying "location" photograph that shows the name of the facility and the address so that other photographs can be identified correctly. When inside the building, locate the areas where people are likely to register, sleep, and eat. Locate the toilet rooms that serve the shelter area. It is also a good idea to locate any areas used for telephones, food distribution, and medical services.

D. Tools Needed

The following items are needed for the survey:

- A metal tape measure that is at least 20 feet long;
- A digital level or bubble level that is 24 inches long;
- A door pressure gauge;
- A digital (preferred) or film camera with a flash;
- One copy of the checklist for each shelter (and Quick-Check Survey if used); and
- A clipboard and pens.

If you are not familiar with taking the types of measurements needed to complete the checklist, review the following section and practice using the tools before going to conduct a survey.

E. Taking Measurements

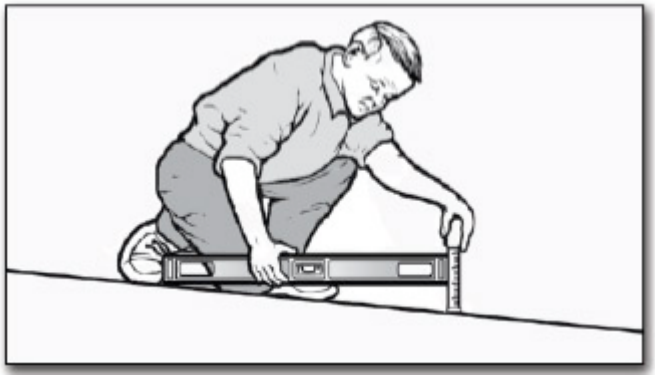
1. Sloped Surfaces

Measuring the slope of a ramp, parking space, walkway, or other ground or floor surface is important to identify whether the surface is accessible. The amount of slope or grade is described as the proportion of a vertical rise to a horizontal length. It is usually described as:

- a ratio (e.g., 1:20, which means one unit of vertical rise for each 20 units of horizontal length); or
- a percentage (e.g., 8.33% which equates to a ratio of 1:12 or 4.76 degrees).

The easiest way to measure slope is to use a digital level. The digital display gives a reading that may be shown as a percent, degrees, or as a digital bubble. Before using a digital level, make sure to understand the directions for its use. It will need to be calibrated before each use. The maximum running slope generally allowed for ramps is 1:12 (8.33% or 4.76 degrees). Cross slope is the slope or grade of a surface perpendicular to the running slope. The most cross slope allowed on an accessible route is 1:50 (2% or 1.15 degrees).

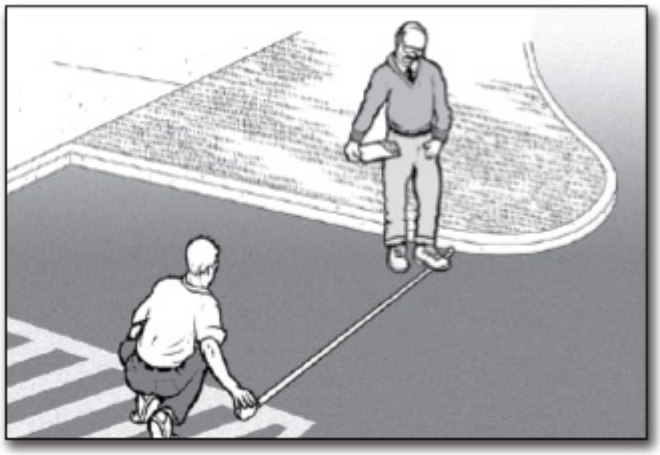
Another way to measure slope that requires more effort is to use a 24-inch level with leveling bubble and a metal tape measure. Place the level on the sloped surface in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (see below) until the bubble is in the middle of the tube. This is the "level" position. While the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is two inches or less, then the slope is 1:12 or less. When the distance is more than two inches, record the distance on the checklist so the exact slope can be calculated later. For measuring cross slope, if the distance, measured from the level position, is ½ inch or less then the slope is 1:48 or less.



Measuring slope using a 24-inch bubble level and tape measure

2. Using the Tape Measure

A metal tape measure is needed to measure the length, width, height, and depth of various elements. When measuring long distances, pull the tape tight to get an accurate measurement. The checklist will offer guidance for the specific measurement that is required.



Using a tape measure to measure the width of a parking space

3. Measuring Door Openings

Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (see below). Stretch the tape across the door opening to the face of the door. This measures the clear width of the door opening through which people pass, which is less than the width of the door itself.

Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

F. Taking Photographs

A comprehensive set of photographs makes it easier to understand existing conditions after the survey is completed. It is a good idea to take many photos of the exterior and interior of the potential shelter. It is likely that many other people in your decision-making process will need to review information about the facility you are surveying, so try to record each element that you survey with several photos. It is always useful to first take a photo that will clearly identify the location of the element so that others will easily be able to find the element. Then, take several close-up shots of that element to document the conditions you found during your survey. If you are not familiar with the camera that you plan to use, practice using it both indoors and outdoors before starting to survey the various facilities being considered for use as shelters. If you are using a digital camera, it is a good idea to review the images as you take them to ensure that you have good quality photographs.

G. Completing the Survey and Checklist

The survey and checklist forms will prompt you for what to look at and where to measure. You should write down all answers and notes for use later in the planning process. If a photo is taken of a particular element or condition, then you should note this on the checklist. It is usually more efficient for two or three people to work together doing these surveys. One person can measure while the other records the information and takes photos.

For each item, check either "Yes" or "No." If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question. Add notes or comments as needed. For some questions when "No" is the answer, the checklist will include a prompt to check for an alternate solution. Information on possible alternative solutions can be used later to decide how to better provide accessibility. Taking several photos is also helpful when the answer is "No" and an alternative way to provide accessibility is not readily apparent.

When completing the survey or checklist, try to answer every question in each section unless the element is not present at that facility. For example, if no parking lot is provided at the facility, (such as where only on-street parking is provided), do not measure the size of the on-street parking spaces.

Some sections of the checklist are divided into two parts, one for individuals with a mobility disability and the other for individuals who are blind or who have low vision. While evaluating a facility you will be checking to ensure that an accessible route is provided. The accessible route is a continuous unobstructed pedestrian path without steps or steep slopes that connects all accessible site and building features and spaces together. A continuous accessible route must be available at the shelter for people who use a wheelchair, scooter, or other mobility device. Other sections of the checklist ask questions related to individuals who are blind or have low vision. These questions cover all circulation paths, not just pedestrian paths that are also an accessible route.

The survey and the checklist are based on some of the requirements from the ADA Standards for Accessible Design (the Standards). Questions have been selected to reflect features that may be most important for the

short-term stays common for emergency shelters. To learn more about the Standards, see the Department of Justice regulations, 28 C.F.R. Part 36, Appendix A. The regulations and the Standards are available at www.ada.gov. Copies are also available by calling the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

H. After Completing the Survey and Checklist

Once you have completed the survey and filled out the checklist, you can determine which elements or spaces in a potential shelter facility are accessible and which may need modifications. If most answers are "yes," the facility may need little or no modification. If some answers are "no," modifications may be needed to remove barriers found in that space or element. Emergency shelters in older buildings with inaccessible features might be made accessible with temporary modifications, (such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones) until permanent modifications can be made. However, where facilities are not capable of being made accessible, another facility will need to be selected for use as a shelter.

Step One: Accessible Shelter Quick-Check Survey

Selecting Sites to Survey for Accessibility

Providing an emergency shelter that is accessible to people with disabilities involves making sure that a number of accessible features and spaces are available. To verify accessibility before deciding on a site for an emergency shelter can involve asking many questions such as those in the ADA Checklist for Emergency Shelters. For some older buildings, especially those on hilly sites and those that have not been renovated, remodeled, or altered since 1992, before completing the detailed checklist, it may be better to do a pre-test that can rule out a facility with major accessibility problems so available resources can be focused on other locations. The following questions will help evaluate whether a facility has such major accessibility barriers. After this first step, buildings that do not have major accessibility problems should be surveyed more thoroughly, using the ADA Checklist for Emergency Shelters, to find out which, if any, barriers need to be removed to provide an accessible shelter.

A. Accessible Entrance

Having a way to get into the emergency shelter on a surface that is firm, stable, slip resistant, without steps or steep slopes, and wide enough for a person using a wheelchair or other mobility aid is essential.

A1. Is there a sidewalk connecting the parking area and any drop off area to the walkway leading to the building? [ADA Standards § 4.1.3(1)]

☐ Yes

☐ No

A2. Is there a route without steps from this sidewalk to the main entrance?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes _____ No ____ Number of Steps: _____
If No, is there another entrance without steps that is connected by a sidewalk
to the parking or drop off area? Yes _____ No _____Location: _____

B. Accessible Routes To All Service/Activity Areas

Everyone must be able to get to each of the various areas where activities and services take place. This includes people who use mobility devices, such as wheelchairs and scooters, being able to get to locations where supplies are distributed, to eating areas, to sleeping areas, to toilet rooms, and to other activity areas without encountering stairs or steep slopes.

Check all of the various ways to get to each of the areas where sheltering activities are likely to take place (sleeping, eating,

B1. Sleeping Area (Location: _____)

B1-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

B1-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

B2. Eating Area (Location: _____)

B2-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or less steps? Yes ___ No ____ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ____ Type of device: _____

B2-b. If an elevator or lift provides the only accessible route, is there a source of back up power to operate the device for an extended period?

☐ Yes

☐ No

B3. Supply Distribution Area (Location: _____)

B3-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

B3-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

B4. Toilet Rooms (Location: _____)

B4-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ____ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ____ No ____ Type of device: _____

B4-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

C. Accessibility Within Toilet Rooms

C1-a. Is there an area within the toilet room where a person who uses a wheelchair or mobility device can turn around - either a minimum 60-inch diameter circle or a "T"-shaped turn area? [ADA Standards §§ 4.22.3; 4.2.3, Fig. 3]

☐ Yes

☐ No

C1-b. Is at least one stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)? [ADA Standards § 4.17.3]

☐ Yes

☐ No

Using The Information:

If most of your answers to the previous questions are Yes, then the facility has some basic accessibility features and should be surveyed using the ADA Checklist for Emergency Shelters. Whenever most of your answers are No, then these problems should be evaluated before conducting a more detailed survey, or perhaps you should consider another location to serve as an emergency shelter.

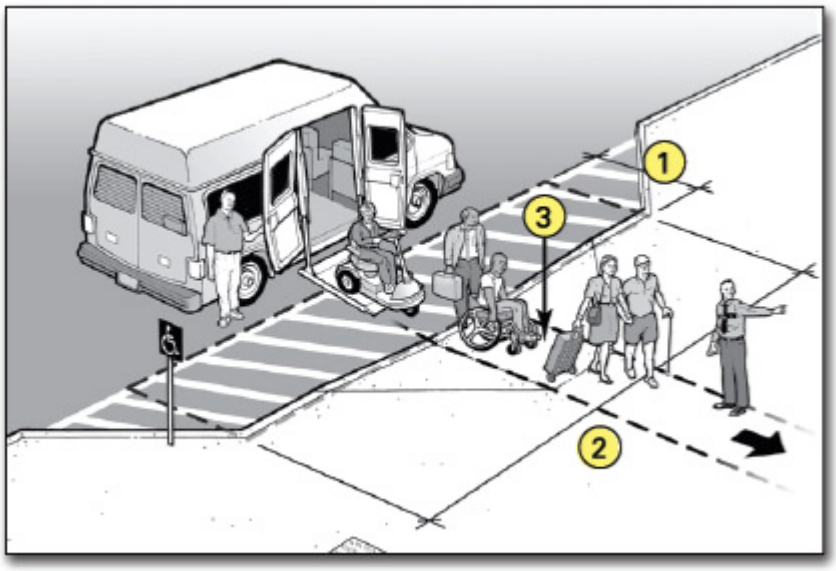
Step Two - ADA Checklist For Emergency Shelters

Getting to the Emergency Shelter

A. Passenger Drop-Off Areas

During an evacuation the most efficient method of transporting people to shelters likely will include using vans and buses. Accessible buses and vans with wheelchair lifts will be needed to transport people who use wheelchairs, scooters, or other mobility aids. When they arrive at the shelter, an accessible drop-off area (also known as a passenger loading zone) is needed for people using mobility aids to get off of the bus or van and proceed to the shelter's accessible entrance.

An accessible drop-off area must have a level access aisle that is adjacent and parallel to the vehicle space. Where a curb separates the vehicle space from the access aisle or the access aisle from an accessible route, a curb ramp must be provided so people with mobility disabilities can get to the accessible route leading to the accessible entrance of the shelter.



Accessible drop-off area with an access aisle provided at the same level as the vehicle.

Notes

1. Access aisle depth is at least 5 feet.

2. Access aisle length is at least 20 feet. 3.

3. Curb ramp connects the access aisle for the accessible drop-off area (which is at the level of the parking lot) to the accessible route to the accessible entrance of the shelter.

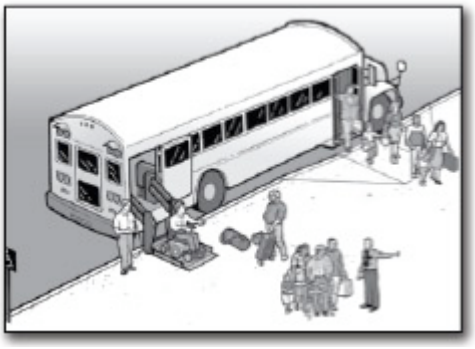
The access aisle may be at the parking-lot level or at sidewalk level. If the access aisle is at the parking-lot level, the curb ramp is provided between the access aisle and the sidewalk. If it is at the sidewalk level, an adjacent curb ramp is provided between the street and the sidewalk.

A1. Is a relatively level (1:50 or 2% maximum slope in all directions) access aisle provided adjacent and parallel to the side of the vehicle pull-up area? [ADA Standards § 4.6.6]

☐ Yes

☐ No

If No, look for another relatively level location that is on an accessible route to the accessible shelter entrance that could be used.



Accessible drop-off area with an access aisle provided as part of the sidewalk.

A2. Is the vehicle pull-up area relatively level (1:50 or 2% maximum slope in all directions)?

☐ Yes

☐ No

A3. Is the area for the access aisle at least 5-feet wide and 20-feet long? [ADA Standards § 4.6.6].

☐ Yes

☐ No

Note: Unlike at an accessible parking space, the surface for the access aisle of an accessible passenger drop-off area does not have to be marked or striped.

A4. Is there vertical clearance of at least 114 inches (9 feet 6 inches) from the site entrance to the vehicle pull-up area, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]

☐ Yes

☐ No

A5. Is a curb ramp provided between the vehicle pull up area and the access aisle (see above) or the access aisle and the accessible route to the
accessible entrance? [ADA Standards § 4.6.6]

☐ Yes

☐ No

If No, is there another area with a curb ramp and on an accessible route that could serve as the drop-off area?

If there is no curb ramp near the drop-off area, can a temporary ramp be used to connect the drop-off area access aisle to the accessible route to the accessible shelter entrance?

A6. If a curb ramp is provided, is the running slope of the ramp surface (not counting the side flares) no more than 1:12 or 8.33% [ADA Standards § 4.7.2]

☐ Yes

☐ No

A7. Is the width of the curb ramp surface at least 36 inches (not counting the side flares)? [ADA Standards § 4.7.3]

☐ Yes

☐ No

A8. Does an accessible route connect the curb ramp to the shelter's accessible entrance? [ADA Standards § 4.1.2(1)]

☐ Yes

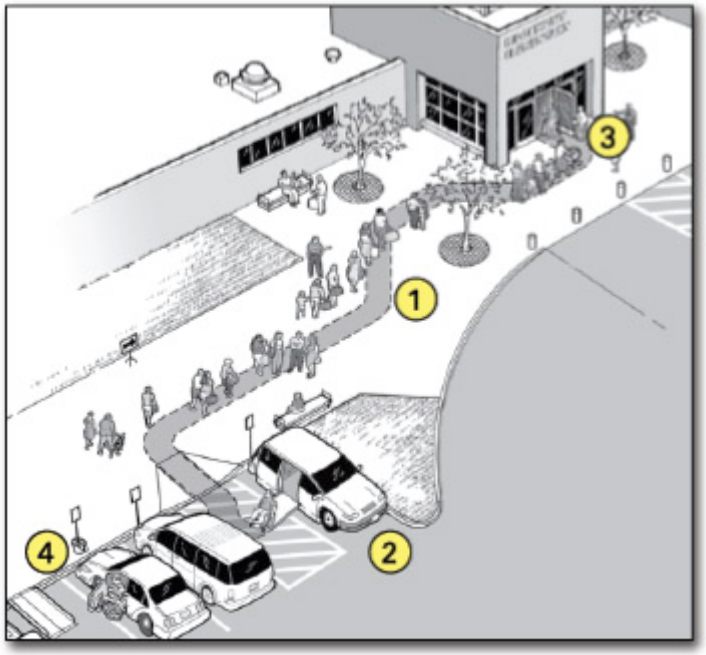
☐ No

B. Parking

1. Typical Issues

During an evacuation, some individuals with a mobility disability may arrive at the shelter in a car or van. When parking areas are provided at the shelter site, accessible parking spaces must be provided. Individuals with disabilities who arrive at the shelter in their own car or van need to be able to park in an accessible parking space close to an accessible entrance. Accessible parking spaces need an adjacent access aisle that provides space for a person with a mobility disability to exit their vehicle. The access aisle connects directly to an accessible route that leads to an accessible building entrance. In order to be usable, the access aisle must be relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.

An accessible route connects the permanent access aisle of each accessible parking space with the accessible entrance to the shelter. When an accessible route crosses a curb, a curb ramp must be provided. During an emergency, as a temporary measure, if additional accessible parking spaces are needed, a portable ramp can be provided in a parking space marked off by traffic cones to provide two additional accessible parking spaces (see page 18).



An accessible entrance to an emergency shelter with accessible parking and additional temporary accessible parking spaces

Notes:

1. Accessible route.
2. Accessible parking with van accessible parking space.
3. Accessible entrance to shelter.
4. Temporary accessible parking spaces.

2. Parking Spaces Checklist

B1. When parking areas are provided at the shelter site, count the total number of parking spaces provided in each area. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)? [ADA Standards § 4.1.2(5)(a)]

☐ Yes

☐ No

Total Number of Parking Spaces in Each Parking Area	Required Minimum Number of Accessible Spaces

1- 25	1 van-accessible space w/min. 96-inch-wide access aisle (van space)
26 - 50	1 space w/min. 60-inch-wide access aisle + 1 van space
51 - 75	2 spaces w/min. 60-inch-wide access aisle + 1 van space
76 - 100	3 spaces w/min. 60-inch-wide access aisle + 1 van space
101 - 150	4 spaces w/min. 60-inch-wide access aisle + 1 van space

If more than 150 parking spaces are provided in a particular lot, see section 4.1.2 of the ADA Standards for the number of accessible parking spaces required.

B2. Does each accessible parking space have its own, or share, an adjacent access aisle that is least 60 inches (5 feet) wide? [ADA Standards § 4.6.3]

☐ Yes

☐ No

Accessible Parking Spaces Showing Minimum Width of Vehicle Space and Access Aisle

B3. Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided that are 132 inches (11 feet) wide for vehicle space with a 60-inch (5-feet) wide access aisle? [ADA Standards § § 4.1.2(5), A4.6]

☐ Yes

☐ No

B4. For van-accessible spaces (particularly in a garage or parking structure), is there vertical clearance of at least 98 inches (8 feet - 2 inches) for the vehicle route to the parking space, the parking space, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]

☐ Yes

☐ No

If No: Can the route be cleared by removing or raising low objects, or can each van accessible parking space be relocated?

B5. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions? [ADA Standards § 4.6.3]

☐ Yes

☐ No

If No: Look for a nearby area that is relatively level in all directions that could serve as an accessible parking space with an accessible route to the accessible entrance to the shelter.

B6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? [ADA Standards § 4.6.4]

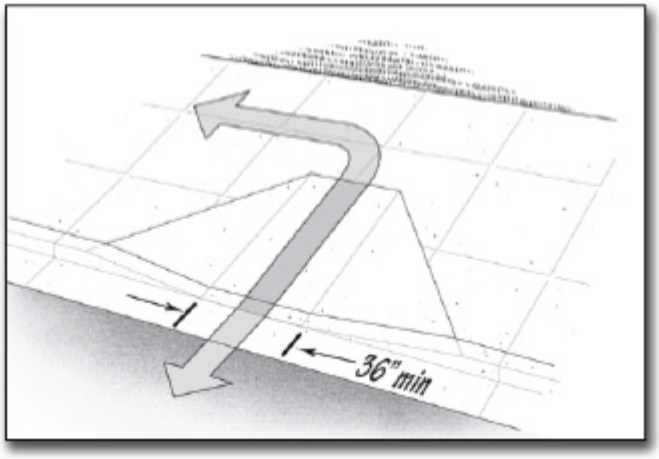
☐ Yes

☐ No

B7. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: [ADA Standards § 4.7]

☐ Yes

☐ No



Curb ramp showing minimum 36-inch width for ramp section and 1:12 slope on ramp section.

B7-a. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3]

☐ Yes

☐ No

B7-b. Is the slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2]

☐ Yes

☐ No

Note: 1:12 is one inch of vertical height for each 12 inches of length.

B8. Are the accessible parking spaces serving the shelter on the shortest accessible route to the accessible entrance? [ADA Standards § 4.6.2]

☐ Yes

☐ No

B9. Does each access aisle connect to an accessible route from the parking area to the shelter's accessible entrance? [ADA Standards § 4.6.2]

☐ Yes

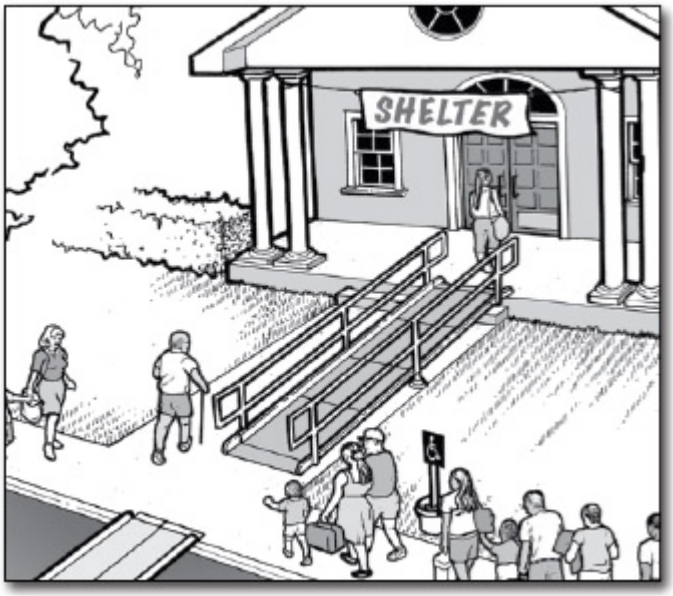
☐ No

3. Temporary Solutions for Emergency Sheltering - Parking

Problem: Parking at the shelter facility either has no accessible parking, not enough accessible parking, or accessible parking spaces are not on level ground.

Suggestion: Find a fairly level parking area near the accessible entrance and mark the area for accessible parking spaces. Three regular parking spaces will make two accessible parking spaces with a shared access aisle. Provide a sign designating each accessible parking space. Ensure there is an accessible route from each access aisle to the accessible entrance.

If temporary accessible spaces are used, mark the temporary accessible parking spaces with traffic cones or other temporary elements. Traffic cones can also be used to mark off an access aisle if designated accessible parking spaces lack an access aisle or if the access aisle is too narrow. At least one accessible parking space should be a van-accessible parking space with an access aisle that is at least 96 inches wide.



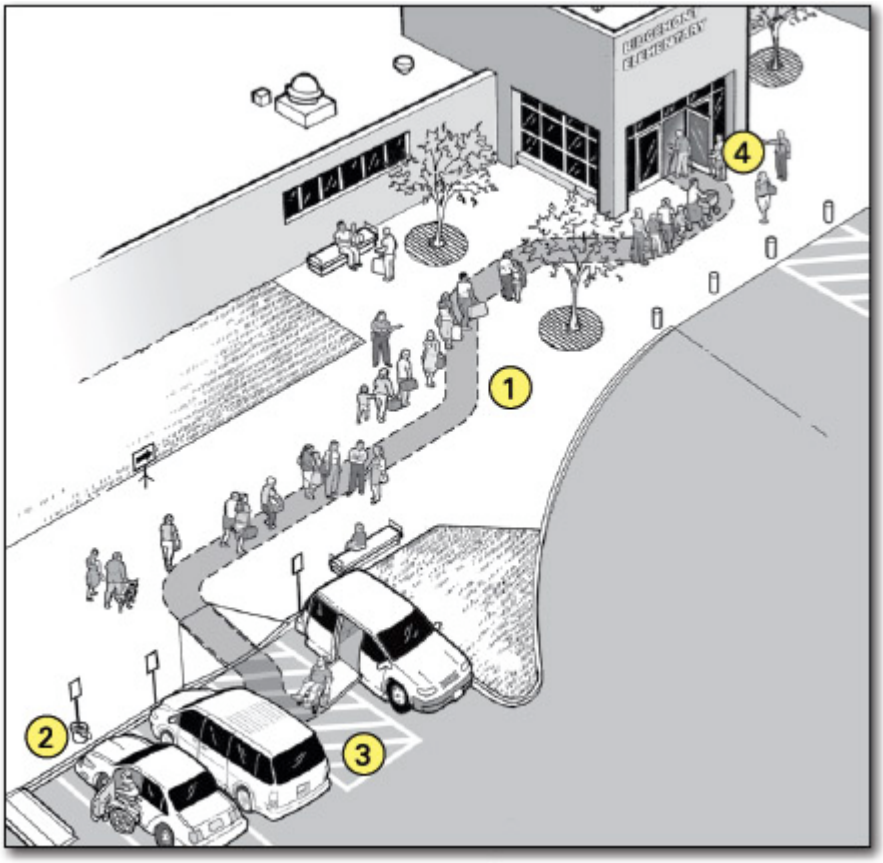
Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the shelter.

C. Sidewalks and Walkways

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or other Mobility Devices

An accessible route connects accessible passenger drop-off areas, accessible parking spaces, and other accessible elements, like a route from a bus stop, to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the

accessible entrance of the shelter. The accessible route must be at least 36 inches wide (it may narrow briefly to 32 inches wide where utility poles, signs, etc. are located along the accessible route). Abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where the ramp changes direction.



An accessible entrance to a shelter with accessible parking and an accessible drop-off area

Notes:

1. Accessible route
2. Accessible drop-off area
3. Accessible parking with van-accessible parking space
4. Accessible entrance to shelter

C1-a. Is an accessible route provided from accessible parking spaces to the accessible entrance of the shelter? [ADA Standards § 4.1.2(1), 4.3]

☐ Yes

☐ No

C1-b. Is an accessible route provided from public sidewalks and public transportation stops on the shelter site (if provided) to the accessible entrance for the shelter? [ADA Standards § 4.1.2(1)]

☐ Yes

☐ No

Note: The accessible route is at least 36 inches wide and may be a portion of a sidewalk.

C1-c. Is the accessible route at least 36 inches wide? [ADA Standards § 4.3.3]

☐ Yes

☐ No

If No, does the accessible route narrow to 32 inches for no more than 2 feet?

C1-d. Is the accessible route free of steps and abrupt level changes higher than 1/2 inch? [ADA Standards § 4.3.8]

☐ Yes

☐ No

Note: Level changes between 1/4 inch and 1/2 inch should be beveled (sloped) at 1:2 maximum.

C1-e. Where an accessible route crosses a curb, is a curb ramp provided? [ADA Standards § 4.3.8]

☐ Yes

☐ No

e-i. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3]

☐ Yes

☐ No

e-ii. Is the running slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2]

☐ Yes

☐ No

Note: 1:12 is one inch of vertical height for 12 inches of horizontal distance.

C1-f. If the slope of part of the accessible route is more than 1:20, does it meet the following requirements for an accessible ramp?

☐ Yes

☐ No

f-i. Is the running slope no greater than 1:12? [ADA Standards § 4.8.2]

☐ Yes

☐ No

Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances (see ADA Standards § 4.1.6(3)).

f-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5]

☐ Yes

☐ No

f-iii. Is the ramp width, measured between the handrails, at least 36 inches? [ADA Standards § 4.8.3]

☐ Yes

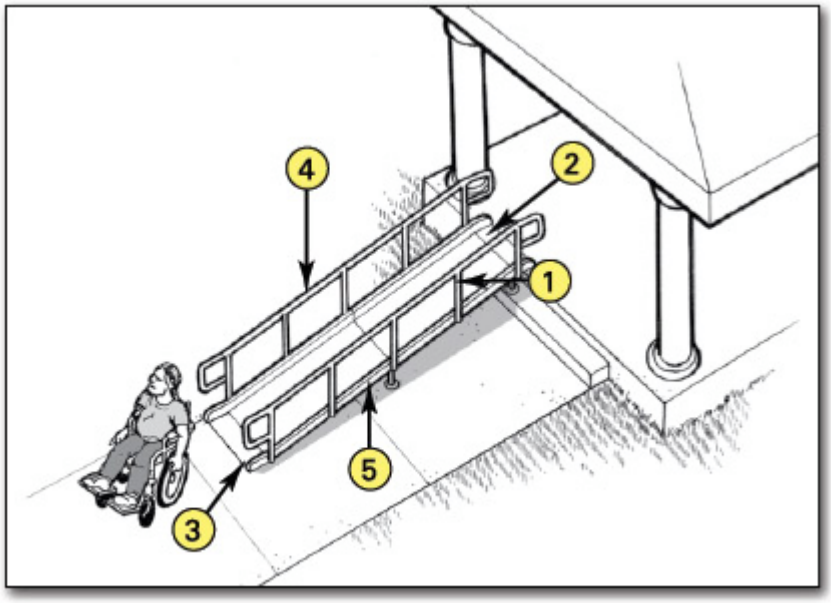
☐ No

f-iv. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Standards § 4.8.4]

☐ Yes

☐ No

Note: The level landing may be part of the sidewalk or walking surface.



Accessible ramp features

Notes:

1. At least 36 inches between handrails

2. Top landing part of walk

3. Bottom landing part of walk

4. Handrail height 34 to 38 inches

5. Edge protection.

f-v. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided at every 30 feet of horizontal length? [ADA Standards § 4.8.4]

☐ Yes

☐ No

Note: if the running slope is less than 1:16 but more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing].

f-vi. Is there a level landing, at least 60 inches x 60 inches, when a ramp changes direction? [ADA Standards § 4.8.4]

☐ Yes

☐ No

f-vii. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5]

☐ Yes

☐ No

f-viii. If the ramp or landing has a vertical drop-off on either side, is edge protection provided? [ADA Standards § 4.8.7]

☐ Yes

☐ No

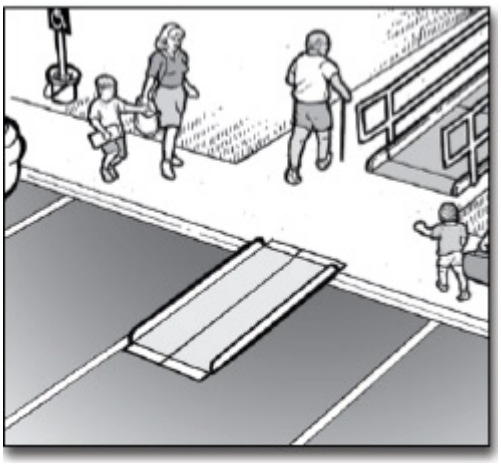
Temporary Solutions For Emergency Sheltering - Ramps

Problem: The sidewalk connecting parking to the shelter entrance is too steep to be accessible.

Suggestion: Check to see if there is another accessible route to the accessible entrance. Sometimes there is a less direct route that is accessible. During an evacuation it will be helpful to put up signs or to have volunteers stationed at the accessible parking spaces to direct people along this less direct, but nonetheless accessible, route.

Problem: The accessible route crosses a curb but no curb ramp is provided.

Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection. Store the portable ramp on site so it can be easily accessed in an emergency.

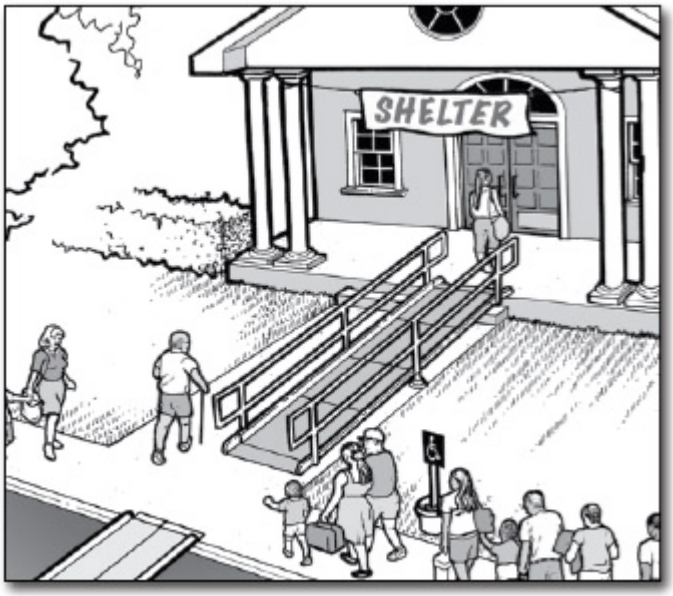


A portable ramp with edge protection is installed over a curb to provide an

accessible route.

Problem: There are two steps where the sidewalk connects to the accessible entrance.

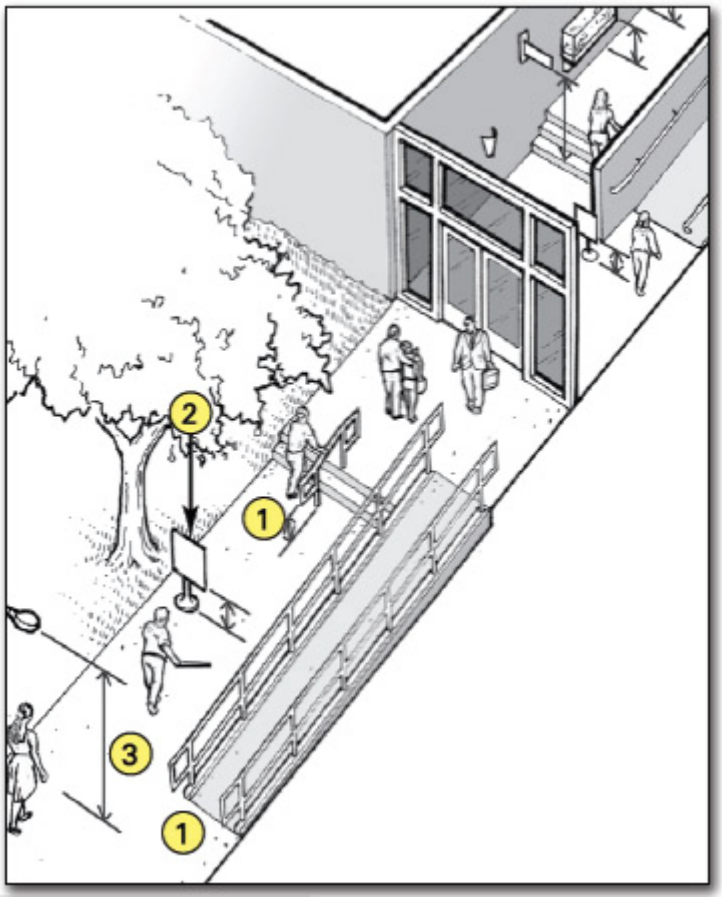
Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection and handrails on both sides of the ramp. Store the portable ramp and components on site so everything can be easily accessed in an emergency.



A portable ramp with edge protection and handrails is installed over two steps to provide an accessible route.

2. Typical Issues for Individuals Who Are Blind or Have Low Vision

Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead can be hazards to people who are blind or who have low vision. These objects must be positioned so people will either detect the objects before they run into them or safely pass under them. Examples may include handrail extensions on stairs and ramps, post- or wall-mounted signs, drinking fountains, and low hanging tree limbs. Pedestrian routes open to people during the time that the facility is being used as an emergency shelter, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80 inches above the route. Objects more than 27 inches and less than 80 inches above the route and that protrude from the side more than 4 inches are also a hazard. Since people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the shelter areas must be checked. The following questions apply to sidewalks and walkways leading to the emergency shelter.



Common objects along pedestrian routes to a shelter that can be hazards to people who are blind or have low vision.

Notes:

1. The bottom of the handrail extensions turn down to 27 inches or less above the route so a person who is blind or has low vision can detect the hazard before running into it.
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
3. Objects that overhang the pedestrian route must be at least 80 inches above the route.

C2-1. Are all sidewalks and walkways to the shelter free of any objects (e.g., wall-mounted boxes, signs, handrail extensions) with bottom edges that are between 27 inches and 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway? [ADA Standards §§ 4.4, 4.2.1(3), 4.1.3(2)]

☐ Yes

☐ No

If No, can the object be lowered, removed, or modified or can the route be moved so that the object can be avoided?

C2-2. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, can a barrier or enclosure be added below the stair or can the route be relocated away from the stair?

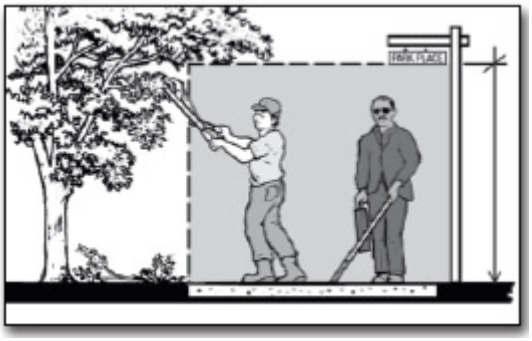
When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps this woman to stop before hitting her head.

C2-3. Are all objects that hang over the pedestrian routes at least 80 inches above the route? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, can the objects be removed or relocated, or can a cane-detectable object be added below that is at no higher than 27 inches?



Overhead sign and tree branches are least 80 inches above the walk.

Temporary Solutions For Emergency Sheltering - Protruding Object Hazards

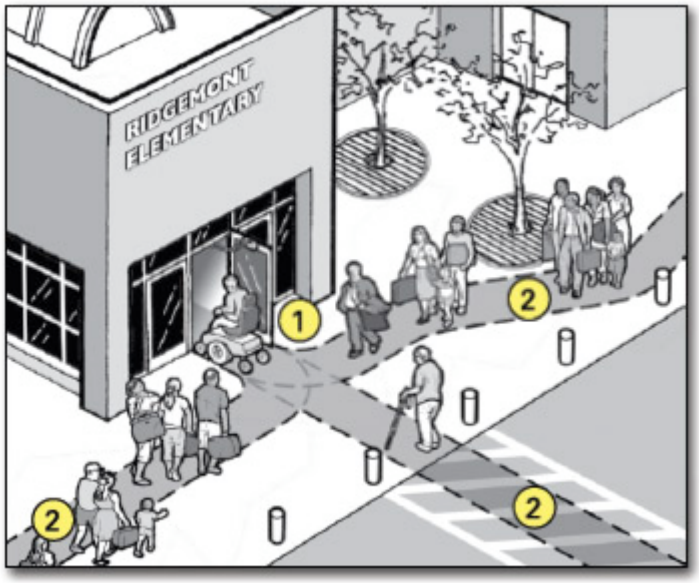
Problem: Objects protrude too far from the side into the route causing a hazard for people who are blind or who have low vision.

Suggestion: When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located higher than 27 inches above the ground it is a hazard if the object protrudes more than 4 inches into the circulation path. To make a protruding object cane-detectable:

- Place an object below, or on either side of, the protruding object that is not higher than 27 inches above the ground.
- If the protruding object can be moved, lower the object so that its bottom is not more than 27 inches above the ground.
- Prune or alter the protruding object so it does not protrude above the route.

D. Entering the Emergency Shelter

Building Entrance



Notes:

1. Accessible entrance to the shelter.
2. Accessible route connecting accessible parking and drop-off area (if provided) to the accessible entrance.

A shelter must have at least one accessible entrance that is on an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter, or wheelchair to use it.

If the accessible entrance is not the main entrance to the facility that is being used as a shelter, signs must be located at inaccessible entrances to direct evacuees and volunteers to the accessible entrance. The accessible entrance must be unlocked when other shelter entrances are unlocked.

Examples of signs for inaccessible shelter entrances directing people to the accessible entrance.

D1. Is there at least one accessible entrance connected to an accessible route? [ADA Standards § 4.1.3(1)]

☐ Yes

☐ No

Notes: If this entrance is not the main entrance, it needs to be kept unlocked when other shelter entrances are unlocked.

If there are inaccessible entrances serving the shelter, signs will be needed at inaccessible entrance(s) to direct evacuees to the nearest accessible entrance.

D2. Does at least one door or one side of a double leaf-door provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

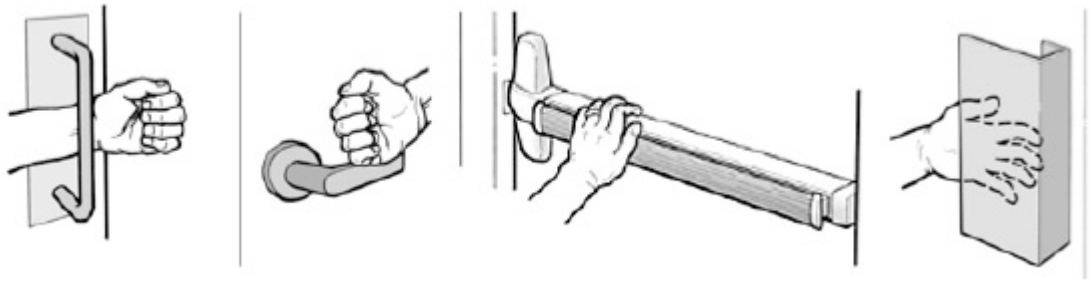
If No, does another entrance have an accessible door or can both doors be propped open during the evacuation? Other possible solutions are to enlarge the door opening, use a swing clear hinge, or, if a double-leaf door, replace with uneven width doors.

D3. Is the hardware (e.g., lever, pull, and panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

☐ Yes

☐ No

If No, leave door propped open, add new accessible hardware, or adapt/replace hardware.



Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.

D4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power-operated? [ADA Standards § 4.13.6, Fig. 25]

☐ Yes

☐ No

If No, leave the door propped open or find another accessible entrance.

D5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8]

☐ Yes

☐ No

If No, replace threshold with one with beveled sides or add a sloped insert.

D6. If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door? [ADA Standards § 4.13.7]

☐ Yes

☐ No

If No, leave the inner door permanently open, remove inner door, or modify the vestibule.

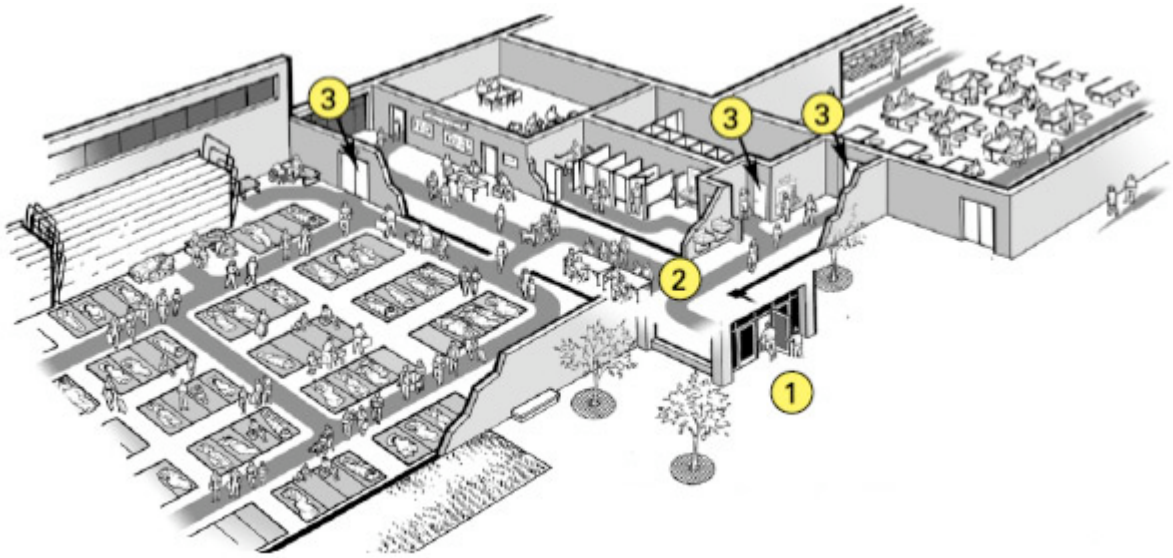
E. Hallways and Corridors

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or Other Mobility Devices

The interior accessible route connects the accessible entrance with the various service and activity areas within the shelter. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to all of the service and activity areas of the shelter.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Where an accessible route is different from the route used by most evacuees, signs will be needed at key decision points to direct individuals with disabilities to the various activity areas.



Interior of a shelter showing the accessible route from the accessible entrance to all service and activity areas.

Notes:

1. Accessible Entrance
2. Accessible Route connects the accessible entrance with shelter service and activity area
3. Accessible door to service and activity areas

E1-a. Is there an accessible route, at least 36 inches wide, that connects the accessible entrance to all shelter areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

☐ Yes

☐ No

E1-b. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

☐ Yes

☐ No

Note: level changes between 1/4 inch and 1/2 inch should be beveled). [ADA Standards §§ 4.1.3(1), 4.3.8]

E1-c. Does the accessible route from the accessible entrance to all activity areas change levels using a ramp, lift or elevator? [ADA Standards §§ 4.1.3(1), 4.3.8]

☐ Yes

☐ No

If No, go to question E1-g.

c-i. If Yes, is a ramp or sloped hallway provided?

☐ Yes

☐ No

If Yes, go to question E1-d.

c-ii. Is an elevator or lift provided?

☐ Yes

☐ No

If Yes, and the elevator or lift is part of the accessible route to a shelter area, is back-up electrical power available to operate the elevator or lift for the duration of shelter operation should the normal electrical service be disrupted?

If Yes and an elevator is provided, see question E1-e.

If Yes and a lift is provided, see question E1-f.

If No, then either provide back-up electrical power to operate the lift or elevator during the power outage or locate shelter services exclusively on accessible levels that may be reached by people with a mobility disability without using an elevator or lift.

E1-d. Where the slope of the accessible route is greater than 1:20, does this area meet the following requirements for an accessible ramp?

☐ Yes

☐ No

d-i. Is the slope no greater than 1:12? [ADA Standards § 4.8.2]

☐ Yes

☐ No

Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances]. [ADA Standards § 4.1.6(3)

d-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5]

☐ Yes

☐ No

d-iii. Is the ramp width, measured between handrails, at least 36 inches? [ADA Standards § 4.8.3]

☐ Yes

☐ No

d-iv. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5]

☐ Yes

☐ No

d-v. If a ramp is longer than 30 feet, is a level landing at least 60 inches long provided every 30 feet? [ADA Standards § 4.8.4]

☐ Yes

☐ No

d-vi. Does the ramp have a level landing that is at least 60 inches long at the top and bottom of each ramp section or where the ramp changes direction? [ADA Standards § 4.8.4]

☐ Yes

☐ No

d-vii. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Standards § 4.8.7]

☐ Yes

☐ No

E1-e. Is an elevator provided to each of the levels on which each sheltering service or activity area is located?

☐ Yes

☐ No

e-i. Are the centerlines of the call buttons mounted 42 inches above the floor? [ADA Standards § 4.10.3]

☐ Yes

☐ No

e-ii. Does the floor area of the elevator car have space to enter, reach the controls, and exit? [ADA Standards § 4.10.9, Fig. 22]

☐ Yes

☐ No

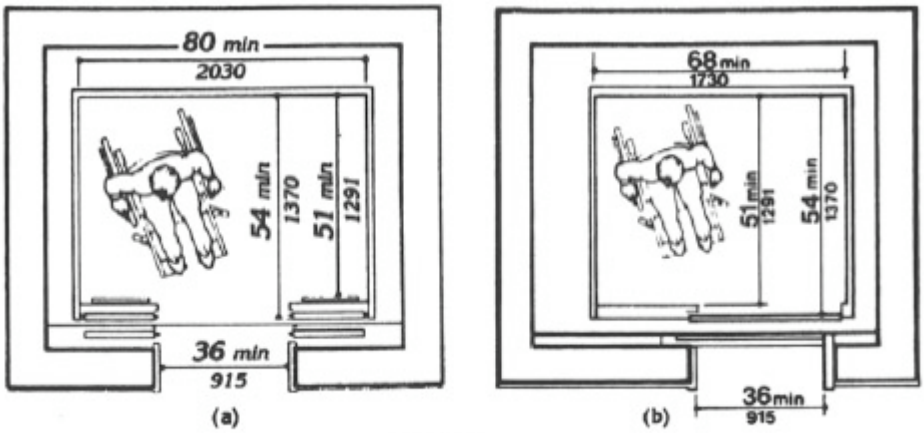


Fig. 22
Minimum Dimensions of Elevator Cars

Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48 inches by 48 inches may be allowed in existing facilities built before the ADA went into effect.

e-iii. Can the elevator be called and operated automatically without using a special key or having to turn on the elevator from a remote location? [ADA Standards § 4.10.2]

☐ Yes

☐ No

e-iv. Are the highest floor control buttons mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach? [ADA Standards § 4.10.12 (3)]

☐ Yes

☐ No

e-v. Are raised letters and Braille characters used to identify each floor button and each control? [ADA Standards § 4.10.12]

☐ Yes

☐ No

e-vi. Are signs mounted on both sides of the elevator hoist way door opening (for each elevator and at each floor) that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Standards § 4.10.5]

☐ Yes

☐ No

e-vii. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Standards § 4.10.13]

☐ Yes

☐ No

E1-f. If a wheelchair lift is provided, does it meet the following?

☐ Yes

☐ No

f-i. Is the lift operational at the time of the survey? [ADA Standards § 4.11.3]

☐ Yes

☐ No

f-ii. Is the change in level from the floor to the lift surface ramped or beveled? [ADA Standards §§ 4.11.2, 4.5.2]

☐ Yes

☐ No

f-iii. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift? [ADA Standards §§ 4.11.2, 4.2.4]

☐ Yes

☐ No

f-iv. Does the lift allow a person using a mobility device unassisted entry, operation (is key available, if required), and exit?

☐ Yes

☐ No

f-v. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach? [ADA Standards §§ 4.11.2, 4.27.3]

☐ Yes

☐ No

f-vi. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting? [ADA Standards §§ 4.11.2, 4.27.4]

☐ Yes

☐ No

E1-g. At each location on the way to each shelter activity area where the accessible route passes through a door, does at least one door meet the following requirements?

☐ Yes

☐ No

g-i. Is the clear width for the door opening at least 32 inches measured when the door is open 90 degrees? [ADA Standards §§ 4.1.3(7), 4.13.5]

☐ Yes

☐ No

g-ii. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware? [ADA Standards § 4.13.9]

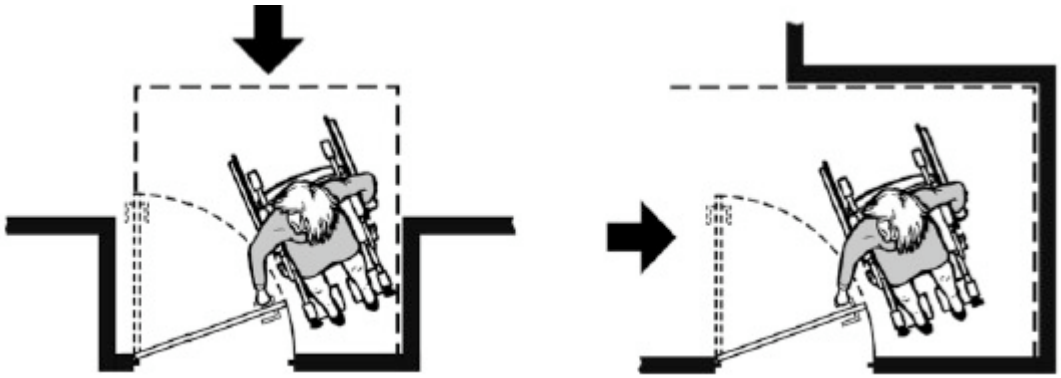
☐ Yes

☐ No

g-iii. Is there clear maneuvering floor space in front of each accessible door (see ADA Standards § Fig. 25) and, on the pull side, is there at least 18 inches clear floor space beyond the latch side of the door (see space configurations in Figure 25)? [ADA Standards § 4.13.6]

☐ Yes

☐ No



A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter. The size of the clear floor spacevaries depending on the direction of approach (shown by the arrows) and the door swing.

g-iv. Is no more than 5 pounds force needed to push or pull open the door? [ADA Standards § 4.13.11 (2)(b)]

☐ Yes

☐ No

Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.

g-v. If the answers to questions g-ii thru g-iv are No, can the door be propped open?

☐ Yes

☐ No

If an activity area is not on an accessible route and cannot be made accessible, find another area that is on an accessible route where that activity may be provided.

2. Typical Issues for People Who are Blind or Have Low Vision

Individuals who are blind or have low vision may walk along any route or through any shelter activity area, not just the accessible routes. That means any area where people using the shelter can walk, including hallways, corridors, eating areas, and sleeping areas, must be free of objects that cannot be detected by a person who is blind or has low vision. Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead must be located so that individuals who are blind or have low vision will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80 inches above the floor and side objects that protrude into the route more than 4 inches when the bottom of the object is more than 27 inches above the floor. Items to watch for include wall-mounted fire

extinguishers and wall-mounted display cases when the bottom is more than 27 inches above the floor, wall sconces and light fixtures that protrude more than 4 inches off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80 inches above the floor.

Overhead and wall-mounted objects that may be hazards along a pedestrian route

Notes:

1. Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.
2. Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the cane-detectable area below 27 inches off the floor.
3. Overhead objects must be at least 80 inches off the floor.

The following questions apply to pedestrian routes serving or leading to the shelter activity and common use areas.

E2-a. Are pedestrian routes leading to or serving each service or activity area of the shelter free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Standards § 4.4.1]

☐ Yes

☐ No

Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.

E2-b. Are pedestrian routes leading to or serving each of the service or activity areas free of overhead objects with the bottom edge lower than 80 inches above the floor? [ADA Standards § 4.4.2]

☐ Yes

☐ No

E2-c. Are any interior stairs along these routes configured with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80-inch high head clearance so that people who are blind or who have low vision cannot hit their heads on the underside or stair frame? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, list the objects that are a hazard and their location. Remove or relocate the object or place a detectable object on the floor below each object to remove the hazard.

When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane detectable barrier helps the person to avoid the area.

F. Check-In Areas

A shelter usually has one or more check-in areas located near the entrance to the shelter. When check-in areas are provided, then at least one accessible check-in location should be provided. The accessible check-in area should be at the accessible entrance or signs should give directions to the accessible check-in area.

If a permanent reception counter is used for check in, make sure to provide a writing surface at an accessible height for people who use a wheelchair, scooter, or other mobility device. This may be a part of the reception counter that is no higher than 36 inches above the floor, a folding shelf or an adjacent table, or a clip board.

An accessible check-in location using a folding table with a height that people who use wheelchairs can easily reach.

F1. Is there an accessible route that connects the accessible entrance to areas that are likely to be used to register people as they arrive at the shelter? [ADA Standards § 4.3]

☐ Yes

☐ No

F2. If there is a built-in reception or other type of counter, does it have a section that is at least three feet long that is no higher than 36 inches above the floor or is there a nearby surface that is not higher than 36 inches above the floor? [ADA Standards § 7.2]

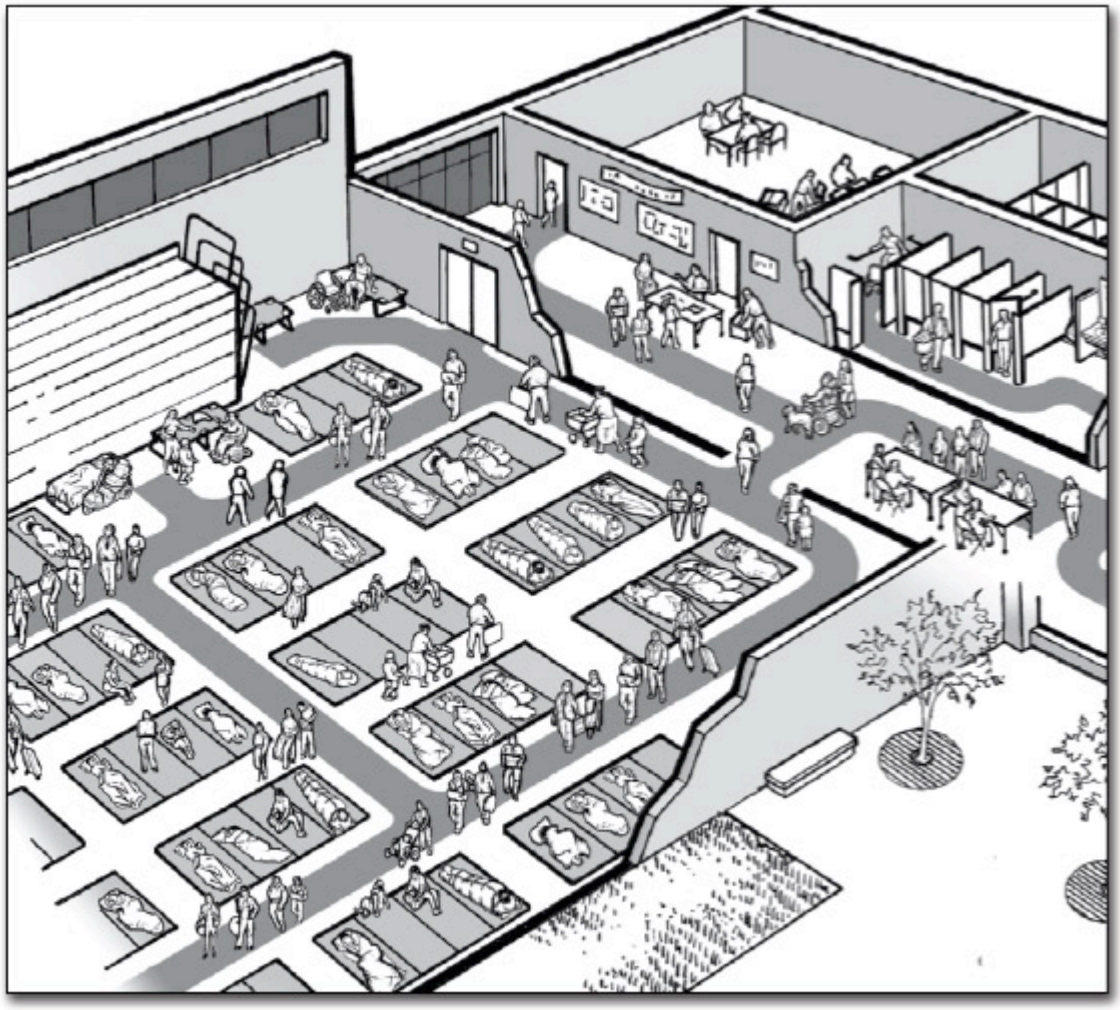
☐ Yes

☐ No

Living at the Emergency Shelter

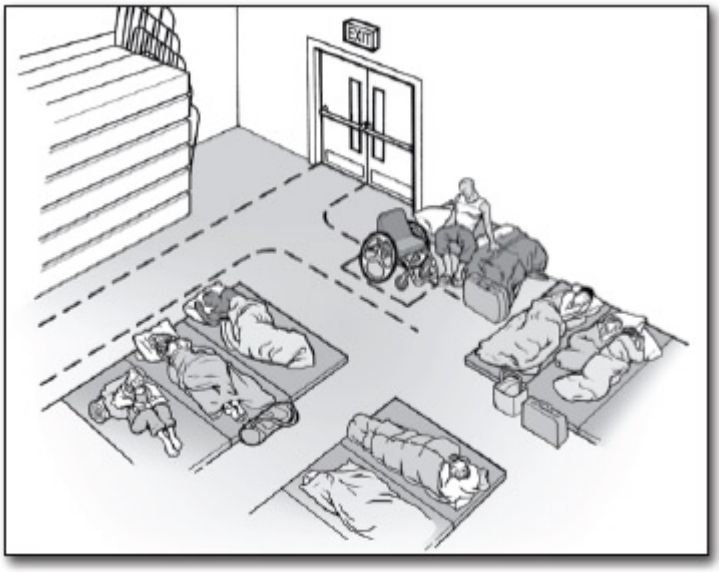
G. Sleeping Areas

Each accessible sleeping area needs to be on an accessible route connecting it to other activity areas in the shelter, including toilet rooms and bathing areas. An accessible route with adequate circulation and maneuvering space provides access in the sleeping areas for people who use wheelchairs or scooters and this route serves each accessible bed or cot.



Interior of one section of a shelter's sleeping area. The shaded pathway indicates the accessible route, which provides access to accessible beds, cots, and other activity areas in the space plus the toilet rooms and other activity areas in the shelter.

Accessible cots have a sleeping surface at approximately the same height above the floor as the seat of a wheelchair (17 to 19 inches above the floor). When placed in several sections of the sleeping area, individuals who use a wheelchair, scooter, or other mobility device will be able to sleep near their family or other companions. An accessible route is needed to provide access to each accessible cot and a clear space at least 36 inches wide is needed along the side of the cot to make it possible to transfer between the mobility device and the cot. A preferred location for accessible cots is to have one side against a wall. This helps to stabilize the cot and the wall can act as a backrest when the person sits up on the cot.



An accessible cot positioned against a wall. Dashed lines indicate the accessible route and clear floor space next to the cot.

G1. Is there an accessible route, at least 36 inches wide, that connects each sleeping area with other shelter activity areas?

☐ Yes

☐ No

Note: it may narrow to 32 inches wide for up to 2 feet in length. [ADA Standards § 4.3.2(3)]

G2. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

☐ Yes

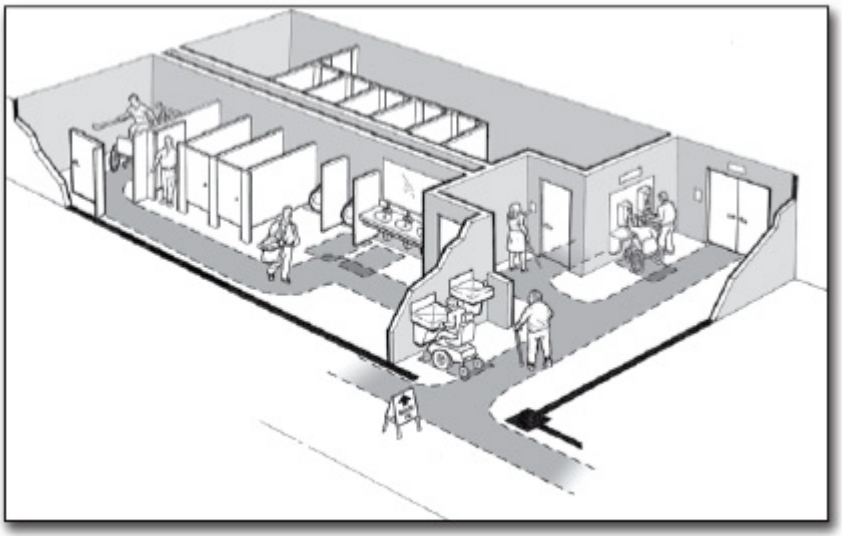
☐ No

Note: level changes between 1/4 inch and 1/2 inch should be beveled). [ADA Standards §§ 4.1.3(1), 4.3.8]

Note: Although the facility survey cannot check the accessibility of the cots because they will not be installed until the shelter is in use, planning for setting up the sleeping area and for arranging the cots and mats should include providing space for an accessible route and clear floor space at each accessible cot. Cots used by people who are blind or who have low vision should be in an easily locatable area.

H. Restrooms and Showers

At least one set of toilet rooms serving the shelter must be accessible to individuals who use a wheelchair, scooter, or other mobility device. In large shelters where more than one set of toilet rooms is needed to serve the occupants, it may be necessary to provide additional accessible toilet facilities or to establish policies to assure that individuals with disabilities have access to the accessible facilities.



Interior of an accessible toilet room showing accessible route, clear floor space at accessible fixtures, and the wide accessible toilet stall.

H1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch? [ADA Standards § 4.30.6]

☐ Yes

☐ No

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

H2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

H3. Is the hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

☐ Yes

☐ No

If No, can the door be propped open without compromising privacy, or can the hardware be modified by adding new accessible hardware, or adapting or replacing hardware?

H4. On the pull side of the door, is there at least 18 inches clearance provided on the latch side if the door is not automatic or power-operated? [ADA Standards § 4.13.6, Fig. 25]

☐ Yes

☐ No

H5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8]

☐ Yes

☐ No

☐ NA

If No, replace threshold with one with beveled sides or add a sloped insert.

H6. If the entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the door swing? [ADA Standards § 4.13.7]

☐ Yes

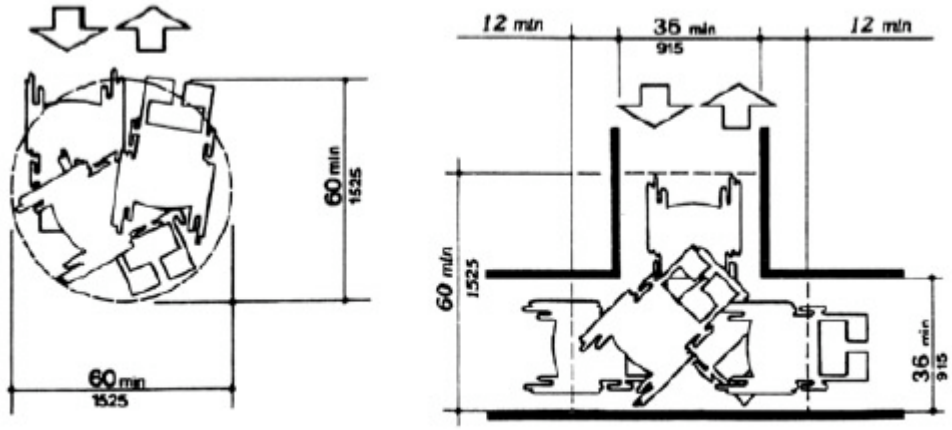
☐ No

If No, possible solutions include leaving the inner door open or removing the outer door.

H7. Inside the toilet room, is there an area where a person who uses a wheelchair or other mobility device can turn around - either at least 60-inch diameter circle or a “T”-shaped turn area as shown in the figures below? [ADA Standards §§ 4.22.3; 4.2.3]

☐ Yes

☐ No



Minimum spaces for turning

Minimum spaces for turning

H8. If lavatories are provided, does at least one have at least a 29 inch high clearance under the front apron with the top of the rim no more than 34 inches above the floor? [ADA Standards § 4.19.2]

☐ Yes

☐ No

H9. Are the drain and hot water pipes for this lavatory insulated or otherwise configured to protect against contact? [ADA Standards § 4.19.4]

☐ Yes

☐ No

H10. Does this lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.19.5]

☐ Yes

☐ No

H11. If mirrors are provided, is the bottom of the reflecting surface for the mirror at this lavatory no higher than 40 inches above the floor or is a full length mirror provided? [ADA Standards § 4.19.6]

☐ Yes

☐ No

H12. For at least one of each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)? [ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6]

☐ Yes

☐ No

H13. Is the operating control (switch, lever, button, or pull) of at least one of each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)? [ADA Standards §§ 4.23.7; 4.27.3; 4.2.5 and Fig 5; 4.2.6 and Fig 6]

☐ Yes

☐ No

H14. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor? [ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8]

☐ Yes

☐ No

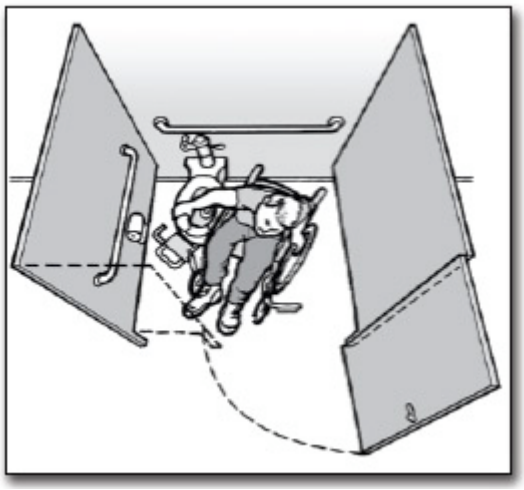
Toilet Stalls

H15. Is at least one wide toilet stall provided with an out swinging door, side and rear grab bars, and clear space next to the toilet? [ADA Standards § 4.17]

☐ Yes

☐ No

If No, check to see if another toilet room provides a wide accessible toilet stall, note its location for shelter planners, and answer all toilet room questions with respect to that toilet room.



Overhead view of an individual using a wheelchair positioned beside a toilet in a wide accessible stall.

H16. Is the toilet stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)? [ADA Standards § 4.17.3]

☐ Yes

☐ No

If No, note the width and depth of the stall. _____

H17. Is at least 9 inches of toe clearance provided under the front wall and at least one side wall of the toilet stall? [ADA Standards § 4.17.4]

☐ Yes

☐ No

H18. Is the centerline of the toilet 18 inches from the adjacent side wall? [ADA Standards § 4.16.2; 4.17.3]

☐ Yes

☐ No

H19. Is the top of the toilet seat 17 inches to 19 inches above the floor? [ADA Standards § 4.16.3]

☐ Yes

☐ No

H20. Is the flush valve located on the wide side adjacent to the lavatory or is an automatic flush valve provided? [ADA Standards § 4.16.5]

☐ Yes

☐ No

H21. Is a horizontal grab bar at least 40 inches long securely mounted on the adjacent side wall 33 to 36 inches above the floor with one end no more than 12 inches from the back wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6]

☐ Yes

☐ No

H22. Is a second horizontal grab bar at least 36 inches long securely mounted on the back wall with one end no more than 6 inches from the side wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6]

☐ Yes

☐ No

H23. Is the door to the toilet stall located diagonally opposite, not directly in front of, the toilet or on the opposite side wall from the wall with the long grab bar? [ADA Standards § 4.17.3]

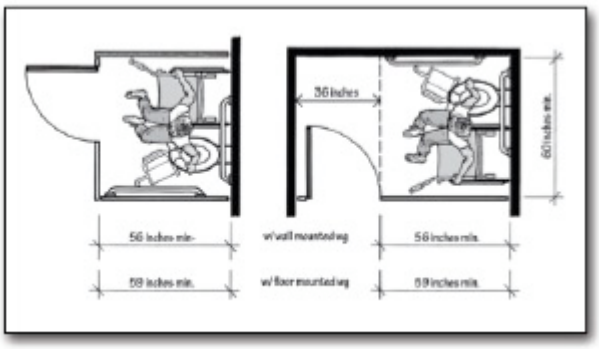
☐ Yes

☐ No

H24. Unless the wide stall is located at the end of a row of toilet stalls, does the door to this wider stall open out? [ADA Standards § 4.17.3]

☐ Yes

☐ No



Plan views showing minimum sizes of wide accessible toilet stall

H25. Is the clear width of the door at least 32 inches (measured between the face of the door and the edge of the opening) when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

H26. If there are 6 or more stalls in the restroom, is one of those stalls (in addition to the wider stall noted above) exactly 36 inches wide with an out swinging stall door that provides at least 32 inches of clear width? [ADA Standards § 4.22.4]

☐ Yes

☐ No

H27. Does this 36-inch wide stall have horizontal grab bars on both of the side partitions that are at least 36 inches long and 33 to 36 inches above the floor? [ADA Standards § 4.22.4]

☐ Yes

☐ No

H28. Is the surface of the toilet seat in this 36-inch-wide stall 17 to 19 inches above the floor? [ADA Standards §§ 4.16.3; 4.22.4]

☐ Yes

☐ No

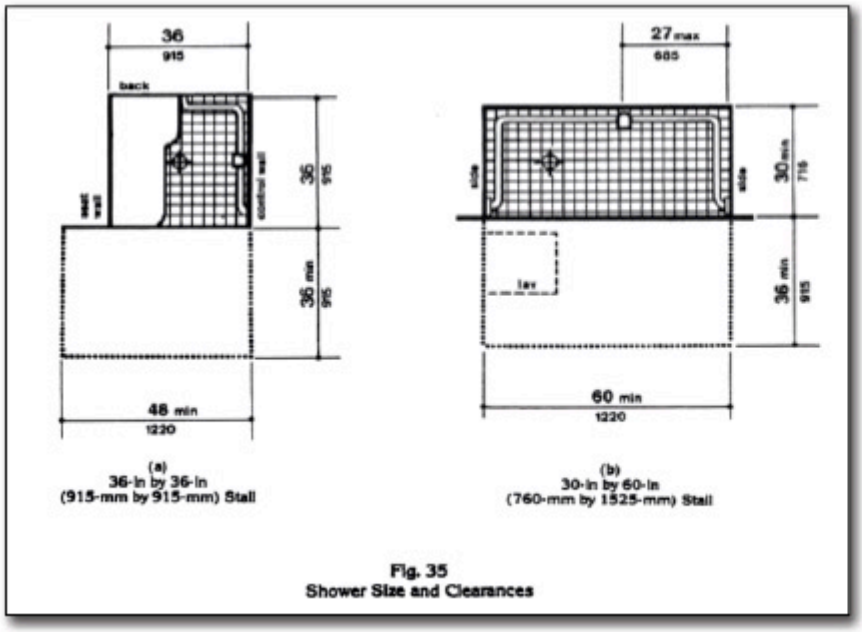
H29. If a coat hook is provided is it mounted no higher than 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ADA Standards § 4.25.3]

☐ Yes

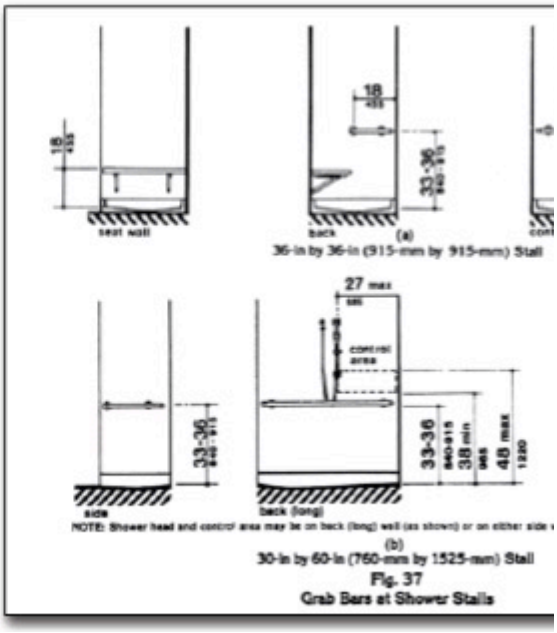
☐ No

Note: For many emergency shelters, evacuees are not expected to use shower or bathing facilities due to the short period they may stay at the shelter. If planning for the shelter operation includes offering shower or bathing facilities, then those facilities should be on an accessible route and checked for accessibility. For information on the requirements for accessible showers or bathtubs see the ADA Standards for Accessible Design which is available online at www.ada.gov.

The following are figures illustrating some accessible shower features from the ADA Standards.



Accessible Shower Stall Minimum Size and Clearances



Accessible Shower Stall Grab Bars and Seat, Shower, and Control Area

I. Public Telephones

When public telephones are provided, then one or more accessible public telephones should be provided in areas serving shelter activity and service areas. Whenever accessible telephones are provided, each should be on an accessible route. In shelters it is common to provide additional telephones on tables or desks and some of these telephones should be accessible.

A text telephone (also commonly known as a TTY) is a device that allows individuals who are deaf or hard of hearing or who have a speech disability to communicate over a telephone. Having at least one TTY in any building that has at least four pay phones, provides access for people who are deaf or hard of hearing.

I1. If at least one public telephone or one bank of telephones is provided, does at least one of each type of telephone (e.g., pay telephone, intercom telephone, other telephone) have the following?

☐ Yes

☐ No

I1a. For a side approach (clear floor space at least 30 inches long x 48 inches wide), is the coin slot no higher than 54 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (a)]

☐ Yes

☐ No

I1b. For a front approach (where clear floor space at least 30 inches wide x 48 inches long), is the coin slot no higher than 48 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (b)]

☐ Yes

☐ No

I2. Does the phone have volume controls? [ADA Standards § 4.31.5]

☐ Yes

☐ No

I3. If three or more telephones are located in one bank serving the shelter, are a shelf and an electrical outlet provided at one telephone for use of a portable TTY? [ADA Standards § 4.31.9 (2)]

☐ Yes

☐ No

I4. If four or more pay telephones are provided on the site, is there a TTY (text telephone) provided at the shelter?

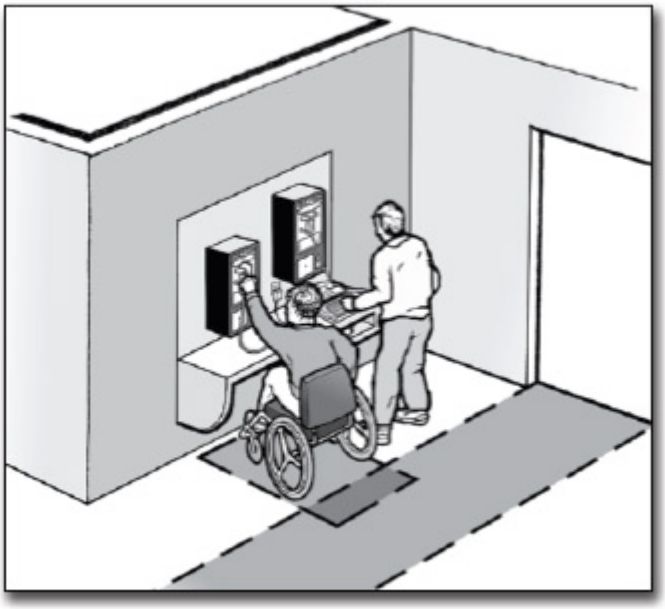
☐ Yes

☐ No
If yes, location_____

I5. Is there a sign at each pay phone or pay phone bank for the shelter directing people to the nearest TTY? [ADA Standards § 4.30.7 (3); 4.31.9(3)]

☐ Yes

☐ No

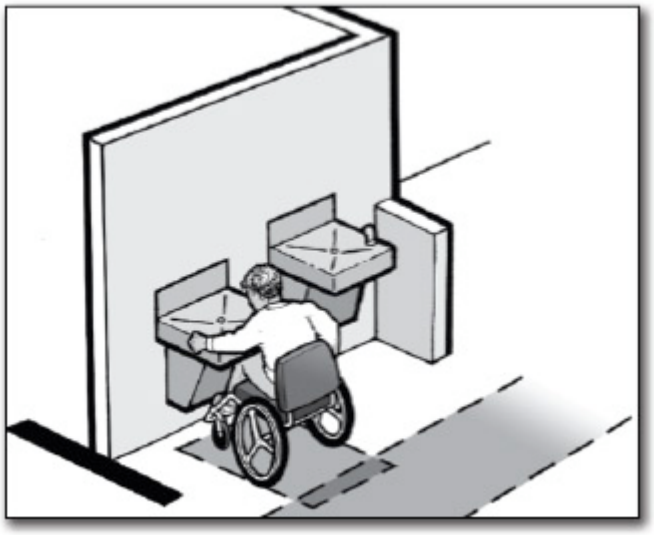


A bank of two public telephones. The accessible telephone is on the left and the telephone on the right is equipped with a TTY.

J. Drinking Fountains

Approximately 50% of the drinking fountains serving the shelter must be accessible and located on an accessible route. Accessible drinking fountains must have enough space for a person using a wheelchair, scooter, or other mobility device to use the drinking fountain. The spout and controls of the drinking fountain must be near the front edge. The controls must be usable with one hand without tight grasping, pinching, or twisting of the wrist. The other 50% of drinking fountains serving the shelter must be configured for use by people who have difficulty bending or stooping while standing.

When an object, such as a drinking fountain, protrudes more than four inches into the circulation path, the bottom edge must be at 27 inches above the floor or lower so the drinking fountain is not a hazard to people who are blind or have low vision.



A person who uses a wheelchair is drinking from an accessible drinking fountain. Beside the accessible drinking fountain is a standard height fountain that is usable by people who have difficulty bending or stooping. The short wall beside the standard height drinking fountain is cane-detectable to guide people who are blind or have low vision away from the standard height fountain which, otherwise, would be a protruding object hazard.

The following questions apply to 50% of the drinking fountains that are provided.

J1. If the drinking fountain is a wall-mounted unit, is there clear floor space at least 30 inches wide (36 inches if it is in an alcove) x 48 inches long in front of the drinking fountain and at least 27 inches high under the fountain so that a person using a wheelchair can get close to the spout and controls? [ADA Standards § 4.15.5 (1), Figs. 4 (e) and 27 (b)]

☐ Yes

☐ No

J2. If the drinking fountain is a floor-mounted unit, is there clear floor space at least 30 inches long x 48 inches wide (60 inches if it is in an alcove) for a side approach to the drinking fountain so that a person using a wheelchair can get close to the spout and controls even though the fountain has no clear space under it? [ADA Standards § 4.15.5 (2), Figs. 4 (e), 27 (c) and (d)]

☐ Yes

☐ No

J3. Is the top of the spout no higher than 36 inches above the floor and at the front of the fountain or water cooler? [ADA Standards § 4.15.2]

☐ Yes

☐ No

J4. Does the water rise at least 4 inches high when no more than 5 pounds of force is applied to the controls of the fountain? [ADA Standards §§ 4.15.3 and 4.15.4]

☐ Yes

☐ No

J5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.15.4]

☐ Yes

☐ No

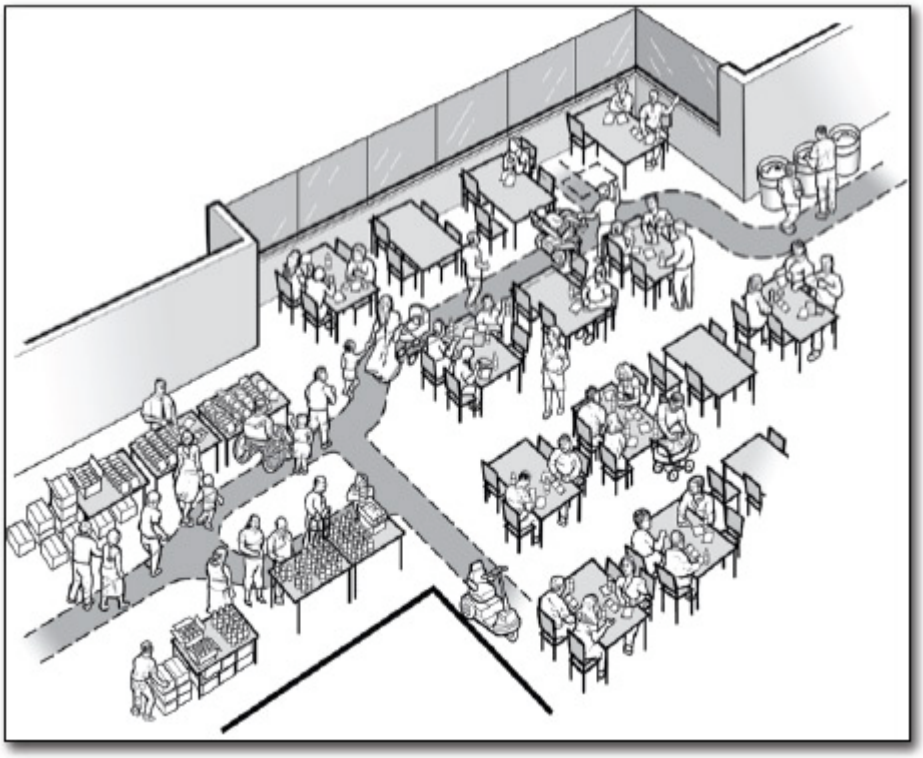
J6. Is the bottom of the apron of the fountain 27 inches above the floor so that it provides the space needed for a person who uses a wheelchair to pull up under it but is not a hazard to people who are blind or have low vision and use a cane to detect hazards? [ADA Standards §§ 4.15.5 (1) and 4.4.1]

☐ Yes

☐ No

K. Eating Areas

An accessible route, at least 36 inches wide and without steps or steep slopes, must be provided to and throughout the food service and eating areas of the shelter. The accessible route allows people who use wheelchairs, scooters, and other mobility devices to get to all of the food and drink items in the shelter and to accessible tables and seating.



A serving and eating area in a shelter are shown above. The shaded pathway illustrates the accessible route connecting the entrance, serving areas, accessible seats and tables, and the exit.

K1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the food service and eating areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

☐ Yes

☐ No

K2. Is there an accessible route that is at least 36 inches wide that connects accessible tables with serving, condiment, and dispenser areas? [ADA Standards § 5.3; 4.3.8]

☐ Yes

☐ No

K3. In each eating area, if tables with fixed seats are provided, do at least 5% of each type of table with fixed seats have accessible locations with knee space at least 27 inches high, at least 19 inches deep, and at least 30 inches wide with a table top 28 to 34 inches above the floor? [ADA Standards § 5.1]

☐ Yes

☐ No

Note: If movable tables and chairs are used as shown, then locate at least 5% of the tables adjacent to an accessible route. Tables can be relocated as needed during operation of the shelter.

K4. If built-in food, drink, condiment, and tableware dispensers are provided, are dispensers and operating controls mounted no higher than 54 inches above the floor if clear floor space is provided for a side approach? [ADA Standards § 5.5]

☐ Yes

☐ No

K5. If the operating controls are set back 10 to 24 inches from the front edge of the counter or table are they no higher than 46 inches above the floor? [ADA Standards § 5.5]

☐ Yes

☐ No

K6. If food service lines are provided, is an accessible route provided (at least 36 inches wide) and are the tray slides no higher than 34 inches above the floor? [ADA Standards § 5.5]

☐ Yes

☐ No

Other Issues

L. Availability of Electrical Power

Emergency shelters should have a way to provide a back-up power supply when the electrical service is interrupted. The back-up power is needed to provide refrigeration of medicines, operation of supplemental

oxygen and breathing devices, and for charging the batteries of power wheelchairs and scooters. Individuals whose medications (certain types of insulin, for example) require constant refrigeration need to know if a shelter provides supplemental power for refrigerators or ice-packed coolers. Individuals who use medical support systems, such as supplemental oxygen, or who require periodic breathing treatments using powered devices rely on a stable source of electricity. These individuals must have access to electric power from a generator or other source of electricity while at a shelter.

In general, in each community or area where a shelter is provided, a facility must have one or more back-up generators or other sources of electricity so that evacuees with a disability who rely on powered devices can have access to electrical power while at the shelter.

L1. Is there a backup source of electrical power for the facility?

☐ Yes

☐ No

L2. Is there a refrigerator or other equipment, such as coolers with a good supply of ice, at the shelter?

☐ Yes

☐ No

M. Single-User or “Family” Toilet Room

In many schools and large facilities where emergency shelters are often located, single-user toilet rooms may be provided for staff. In those facilities built or altered since the ADA went into effect, single-user toilet rooms should have accessible features that could be useful during shelter operation. These features include an

accessible entrance and turning and maneuvering spaces. These rooms should also have been built to allow grab bars, accessible controls, and accessible hardware to be easily installed.

As part of the planning for operating an emergency shelter, facilities operators should consider using an available staff toilet room, if provided, as a single-user or "family" toilet room. When provided in addition to large accessible toilet rooms, this type of facility permits a person with a disability to receive assistance from a person of the opposite sex.

M1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch side of the door and centered 60 inches above the floor? [ADA Standards § 4.1.3(16)(a)]

☐ Yes

☐ No

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

M2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

M3. Is the hardware (e.g., lever, pull, etc.) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

☐ Yes

☐ No

If No, add new accessible hardware or adapt/replace hardware.

M4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power operated? [ADA Standards § 4.13.6; Fig. 25]

☐ Yes

☐ No

M5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii); 4.13.8]

☐ Yes

☐ No

If No, replace threshold with one with beveled sides or add a sloped insert.

M6. Inside the room is there an area for a person who uses a wheelchair to turn around - either a 60-inch diameter circle or a “T”-shaped turn area? [ADA Standards §§ 4.22.3; 4.2.3]

☐ Yes

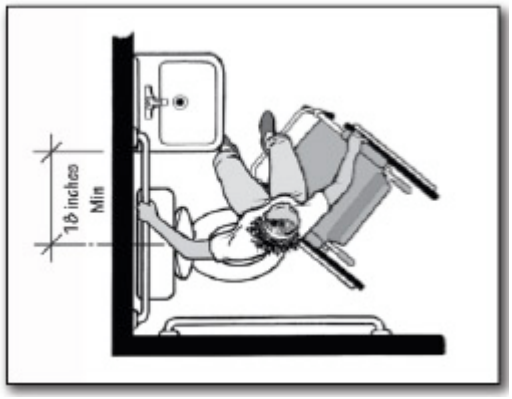
☐ No

M7. If the door swings into the room, does the door swing not overlap the required clear floor space for the toilet or lavatory? [ADA Standards §§ 4.22.2; 4.2.4.1]

☐ Yes

☐ No

Note: In the figure below the clear floor space for the toilet extends at least 66 inches from the back wall.



Plan view showing the minimum amount

of space required between the toilet and the adjacent lavatory.

M8. Is there at least 18 inches between the center of the toilet and the side of the adjacent lavatory? [ADA Standards § 4.16.2; Fig. 28]

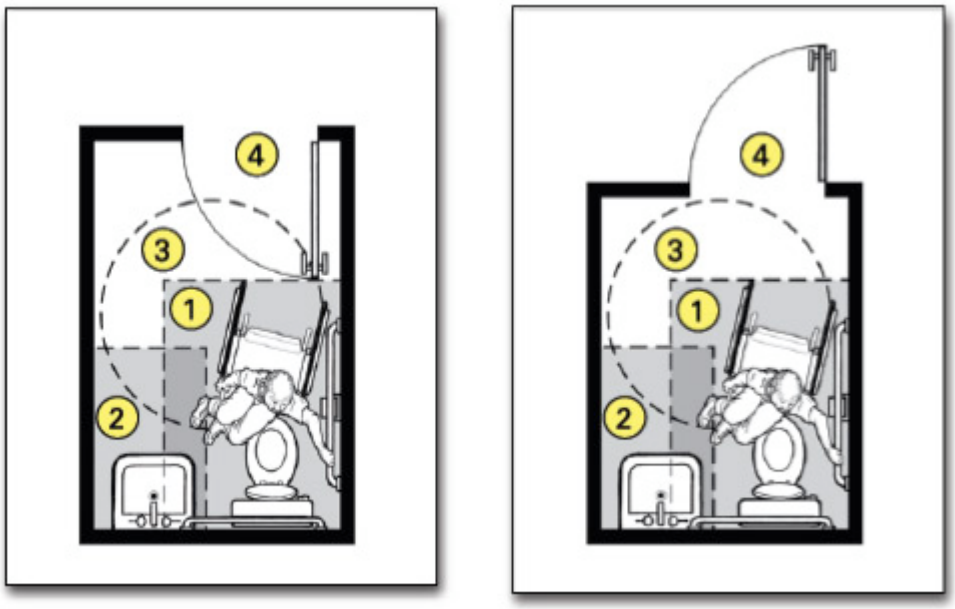
☐ Yes

☐ No

M9. Does the lavatory have at least a 29-inch-high clearance under the front edge and the top of the rim no more than 34 inches above the floor? [ADA Standards § 4.19.2]

☐ Yes

☐ No



Plan view of a single-user toilet room showing the door swing not overlapping the dark toned area indicating the clear floor space for the toilet and lavatory. The door swing may overlap the turning space indicated by the circular area.

Notes:

1. 48-inch minimum by 66-inch minimum clear floor space for toilet

2. 48-inch minimum by 30-inch minimum clear floor space for lavatory
3. 60-inch minimum turning space
4. door swing

M10. Are the drain and hot water pipes for the lavatory insulated or otherwise configured to protect against contact? [ADA Standards § 4.19.4]

☐ Yes

☐ No

M11. Does that lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.19.5]

☐ Yes

☐ No

M12. If a mirror is provided, is the bottom of the reflecting surface no higher than 40 inches above the floor or is a full length mirror provided? [ADA Standards § 4.19.6]

☐ Yes

☐ No

M13. For each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)? [ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig. 5; 4.2.6 and Fig. 6]

☐ Yes

☐ No

ront view of toilet, lavatory, mirror and soap dispenser

M14. Is the operating control (switch, lever, button, or pull) for each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)? [ADA Standards §§ 4.23.7; 4.27.3; 4.2.5 and Fig. 5; 4.2.6 and Fig. 6]

☐ Yes

☐ No

M15. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor? [ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8]

☐ Yes

☐ No

M16. Is the centerline of the toilet 18 inches from the adjacent side wall? [ADA Standards §§ 4.16.2; 4.17.3]

☐ Yes

☐ No

M17. Is the top of the toilet seat 17 to 19 inches above the floor? [ADA Standards § 4.16.3]

☐ Yes

☐ No

M18. Is the flush valve located on the side adjacent to the lavatory? [ADA Standards § 4.16.5]

☐ Yes

☐ No

M19. Is a horizontal grab bar at least 40 inches long securely mounted on the adjacent side wall 33 to 36 inches above the floor with one end no more than 12 inches from the back wall? [ADA Standards §§ 4.16.4; 4.17.6]

☐ Yes

☐ No

M20. Is there a horizontal grab bar at least 36 inches long securely mounted behind the toilet 33 to 36 inches above the floor with one end no more than 6 inches from the side wall? [ADA Standards §§ 4.16.4; 4.17.6]

☐ Yes

☐ No

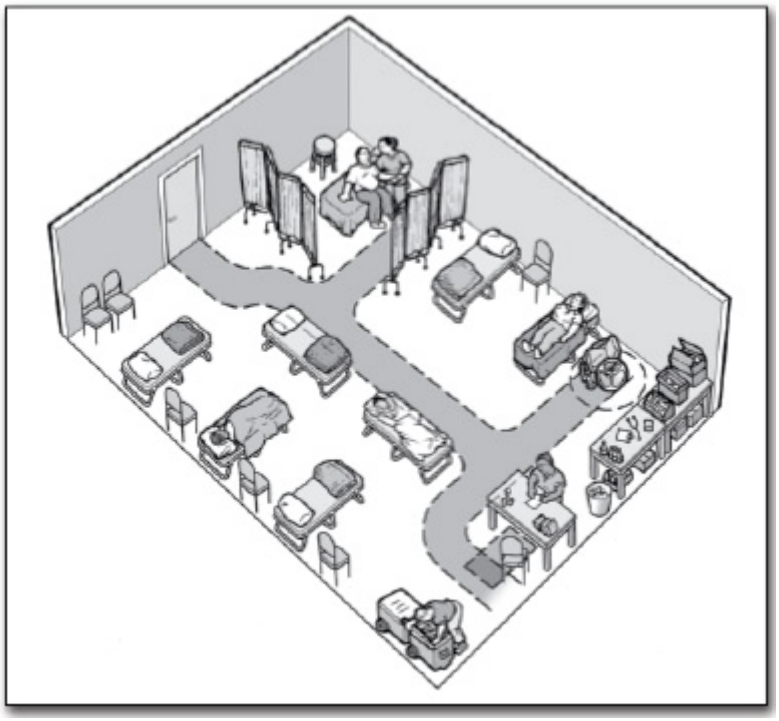
M21. If a coat hook is provided, is it mounted no higher than 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ADA Standards § 4.25.3]

☐ Yes

☐ No

N. Health Units/Medical Care Areas

In many schools, where emergency shelters are often located, nurses' rooms or other types of health care facilities may be provided. These health care facilities should be on an accessible route and have accessible features, including an accessible entrance, an accessible route to the different types of services offered within the medical care unit, turning and maneuvering spaces, and cots or beds that are at a height to which people who use mobility devices can easily transfer.



An overhead view of a medical care area with a shaded pathway showing the accessible route shown and clear floor spaces.

N1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the health units and medical care areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

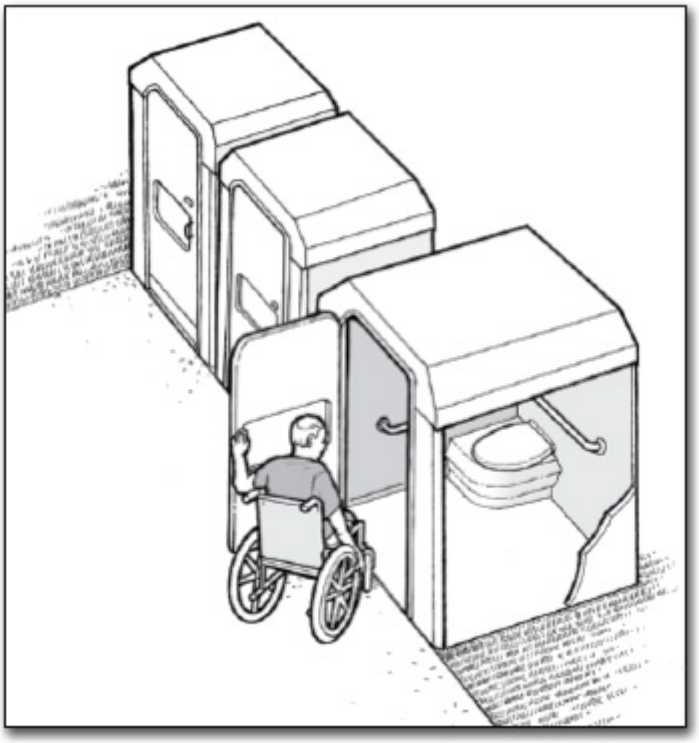
☐ Yes

☐ No

O. Accessible Portable Toilets

Portable toilets are often used at emergency shelters to supplement permanent toilet facilities. When portable toilets are provided, at least one must be a unit with accessible features that is located on an accessible route connecting it with the shelter. For the entrance to an accessible portable toilet to be usable, there must either be no step or a ramp must be installed that extends extends from the hinge side of the door to at least 18 inches beyond the latch side of the door.

Accessible portable toilets should similar features to a standard accessible toilet stall including an accessible door, side and rear grab bar, clear space next to the toilet, and maneuvering space.



A person using a wheelchair enters an accessible portable toilet. The unit is positioned to provide a level entry from the accessible route.

ADA Tool Kit for State and Local Governments

TERRORISM / TERRORIST THREATS and ACTS
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

These procedures provide for protection of the public, emergency response personnel and other emergency personnel during disasters or events that are caused by acts of terrorism which can lead to situations that would cause a need for expansion of the daily activities provided by the forces and personnel of Alexander County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Terrorism is defined as criminal acts or threats by individuals or groups to achieve political, social or economic gain or recognition by fear, intimidation, coercion or violence against the government and its citizens.

2. Domestic acts of terrorism have been committed in the past and are likely to occur in the future.

3. International acts of terrorism have been committed in the past and are likely to occur in the future.

B. Assumptions

1. A large-scale emergency may result in increased demands on all personnel.

2. Many injuries, both minor and relatively severe, will be self-treated by the public.

3. Resources available through area and regional medical, health and mortuary services mutual aid agreements will be provided.

4. When local resources can no longer meet the demand of the situation, State agencies will be contacted to provide additional resources and/or to assume control of the response.

5. Catastrophic terrorist events may affect large areas of the County and response and auxiliary resources may be damaged, destroyed, or unavailable.

6. Terrorist are likely to deploy weapons of mass destruction including explosives, chemical and biological weapons.

7. It will be unlikely that initial emergency response personnel will know the event is linked to terrorist activity.

8. Intelligence agencies will share information and fully cooperate with response personnel.

9. Terrorist activity will likely include a variety of public and private sector “targets”, such as public buildings, nuclear plants, schools, etc.

III. CONCEPT OF OPERATIONS

A. General:

1. Emergency operations will be an extension of normal agency and facility duties.

2. Coordination between all agencies is necessary to ensure emergency operational readiness.

B. Emergency Services

In addition to those responsibilities outlined in the County Emergency Operations Plan, the Emergency Services Director shall:

1. Be responsible for overall coordination of the Emergency Operations Center and the activities that occur within the EOC.

2. Be responsible for overall plan development and the training of personnel in the plan to ensure each is familiar with the plan and their roles and responsibilities.

3. Be responsible for overall coordination with state and federal agencies likely to respond to incidents of terrorism and shall provide lead coordination with all local agencies as appropriate.

4. Provide communications and coordination with local, state and national elected officials and hold briefings of such officials as necessary.

5. Be responsible for the development of specialized response plans to terrorism incidents involving EMS and Rescue personnel and for ensuring that such personnel are trained in their roles and responsibilities accordingly. These plans may include field decontamination of patients, personnel and equipment.

C. Health:

In addition to those responsibilities outlined in the County Emergency Operations Plan, the Health Director shall:

1. Recognize that the primary concern of public health is disease control and biological detection and control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease as well as biological detection and control. This service is unique to the County and includes services to the municipalities.

2. Conduct frequent inspections of damaged housing and emergency shelters necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures such as biological decontamination.

3. Recognize that private water supplies may need to be inspected by the Health Department due to their proximity to flood areas or a hazardous materials incident. The Health Department will respond to requests by residents as needed in addition to identification of areas that may need mandatory inspection.

4. Make recommendations for immunizations or other preventive measures as conditions warrant.

5. Be responsible for the development of emergency plans dealing with bio-terrorism, biological contaminants, or incidents where biological agents are used or are likely to be used and ensuring that such personnel are trained in their roles and responsibilities accordingly.

6. Coordinate with the North Carolina Medical Examiner's Office in the event of mass fatalities and the need for identification and determination of cause of death. This coordination will be a co-responsibility of the Health Director and the County Medical Examiner.

D. Law Enforcement - Sheriff:

In addition to those responsibilities outlined in the County Emergency Operations Plan, the Sheriff shall:

1. Be responsible for investigation to determine the extent of the incident and those responsible.

2. Be responsible for collection of evidence, crime scene control security and if necessary or warranted, evacuation of the affected area.

3. Provide coordination with state and federal law enforcement agencies.

4. Ensure gathering and appropriate dissemination of intelligence information.

5. Be responsible for the development of specialized response plans to terrorism incidents involving law enforcement personnel and for ensuring that such personnel are trained in their roles and responsibilities accordingly.

E. Fire Service / Fire Marshal:

In addition to those responsibilities outlined in the County Emergency Operations Plan, the Fire Marshal shall:

1. Coordinate emergency fire service response in cooperation with the command authority of individual responding departments.

2. Ensure the Incident Command System (ICS) is being used and in accordance with Alexander County's Incident Management System Plan.

3. Ensure expansion of fire service capability will be done utilizing resources from the entire County as well as the municipalities and mutual aid departments.

4. Be responsible for the development of specialized response plans to terrorism incidents involving fire service personnel and for ensuring that such personnel are trained in their roles and responsibilities accordingly.

F. Emergency Medical Service / Rescue:

In addition to those responsibilities outlined in the County Emergency Operations Plan, the Emergency Medical Services Director shall:

1. Take charge of the response of emergency medical service resources and coordinate the response of the various rescue resources in cooperation with the command authority of Alexander Rescue Squad.

2. Ensure the Incident Command System (ICS) is being used and in accordance with Alexander County's Incident Management System Plan

3. Ensure the expansion of the emergency medical service capability will be done utilizing resources from the entire county as well as the rescue squads and mutual aid departments.

G. Mortuary:

In addition to those responsibilities outlined in the County Emergency Operations Plan, the Medical Examiner shall:

1. Take charge of the proper recovery of human remains and ensure that remains are appropriately decontaminated.

2. Ensure coordination with the North Carolina Medical Examiner's Office in the event of mass fatalities and the need for identification and determination of cause of death. This coordination will be a co-responsibility of the Health Director and the County Medical Examiner.

3. Ensure expansion of morgue capability will be done utilizing resources from the state and the county.

H. Communications:

In addition to those responsibilities outlined in the County Emergency Operations Plan, the Director of Communications shall:

1. Be responsible for the development of specialized response plans to terrorism incidents involving communications personnel and for ensuring that such personnel are trained in their roles and responsibilities accordingly. These plans may include state and federal communications as well as backup communications for primary dispatch channels.

2. Ensure coordination with municipal communications resources as well as private resources that may be used in crisis situations.

3. Maintain communications with state and federal agencies as required and relay information about terrorist activity or other incident related information to the appropriate local, state and or federal agency.

I. County Manager:

In addition to those responsibilities outlined in the County Emergency Operations Plan, the County Manager shall:

1. Be responsible for the overall cooperation of all county agencies in any pre-terrorist event, during an event and in recovery operations.

2. Ensure coordination with municipal governments as well as private resources that may be used in crisis situations.

3. Serve as chief liaison with elected officials.

4. Ensure timely and accurate information is presented to elected officials and the public.

J. Public Information:

In addition to those responsibilities outlined in the County Emergency Operations Plan, the Public Information Officer shall:

1. Be responsible for the development of information to be disseminated to the public regarding terrorism and the County Plan to deal with terrorist activity.

2. Ensure coordination with municipal governments as well as hospitals and all involved agencies, including private and volunteer organizations, to ensure accurate information is given to the public and the media.

3. Ensure that no information is released until it has been authorized for release by the County Manager or the Emergency Services Director.

K. Other EOC Agency Representatives:
In addition to those responsibilities outlined in the County Emergency Operations Plan, other EOC agencies shall:

1. Be responsible for the development of specialized response plans to terrorism incidents involving their respective agency or organization, and for ensuring that such agency personnel are trained in their roles and responsibilities accordingly.

2. Ensure coordination with respective local, state and federal agencies of a similar function and coordination with Emergency Services.

3. Be prepared to brief other officials on the activity of their respective agency in a pre-terrorist event, during such an event and post event.

IV. DIRECTION AND CONTROL

A. The Chairman of the County Commissioners, or the person appointed by the Chairman will assume overall direction and control.

B. Emergency public health operations will be directed from the EOC by the Health Director.

C. The Medical Examiner will direct and control all activities connected with identification of the dead and mortuary services.

D. The Sheriff will direct and control all activities connected with investigation and security from the EOC.

E. The Emergency Services Director will control activities connected with the Emergency Operations Center and serve as the lead coordination agency for all response organizations.

V. CONTINUITY OF GOVERNMENT

A. County Government

1. Chairman - Alexander County Board of Commissioners
2. County Manager
3. Emergency Services Director

B. Municipal Government

1. Mayor
2. Town Council or Board
3. Town Manager

C. Response Agencies

Response agencies shall follow their normal lines of succession in accordance to their individual agency or organizational policy.

TERRORISM RESPONSE

I. PURPOSE

This section provides information and guidance to responders of local government to an incident involving terrorist activity. It is meant as guidance only.

II. SITUATION AND ASSUMPTIONS

1. Situation

A. The successful response to and management of a terrorist incident requires a well-planned, integrated and coordinated response from local government, neighboring jurisdictions, the private sector and state and federal agencies.

B. The 9-1-1 telecommunicators are usually the first interface between the terrorist incident and the first responders. The information obtained from callers can have a crucial impact on the safety and welfare of emergency responders. The value of these telecommunicators to first

responders is heavily influenced by their knowledge of terrorist acts involving Weapons of Mass Destruction. (CBRNE - Chemical, Biological, Radiological, Nuclear And Explosives.)

C. Some of the major issues that will require attention during management and control of a chemical or biological terrorist incident include:
- agent detection
- identification and isolation
- down wind evacuation or shelter-in-place
- traffic rerouting, congestion and control
- disposition of the deceased
- hospital casualty overload
- public fear
- public information dissemination
- spread of contamination and disease
- safety and welfare of emergency responders
- evidence identification and preservation
- suspect(s) identification, arrest and criminal prosecution

D. Mass casualty triage and medical management, as well as mass decontamination procedures, must be practiced with sufficient frequency to build both confidence and competence in emergency responders.

E. A chemical, biological or explosives-related terrorist incident is a federal crime scene, and in accordance with Presidential Decision Directive 39, the FBI has overall responsibility for crime scene management.

F. Because of the likelihood of mass casualties and large numbers of emergency responders from Alexander County and other nearby jurisdictions, and from state and federal agencies, it is imperative that a comprehensive accountability system be implemented and maintained throughout the incident.

G. A terrorist incident involving a chemical or biological agent is still a hazardous materials incident, but with the potential for much greater consequences and challenges for emergency responders. It is also likely to be a mass casualty incident. However, a bio-terrorist release will evolve over time, as the bacterial/viral symptoms may take hours or days to present, and the infected people may or may not infect others.

H. Communication is an extremely critical element in the management of WMD terrorism incidents. It is important that timely and accurate information be shared with the various agencies involved in the incident. The community must also be kept apprised of matters potentially impacting their safety and welfare.

2. Assumptions

A. Planning and training prior to an incident will significantly reduce the risks to personnel.

B. Emergency response personnel are knowledgeable in the use of available resources.

C. Response time for resources requested from outside the County will require a minimum of two hours.

D. *Definition*
Terrorism is defined as criminal acts or threats by individuals or groups to achieve political, social or economic gain or recognition by fear, intimidation, coercion or violence against the government and its citizens.

E. *Crisis Management*
Crisis Management addresses the cause of a terrorist incident, the identity, motivation, and capability of the terrorists and the weapons they employ. Crisis Management is a law enforcement function and includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent and/or resolve the threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions such as intelligence, surveillance, tactical operations, behavioral assessment, negotiations, forensics and investigations, as well as technical support missions such as agent identification, search, render safe procedures, transfer and disposal and limited decontamination.

F. *Consequence Management*
Consequence Management addresses how the incident affects or potentially might affect public health, safety and the environment. Consequence Management includes measures to protect public health, safety and the environment, to restore essential government services and to provide relief to governments, businesses and individuals affected by the consequences of terrorism. In an actual or potential terrorist incident, command and control of local government resources may transition between the Alexander County Sheriff's Office, Police Departments, Alexander County EMS, the Fire Department having jurisdiction and the Alexander County Emergency Services Office. The Unified Command team approach *shall* be utilized to transition incident command and control among these agencies. These efforts will include the roles, responsibilities and functional duties as describes in Entry Protocols.

III. CONCEPT OF OPERATIONS

As part of the awareness program associated with acts of terrorism, the first responders (fire, EMS, law enforcement) must first ensure their own protection and the protection of all responding departments. A

new way of thinking, a new assessment process and new response protocols will be required to first-in response departments.

A. Listed below are the primary components of the concept of operations. The primary first responders can address some of these components; the Incident Command System (ICS) and/or the EOC, when activated, will address other components.
   1. Threat assessment levels
   2. Notification process-internal-external-primary and support
   3. Command and control function-ICS and Unified Command
   4. Entry protocols
   5. Crisis Management
   6. Consequence Management
   7. Roles, responsibilities and checklist
   8. Chain of evidence and evidence preservation
   9. Other primary considerations as identified by response organizations

   Note: The above is *not* an all-inclusive list. It is intended to emphasize the need for a more deliberate response process that will enhance responder and public safety. Each of the above items will be covered as part of response overview.

B. Threat Assessment
   This element will be the responsibility of law enforcement agencies that consist of the Taylorville Police Department, Alexander County Sheriff's Office, State Bureau of Investigation, Federal Bureau of Investigation, Bureau of Alcohol and Firearms and other law enforcement agencies that provide information on terrorist groups, individuals and threat situations based on collected intelligence. The FBI will have primary responsibility for coordinating intelligence and threat assessment information. The Alexander County Sheriff's Office will coordinate distribution of information to the primary response departments.

C. Notification Level-Internal/External-Primary/Support
   Listed below are the primary response and primary support departments that would be part of the notification process.

   Initial and Primary Response Departments:

   - All Law Enforcement Agencies (local, state and federal)
   - Fire Service
   - Emergency Medical Service
   - Emergency Services

   Primary Support Departments:

   - Health Department
   - NC Division of Emergency Management
   - Department of Social Services
   - Mental Health
   - Debris removal organizations

- Corporate Communication/Public Information - Town & County
- American Red Cross
- Poison Control Center

This list can be expanded as the need arises or as the scope of operations expands. The IC can demobilize departments if the situation changes. Each agency should develop its own internal notification procedures.

D. Command and Control

This function is critical for ensuring a successful operation. It is *absolutely imperative* that a team approach for command and control be used for response. In all incidents within Alexander County, the Incident Management System Plan will be used for the consequence management phase of the incident. Because of the nature of these incidents, the responsibility of stabilizing the immediate area of operations within the definition of consequence management lies solely with the fire department or other qualified agencies/individuals as directed by the Incident Commander.

Within the definition of crisis management, the affected Law Enforcement Agency will assume responsibility for the situation and take appropriate action. There may be situations where consequence and crisis management must be addressed simultaneously where law enforcement, the fire department, Emergency Medical Service and the Health Department share command and control. As soon as possible, the core group will establish a Unified Command structure for tactical and investigative operations. The core group will consist of:

- Affected law enforcement agency
- Alexander Emergency Services
- NC SBI
- FBI
- Volunteer fire departments based on jurisdiction boundaries
- Taylorsville Police Department and Alexander County Sheriff's Office
- Alexander County EMS
- Alexander County Health Department

Once established, the Unified Command will agree upon criminal, tactical and investigative issues.

There is no clear separation between consequence and crisis management in instances where both consequence and crisis are operational concurrently. The Unified Command will prevail in instances where the consequence and crisis functions cross the determination made to ensure the health and safety of responders, the general public and evidence, in that order.

It is possible that command of the scene may be transferred back and forth between consequence and crisis, based on needs, several times before the incident is brought to a resolution. The various agencies that comprise both consequence and crisis management may be brought to the forefront depending on the immediate circumstances and requirements faced as the situation unfolds.

It's imperative that immediate command and control be established to ensure control measures are implemented for life, safety and evidence preservation.

All responding departments of local government must be prepared to interface with their state and federal counterparts at both the incident site and the EOC.

The EOC, when activated, will be the command and control center. Operational command will be maintained at the incident site.

Unified Command:
This type of command and control is represented by multiple levels of government and is more often than not seen in the EOC environment. A unified command system consists of a core group of agencies from town, county, state and federal governments in a common location. This command structure is also found in large-scale incidents such as terrorist acts or WMD events.

E. Entry Protocols
A terrorist incident or WMD event will require entry protocols to ensure responder safety. Guidelines are to be established based on threat level at the time of the incident. Entry into an area or building that may be contaminated or may have been destroyed by an explosion can range from normal site access with no protective measures, to Level A entry suits with *hot zones* set to protect responders.

Threat Assessment Levels as defined in Section IV, will set the protocols.

F. Crisis Management and Consequence Management
These sections are combined because they operate in parallel and continuous fashion from initial response to final recovery. They deal with all phases of incident operation to include, but not limited to, response, recovery, clean up and site restoration.

G. Roles, Responsibilities and Checklist
This part of the planning document is detailed in Section V, Item B, and in each of the core groups internal SOP's. The listing represents the primary factors associated with response to terrorist incidents.

H. Preserving and Collecting Evidence
This operational area is addressed in more detail in Section VI, and by each agency's SOP. This function may be part of the site entry protocols. Life safety issues will take precedence over this area of operation; however maintaining the chain of evidence is a crucial element. The preserving and maintaining of evidence should be considered and exercised at every opportunity.

IV. IMPLEMENTING GUIDELINES

The information below is meant as basic response guidelines for terrorist incidents. The IC must use discretionary judgment to ensure a timely, professional response. The only way to ensure the IC's decisions are in the best interest of responders and the public is to use all possible sources of information from all response organizations in the decision-making process.

Threat Assessment Levels
This level is constantly being monitored by all law enforcement to the best of their ability. The primary law enforcement agency, in this regard, is the Federal Bureau of Investigation. The primary state law enforcement agency is the North Carolina State Bureau of Investigation. The primary law enforcement agency for Alexander County is the Sheriff's Department. Other federal, state and local law enforcement agencies may also have information available. One of the FBI's primary missions is to monitor terrorist groups, corroborate information received, identify terrorist members and prepare a law enforcement interdiction plan.

As part of this ongoing initiative, information discovered or obtained from other sources will be shared with other law enforcement agencies as appropriate for law enforcement action and later with appropriate local and/or state officials. *In the event of danger to the health or welfare of the general public, the FBI will share all information necessary to safeguard the safety, health and welfare of the general public.*

Because a threat may be received by or relayed to the Emergency 9-1-1 Telecommunicators, it is imperative that the 9-1-1 staff and supervisors receive awareness training to assist them in recognizing a terrorist threat/act and respond accordingly. Emergency 9-1-1 communication center supervisors/managers will be provided information so that they may better fulfill their role and responsibilities. All 9-1-1 communications center supervisors/managers should be involved in the intelligence briefings that are part of threat level assessment.

Alexander County has chosen to establish threat levels to assist in a response to a terrorist incident. These threat levels mirror those established by the federal government, Department of Homeland Security. They are as follows:

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Additional protective measures that may be applied are as follows:

- Imminent Threat Alert requires the tailoring of response actions needed to anticipate, prevent and/or resolve the crisis.
- Development of Unified Command structure should be implemented among the primary response departments.
- Activation of the Joint Operations Center (JOC) and the Joint Information Center (JIC), with representation limited to the primary response departments should be considered.

- Coordinating necessary security efforts with armed forces or law enforcement agencies.
- Taking additional precautions at public events.
- Preparing to work at an alternate site or with a dispersed workforce.
- Restricting access to essential personnel only.

- A terrorism incident has occurred which requires the immediate use of local resources in response to limited or major consequences of the event.
- Activation of the Emergency Operations Center is required.
- Incident Command will be transferred to the EOC. Whenever practical, Operational Command may be maintained at the incident site.
- Assigning emergency response personnel and pre-positioning specially trained teams.
- Monitoring, redirecting or constraining transportation systems.
- Closing public and government facilities.
- Increasing or redirecting personnel to address critical emergency needs.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an imminent threat or elevated threat. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

- Credibility assessment process is initiated.
- Increasing surveillance of critical locations.

- Notification of primary response departments is required. Primary response departments are appropriate law enforcement, fire department, rescue, EMS and Emergency Management coordinating emergency plans with nearby jurisdictions.
- Assessing further refinement of Protective Measures within the context of the current threat information.
- Implementing, as appropriate, contingency and emergency response plans.
- Request and deployment plans for resources should be made, should the resources be required.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires – there will will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels and NTAS Alert, will be distributed the same way as the original alert.

V. ENTRY PROTOCOLS

A. This operational area will be headed by the Regional Hazardous Material Response Team (RRT) and shall be incorporated into the SOP's for all responding organizations. In addition, this is part of the new awareness that must be included in the training program for all responders in the County. Implementing of entry protocols shall be based on intelligence provided by law enforcement. Coordination between fire services, Regional Haz-Mat team and law enforcement is vital for the safety of the responders and investigative personnel and to minimize their exposure in a dangerous situation. The primary components of the entry protocols are as follows:

- Awareness of the possibility of secondary explosive devices or secondary hazards
- Personal protective equipment - when and what to wear as minimum requirement for entry into an incident site
- Who should enter the facility
- Maintaining the chain of evidence process
- Training standards - all training is the same format to ensure uniformity
- Clearly defined hot zones, warm zones and safe zones
- Signs and symptoms - Critical for early identification of agent or chemical SOP

development team
- Other

B. Roles, Responsibilities and Checklists (Items C – G; follows)
This section outlines the primary areas of responsibility for the responding organizations. The checklist identifies critical items of concern for all organizations. A general checklist and areas of responsibilities, are covered in individual department response SOP's.

C. Areas of Concern - Threat Level Conditions
All responding organizations will implement or alert their people to the following areas of concern in accordance with the threat level conditions:

- Develop internal notification procedures for responding departmental personnel
- Ensure internal distribution of response plan
- Follow directions of Unified Command through IC and EOC
- Adhere to site entry protocols (need to be developed)
- Ensure implementation of adequate departmental training programs
- Develop control measures for Chain-of-Evidence process
- Provide department representatives to incident site and EOC
- Document all response activities from time of notification until termination
- Participate in Direction and Coordination team as directed by IC or EOC
- Anticipate the committing of all available departmental resources to response and recovery effort
- Provide department needs assessment for operation to IC or EOC
- Develop a need-to-know list for internal operations (each department)
- Other as directed by IC or EOC

D. Law Enforcement Agencies:

- Develop or enhance intelligence gathering capability for acts of terrorism
- Establish distribution of notification process for sharing of information
- Determine Threat Level (TL) based on information assessment
- Initiate notification process to all organizations listed in Section III., Item C
- Maintain open lines of communications on intelligence with state and federal agencies
- Review Personal Protective Equipment (PPE) requirements and site entry protocols
- Initiate a meeting of organizations based on assessment of conditions
- Assign representative to development team for SOP’s
- Establish site security based on hot zones, warm zones and safe areas
- Assist in site evacuation of personnel
- Provide shelter security for activation of shelters resulting from incident
- Provide guidance or training for maintaining Chain-of-Evidence process
- Provide Awareness level training to all employees
- Provide ICS (Incident Command System) training to all employees
- Provide stand-by capabilities for security at medical facilities
- Establish ICS (Incident Command System) if first on scene in accordance with ACIMS
- Develop Bomb Tech/Haz-Mat Tech SOP’s
- Other as identified by local law enforcement

E. Fire Service:

- Assign representative to SOP development team (all parties)
- Provide fire suppression at site and surrounding location as required
- Review Personal Protective Equipment (PPE) requirements and site entry protocols
- Determine hot zone, warm zone and safe zone
- Assist in evacuation of personnel from site
- Determine area to be evacuated for public safety
- Work with law enforcement for preservation of site evidence
- Develop site entry protocols as part of SOP team development
- Identify, to maximum extent possible, injured personnel and facilities
- Assist medical examiner with remains recovery
- Establish ICS (Incident Command system) if first on scene in accordance with ACIMS
- Provide Operations level training to all employees/members
- Provide ICS (Incident Command System) training to all employees
- Provide Haz-Mat level training to all Haz-Mat Technicians
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC and EOC with needs assessment for incident resolution
- Observe site entry protocols
- Provide mass decontamination of on-site personnel
- Provide mass decontamination at local hospitals needed by a predetermined system
- Develop Mutual Aid plans which allow for the immediate utilization of on-duty resources
- Other (to be determined)

F. Rescue Squads:

- Assist with mass decontamination of on-site personnel
- Assign representative to SOP development team
- Review Personal Protective Equipment (PPE) requirements and site entry protocols
- Determine hot zone, warm zone and safe areas
- Provide rescue and search resources for operation
- Provide Emergency Medical Technician (EMT) level for medical assistance
- Assist in evacuation of personnel from site
- Interface with EMS paramedics on medical assistance issues
- Develop site entry protocols as part of SOP team development
- Assist medical examiner with remains recovery
- Establish ICS (Incident Command System) if first on scene in accordance with ACIMS
- Provide Operations level training to all employees
- Provide ICS (Incident Command System) training to all employees
- Provide or arrange to assist with medical coverage at shelter site
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC and EOC with needs assessment for incident resolution
- Observe site entry protocols
- Develop Mutual Aid Plans which allow for the immediate utilization of on-duty resources
- Other (to be determined)

G. Emergency Medical Service:

- Assume lead role for on-site medical assistance

- Develop interface with medical doctors for on-site triage of patients
- Establish ICS (Incident Command System) if first on scene in accordance with ACIMS
- Review Personal Protective Equipment (PPE) requirements and site entry protocols
- Develop procedures for notification of medical service providers
- Assign representative to SOP development team
- Identify to maximum extent possible injured personnel and fatalities
- Assist medical examiner with remains recovery
- Provide Awareness level training to all employees
- Provide IC (Incident command) training to all employees
- Provide or arrange for medical coverage at shelter site
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC or EOC with needs assessment for incident resolution
- Observe site entry protocols
- Assist with mass decontamination of on-site personnel
- Other (to be determined)

H. Review General Guidelines for Roles, Responsibilities, and Checklists
All other agencies listed in Section III, Item C, will review general guidelines for Roles, Responsibilities and Checklists and will develop more detailed protocols as part of the consequences management of response efforts.

VI. CHAIN OF EVIDENCE

A. Site Entry Protocols:
This process is part of the site entry protocols and is critical for ensuring preservation of any evidence. Although this phase of the operation is very critical to incident resolution, it should *never* take precedence over *life safety* operations. The law enforcement services at local, state and federal levels will provide guidance on this part of the incident operation. All agencies, both primary and support, must be aware of the importance of this issue.

B. Considerations:

- Do not throw away any debris or trash from the scene
- Debris removal will be controlled by law enforcement agency at local, state or federal level
- Rescue personnel and medical personnel at the site should be familiar with this operation and will do all within their power to ensure preservation of evidence short of life safety or life and death situation
- Private contractors for debris removal *must* follow directions of law enforcement agencies
- Debris disposal will also be directed by law enforcement agencies
- Other (to be determined)

VII. MASS DECONTAMINATION

A. This segment of response to terrorist incidents or WMD events is a very critical part of response. The ability to conduct mass decontamination of large numbers of people in a very short period is

imperative to limit exposure, possible burden to hospitals and spread of contamination. The role of decontamination falls under the Fire Department. The primary departments assigned this program element are:

1. County Fire Departments
2. Mutual Aid Fire Departments for:
    a. Dependable source of clean water
    b. Adequate resources to conduct operation
    c. Adequate workforce to perform mission
    d. Ability to conduct operation at multiple locations
    e. What other resources are needed?
3. Alexander County EMS units for trained manpower
4. Alexander Rescue units for trained manpower
5. State resources located within local jurisdiction

Local resources will be the primary source for this program element. The state will also provide assistance and mutual aid requests can provide additional resources and personnel. In addition, elements of the military and other rapid response agencies can assist in this phase of the operation. Prior agreements with local and state units listed above will be part of local and state plans that address mass/large-scale decontamination.

VIII. PUBLIC INFORMATION

This area of response for incidents of terrorism or suspected acts of terrorism or WMD events is critical to ensure public confidence, eliminate rumors and provide accurate, timely information to concerned responders and to citizens. This activity *must* be a joint effort by all levels of government and *must* be centrally located, preferably near the EOC. The establishment by local government of a Joint Information Center (JIC) with all levels of responding government organizations present will be the basis for disseminating information to the media and the public.

IX. DEMOBILIZATION/DEACTIVATION

This part of response to and recovery from terrorist incidents or WMD events will be determined by the EOC based on feedback and information from law enforcement agencies and on the threat level as defined by the lead agency (law enforcement). In addition, the Emergency Services Office will establish a time for critique by responding agencies and by recovery, crisis management and consequence management efforts associated with the incident.

X. DOCUMENTATION

Each agency will be responsible for documentation of their actions. The use of written statements, chronological sequence writing, videotaping and still photography will be beneficial in many different ways. Evidence preservation and chain of custody issues are just a few which will benefit. In addition, during the process of applying for reimbursement for damaged, lost or destroyed equipment, these records will be needed. As soon as possible during the incident, a scribe or documentation officer should be assigned to the Command Post to document overall actions on the scene. This information can be passed on to the next Incident Commander. This documented information shall be passed on to the lead agency conducting the investigation.

XI. CRITICAL INCIDENT STRESS DEBRIEFING

The Incident Commander shall take into account the need for on-scene debriefing of personnel. Each agency shall establish internal SOP's for debriefing within their respected agency. Combined or common debriefing sessions should be made available to first responders as soon as the crisis phase is over.

TRAINING AND EXERCISE
STANDARD OPERATING PROCEDURES
Updated: July 1, 2014

I. PURPOSE

To identify training and exercise programs available to county personnel in support of the County's planning efforts and response/recovery operations.

II. SCOPE

The Training and Exercise SOP covers the below listed programs and identifies the target and audiences along with other information for each.

III. PROGRAMS

A. *Shelter Management Course:*

1. Scope
   A four to six-hour course which includes registration and identification of shelterees, organization

of the shelter, types of shelter groups, organization of property brought into the shelter and shelter resources; shelter rules, social control and goals in radiological protection. It also includes the importance of water, safety, food, fresh air, sleeping, recreational activities and support.

2. Availability
   Conducted by the American Red Cross in Cooperation with Emergency Services.

3. Refresher Training
   At least once every year by the County Shelter Officer or upon request to Emergency Services.

B. *Fundamentals Course for Radiological Monitors (FCRM):*
Intended for those who have been tasked with radiological monitoring and/or decontamination responsibilities.

1. Scope
   A 12-hour course to provide emergency service personnel with the ability to respond properly to transportation accidents, nuclear power plant accidents or nuclear war, perform personnel and vehicular monitoring and known methods of personnel and vehicle decontamination.

2. Availability
   Conducted by FCRM Instructors that have been trained by the Division of Emergency Management or conducted by the Division of Emergency Management.

3. Refresher Training
   At least once every two years, or as deemed necessary by the Local Coordinator.

**NOTE* Videos are acceptable for refresher training if approved by the State REP Planner.*

C. *Refresher Course for Radiological Monitors:*
Intended for those previous trained radiological monitors.

1. Scope
   A four hour course of classroom instruction and practical exercises or self paced instruction using videotape and student guide use to review radiation fundamentals, biological effects and instrumentation/monitoring.

2. Availability
   Conducted by FCRM instructors trained by the Division of Emergency Management, or by contacting Emergency Management Area Training officer for a copy of the refresher videotape and student guide.

3. Refresher Training
   At least once every two years or as deemed necessary by local Coordinator.

D. *Radiological Emergency Management IS-3:*
Intended for those who have been tasked with a responsibility in the McGuire Nuclear Station Emergency Response Plan.

1. Scope
   A self paced independent study course to provide an overview of possible radiological hazards and emergencies, possible risks and effects, and basic overview of nuclear power plant accidents.

2. Availability
   Online: *http://training.fema.gov/IS/crslist.aspx*

E. *Radiological Emergency Response: An Independent Study (IS 301)*
Intended for those who have been tasked with a radiological emergency response function in support of the McGuire Nuclear Station Emergency Response Plan.

1. Scope
   A self paced independent study course to provide the emergency responder with information on basic nuclear physics, EPA protective action guides and protective actions, monitoring, introduction to nuclear reactors and contamination control.

2. Availability
   Online: *http://training.fema.gov/IS/crslist.aspx*

F. *Fundamentals Course for Radiological Response Teams:*
Intended for members of a local radiological response team in support of the McGuire Nuclear Station Emergency Response Plan.

1. Scope
   A 32-34 hour course of classroom instruction and practical exercises to provide responders with information to enable them to make proper decisions based on knowledge of radiation and its biological effects, hazard assessment, monitoring and decontamination, exposure control and implementation of protective actions.

2. Availability
   Conducted by FCRRT instructors trained by the Division of Emergency Management or conducted by the Division of Emergency Management.

3. Refresher Training
   At least every two years or as deemed necessary by local Coordinator.

G. *Refresher Course for Radiological Response Teams:*
Intended to provide refresher training for those responders trained in radiological response team.

1. Scope
   An eight hour course of classroom instruction and practical exercises or self paced instruction with computer based instruction. To provide RRT with a review of protective actions and hazard assessment.

2. Availability
   Conducted by FCRRT Instructor trained by the Division of Emergency Management or contacting the local Coordinator and/or WBO Training Officer for a copy of IS 336 computer based instructor disc.

3. Refresher Training
   At least once every two years or as deemed necessary by the local Coordinator.

I. *Shelter Monitoring:*

1. Scope
   A three hour course presents an overview of the appropriate emergency response plans and standard operating procedures. For persons assigned duties at personnel monitoring and decontamination stations, personal dose measurement, record keeping and personal monitoring and decontamination duties. To be fully trained, should take the 12 hour FCRM Course and this three hour course.

2. Availability
   Conducted by the Division of Emergency Management certified instructors upon request.

3. Refresher Training
   At least once every two years or as deemed necessary

NIMS TRAINING REQUIREMENTS BY POSITION:

REQUIRED NIMIS TRAINING BY POSITION

	ALL *(1)*	First Line Supervisors *(2)*	Mid Level Supervisors *(3)*	Senior Level Response Managers *(4)*	Elected/Appointed Officials *(5)*	EOC/MACS Personnel *(6)*
REQUIRED TRAINING	IS-100	*(1)* +	*(1)* + *(2)* +	*(1)* + *(2)* + *(3)* +	*(1)* OR	*(1)* +
	IS-700	IS-200	IS-800	*ICS/G400	*G402	IS-800
			*ICS/G300		* G191**	*G-191
						G-775
						IS-706
						IS-701
*** Classroom only**						

** Recommended						

For the purpose of the NIMS Training Matrix, the categories of responders are those as assigned during an incident, not that of normal day-to-day assignments.

All Emergency Responders

Emergency Management Personnel
Emergency Medical Services Personnel
Firefighters
First Responders and Disaster Workers
Governmental Administrative Personnel
Hazardous Materials Personnel
Health Care and Hospital Staff
Law Enforcement Personnel
Public Health Personnel
Public Safety Communications Personnel
Public Works/Utility Personnel
Skilled Support Personnel
Volunteers
Other emergency management, response, and support personnel

First Line Supervisors

First Line Supervisors
Single Resource Leaders
Field Supervisors
Other emergency management/response personnel that require a higher level of ICS/NIMS training

Mid-Level Response Supervisors

Middle Management
Strike Team Leaders
Task Force Leaders
Unit Leaders
Division/Group Supervisors
Branch Directors
Multi-Agency Coordination System/Emergency Operations Center Staff

Senior-Level Response Managers

Command and General Staff
Department heads with Multi-Agency Coordination System responsibilities
Area/Incident/Unified Commanders
Emergency Managers

Multi-Agency Coordination System (MACS)/Emergency Operations Center (EOC) Personnel

Personnel working within an EOC or other element of the MACS

EXHIBIT 1

(Last Revised January 2014)

State & County QuickFacts (From U. S. Department of Census)

Alexander County, North Carolina

People QuickFacts	Alexander County	North Carolina
Population, 2013 estimate	NA	9,848,060
Population, 2012 estimate	36,853	9,748,364
Population, 2010 (April 1) estimates base	37,193	9,535,471
Population, percent change, April 1, 2010 to July 1, 2013	NA	3.3%
Population, percent change, April 1, 2010 to July 1, 2012	-0.9%	2.2%
Population, 2010	37,198	9,535,483
Persons under 5 years, percent, 2012	5.4%	6.4%
Persons under 18 years, percent, 2012	21.8%	23.4%
Persons 65 years and over, percent, 2012	16.9%	13.8%
Female persons, percent, 2012	49.4%	51.3%
White alone, percent, 2012 (a)	91.6%	71.9%
Black or African American alone, percent, 2012 (a)	5.7%	22.0%
American Indian and Alaska Native alone, percent, 2012 (a)	0.4%	1.5%

Asian alone, percent, 2012 (a)	1.1%	2.5%
Native Hawaiian and Other Pacific Islander alone, percent, 2012 (a)	Z	0.1%
Two or More Races, percent, 2012	1.2%	2.0%
Hispanic or Latino, percent, 2012 (b)	4.3%	8.7%
White alone, not Hispanic or Latino, percent, 2012	87.7%	64.7%
Living in same house 1 year & over, percent, 2008-2012	90.7%	84.4%
Foreign born persons, percent, 2008-2012	2.4%	7.5%
Language other than English spoken at home, pct age 5+, 2008-2012	4.6%	10.8%
High school graduate or higher, percent of persons age 25+, 2008-2012	78.0%	84.5%
Bachelor's degree or higher, percent of persons age 25+, 2008-2012	11.1%	26.8%
Veterans, 2008-2012	2,592	738,926
Mean travel time to work (minutes), workers age 16+, 2008-2012	24.3	23.5
Housing units, 2012	16,178	4,375,234
Homeownership rate, 2008-2012	77.4%	67.1%
Housing units in multi-unit structures, percent, 2008-2012	3.4%	17.1%
Median value of owner-occupied housing units, 2008-2012	$122,200	$153,600
Households, 2008-2012	13,753	3,693,221
Persons per household, 2008-2012	2.64	2.51
Per capita money income in past 12 months (2012 dollars), 2008-2012	$20,626	$25,285
Median household income, 2008-2012	$39,544	$46,450
Persons below poverty level, percent, 2008-2012	18.3%	16.8%

Business QuickFacts	Alexander County	North Carolina
Private nonfarm establishments, 2011	591	215,113[1]
Private nonfarm employment, 2011	6,710	3,284,592[1]
Private nonfarm employment, percent change, 2010-2011	0.5%	1.5%[1]
Nonemployer establishments, 2011	2,339	656,617
Total number of firms, 2007	3,007	798,791
Black-owned firms, percent, 2007	S	10.5%
American Indian- and Alaska Native-owned firms, percent,	S	1.0%

2007		
Asian-owned firms, percent, 2007	F	2.5%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.1%
Hispanic-owned firms, percent, 2007	F	2.7%
Women-owned firms, percent, 2007	21.4%	28.2%
Manufacturers shipments, 2007 ($1000)	604,762	205,867,299
Merchant wholesaler sales, 2007 ($1000)	49,756	88,795,885
Retail sales, 2007 ($1000)	216,769	114,578,173
Retail sales per capita, 2007	$5,957	$12,641
Accommodation and food services sales, 2007 ($1000)	22,587	16,126,939
Building permits, 2012	74	48,692

Geography QuickFacts	Alexander County	North Carolina
Land area in square miles, 2010	259.99	48,617.91
Persons per square mile, 2010	143.1	196.1
FIPS Code	003	37
Metropolitan or Micropolitan Statistical Area	Hickory-Lenoir-Morganton, NC Metro Area	

1: Includes data not distributed by county.

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(a) Includes persons reporting only one race.
(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information
F: Fewer than 25 firms
FN: Footnote on this item for this area in place of data
NA: Not available
S: Suppressed; does not meet publication standards
X: Not applicable
Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits
Last Revised: Monday, 06-Jan-2014 17:35:38 EST

EXHIBIT 2

Hazard Identification

(See sources of information below)

All hazards identified are considered "common hazards" faced by both the county and the Town of Taylorsville. When analyzed, several hazards were determined to have an insignificant impact and or probability of occurrence. These were identified as commercial aircraft accidents, power failures, biologics, nor'easter, landslides, fixed nuclear facility incidents, landfill fires, mass fatality incidents, volcanoes, tsunamis and tidal flooding. One common hazard that did present a specific concern to the Town of Taylorsville was flooding. This is addressed in the flood hazard assessment.

Wildfire (Forest Fires)

Also see current mitigation measures or the hazard rating. Also see wildfire hazard assessment. 25

Surface Fire	This type burns slowly along the floor of a forest. This is the most common type of wildfire. This type of fire can damage or even kill trees.
Ground Fire	Usually occurs from a lightning strike. This type of fire burns on or below the forest floor.

Earthquake

Also see current mitigation measures or the hazard rating and earthquake hazard assessment.

An earthquake is a series of vibrations induced in the earth's crust by the abrupt rupture and rebound of rocks in which elastic strain has been slowly accumulating. It is caused by a slip on a fault, which is a thin zone of crushed rock between two blocks of rock. The fault can be any length, from a few millimeters to thousands of kilometers. It is a fracture in the crust of the earth along which rocks on one side have

moved relative to those on the other side. An earthquake occurs when stresses in the earth's outer layer push the sides of the fault together. Stress builds up and the rocks slip suddenly, releasing energy in waves that cause the shaking.

Earthquakes can cause severe damage to property and extensive loss of life. An earthquake will not kill by itself but may cause extensive structural damage and collapse that could cause fatalities and injury. Earthquakes can occur at any time of the day and are not related to weather patterns. An earthquake cannot be prevented, although mitigation measures can be taken, particularly structural measures, to reduce the impact that an earthquake has on the surface.

The National Earthquake Information Center has recorded approximately 30,000 earthquakes a year between 2000 and 2008. Most of these earthquakes include very low vibrations and cannot be felt by people on the surface.

Flooding

Also see current mitigation measures or the hazard rating. Also see the flood hazard assessment.

Flooding occurs from a number of weather and non-weather related reasons. Floods typically occur from prolonged rainfall, but they can also occur from snowmelt, ice jams

26 and dam failures. Floods occur in all 50 states, particularly in low-lying communities, near a water source, or downstream from a dam.

Flooding can cause destruction to property and injuries and deaths. On average 100 people lose their lives to floods every year and the average annual U.S. flood losses between 1994 and 2004 were more than $2.4 billion.

There are seven types of flooding in the United States Riverine Flooding, Flash Floods, Alluvial Fan Floods, Ice Jam Floods, Dam Break Floods, Local Drainage or High Groundwater Levels, and Fluctuating Lake Levels.

Riverine Flooding: This is the most common type of flooding. This occurs when a river or stream overflows its banks. In large rivers, it usually occurs after a serious, large-scale weather event. In streams, this can occur from more localized weather systems.

Flash Floods: Flash floods typically encompass a quick rise of high velocity water and large amounts of debris. Factors that contribute to flash flooding include the length and intensity of rain and the steepness of watershed and stream gradients. Other factors influencing flash floods include the amount of watershed vegetation, natural and artificial water storage, and the configuration of the streambed and floodplain. Flash floods not only occur from weather systems, but also from a dam failure, or breakup of ice. This type of flood poses the most risk to property and lives. Because of the rapid rise of the water levels, a large percentage of flood deaths occur from motorists who underestimate the depth and velocity of the floodwaters and attempt to cross flooded areas. This typically occurs when a weather event quickly drops an extensive amount of water. Walls of water from this type of event can reach 15 to 20 feet.

Dam Break Floods: Results from structural failures of dams.

Local Drainage or High Groundwater Levels: Heavy precipitation from local weather events may produce flooding outside of delineated flood plains. If the local soil cannot handle precipitation through infiltration and runoff, the water may accumulate. During winter, frozen ground and accumulated snow will contribute to this problem. This type of flooding generally occurs in flat and urban areas. High groundwater levels may cause leakage in susceptible basements.

Fluctuating Lake Levels: Lake levels can change over a short period of time, over a season, or on a long-term basis. Heavy rain or snow can influence levels. All lakes are susceptible to changes in water level, but the problem seems to occur most often in lakes that are landlocked or have inadequate outlets for maintaining a balance between in and outflow. These types of lakes can fluctuate from 5 to 15 feet over an extended period of time.

Due to the severe consequences from flooding, local governments should pay close attention to flood warnings and forecasts. These mitigation measures decrease property

27 damage by an estimated $1 billion annually. The National Weather Service (NWS) is legally responsible for weather forecasting and warning. NWS uses the stream gauging stations that the United States Geological Survey (USGS) operates and maintains nationwide, including 98 percent of gages used for real-time forecasting.

In the early 1960s it was recognized that there needed to be a standard of evaluating flood risk throughout the United States. This resulted in the 100-year or 1-percent-annual chance flood. This assessment delineates a degree of risk and damage worth protecting against, but not deemed to be worthy of imposing stringent requirements or burdens of excessive costs on property owners. The 100-year flood represents a middle ground between minor floods and major floods.

Computed water surface elevations are combined with topographic mapping data to develop the FIRMs. These maps are important planning tools to determine where development should reside within flood prone areas. Insurance companies use the FIRMs to determine flood insurance rates.

Alexander County (370398) is a participant in the National Flood Insurance Program (NFIP), making citizens eligible for flood insurance. Alexander County continues to participate in the NFIP regulating all floodplain development and substantial improvements through adoption and enforcement of floodplain management requirements in all special flood hazard areas, participates with NCEM in floodmap updates and revisions, and provides monitoring and community assistance through the Alexander County Planning Department. The Town of Taylorsville does not participate in the NFIP but may consider participation at a later time. Currently, the Town is in the process of gathering the necessary documentation to participate in the NFIP. The Town meets many of the requirements set forth by the program and is in the process of gaining the administrative and leadership support necessary to carry the application and adoption process through to completion. The Town anticipates being enrolled in the program by the next mitigation plan update. All information and actions in this plan assist in identifying, analyzing and prioritizing actions related to continued compliance with the NFIP.

Drought

Also see current mitigation measures or the hazard rating and the drought hazard assessment.

A drought is roughly defined as a condition of abnormally dry weather within a geographic region where some rain is usually expected. This is caused by a lack of precipitation in conjunction with wind, high temperatures, and low humidity. This lack of rain in a region results in a number of problems. There are varying degrees of severity in a drought. This severity depends on the demand on water in a region, duration, and intensity.

28 Direct impacts of a drought can include:

- Diminished water supplies or reduction of water quality.
- Undernourished livestock and wildlife.

- Crop damage
- Increased fire hazards
- Reduced forest productivity
- Damage to fish and wildlife habitat

Indirect impacts of a drought can include:

- Reduced income for farmers and agribusiness
- Increased prices for food and lumber
- Unemployment
- Reduced tax revenues because of reduced expenditures
- Increased crime
- Foreclosures on bank loans to farmers and agribusiness

There are four types of droughts:

1. Meteorological Drought – This is a reduction of precipitation over time. This definition is regionally based.
2. Agricultural Drought – This occurs when soil moisture cannot meet the demands of a crop. This type of drought happens after a meteorological drought but before a hydrological drought.
3. Hydrological Drought – This type refers to reduction in surface and subsurface water supplies. It is measured through stream flow and water levels in lakes, reservoirs, and groundwater.
4. Socioeconomic drought – This occurs when water shortages affect people, either in terms of water supply or economic impacts (i.e. loss of crops so price increases).

Severe Winter Storms

Also see current mitigation measures or the hazard rating and winter storm vulnerability assessment. The occurrence of large snowstorms, ice storms, and severe blizzards has a substantial impact on communities, utilities, and transportation systems, and often results in loss of life due to accidents or hypothermia. In addition to the impacts on transportation, power transmission, communications, agriculture, and people, severe winter storms can cause extensive coastal flood-erosion and property loss.

29 Severe winter storms manifest themselves in a wide variety of ways including heavy snow, blizzards, freezing rain, ice pellets, and extreme cold. Severe winter storms are extra-tropical cyclones fueled by strong temperature gradients and an active upper-level jet stream. The storms that hit North Carolina usually form in the Gulf of Mexico or off the southeast Atlantic Coast. In North Carolina, very few of these result in a blizzard.

Hurricanes

Also see current mitigation measures and the hazard rating and hurricane vulnerability assessment. Hurricanes are devastating natural events on the Atlantic Coast of the United States. Coastal populations in the Southeastern United States experience substantial growth each year, leading to increased numbers of residents and property at risk of impact by a hurricane or tropical event.

A hurricane is a type of tropical cyclone, which is a low pressure system that generally forms in the tropics. For a hurricane to occur, a number of conditions must be met. These include a pre-existing weather disturbance, warm tropical oceans, moisture, and relatively light winds aloft. If these all come together, they can produce a hurricane which will likely lead to violent winds, high waves, torrential rains, storm surge, tornados, and flooding.

Hurricane eyes move around 10 - 15 mph. Hurricanes typically move westward at first and become stronger with time. Hurricanes then typically turn from the equator and pick up speed. Most hurricanes turn east after they reach temperate latitudes. Many end up as weak storm centers over cool oceans.

If a hurricane continues to move west and encounters land, strong winds and heavy rain can impact an area for many hours. As the eye of the hurricane hits an area, the high winds and rain stop. Less then an hour later, the eye passes and the damaging winds and rains continue. Hurricanes tend to weaken after reaching land because they are not receiving energy from the evaporation of warm seas. The wind also encounters friction from the rougher land surface. Winds die down first, while heavy rains continue.

When a hurricane is initially formed, a number of agencies and departments keep track of its progress. A multitude of information is collected, including pressure, temperature, and wind speeds. This information is very important to formulation of predictions on landfall and severity, so communities in its path can be warned.

Housing is very susceptible to damage from hurricanes. The greatest wind impacts occur on houses' sides. Since hurricane force winds push for extended periods of time, it can push a frame out of alignment or lift it off its foundation. The storm makes weak points such as windows and doors particularly vulnerable. Even if the wind doesn't destroy a 30 house, residents should be aware of heavy rains producing enough floodwaters to damage the house. A typical hurricane drops six to twelve inches of water on the area it crosses. Tornados often form on the fringes of the storm.

Each year, about 10 tropical storms develop. Many of these remain over the ocean, but a number of them become hurricanes each year. Hurricane strength is defined by the Saffir/Simpson Hurricane scale.

The Saffir/Simpson Hurricane Scale

Category	Definition-Effects
1	**Winds : 74-95 mph** (64-82 kt) No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery, and trees. Also, some coastal flooding and minor pier damage.
2	**Winds : 96-110 mph** (83-95 kt) Some roofing material, door, and window damage. Considerable damage to vegetation, mobile homes, etc. Flooding damages piers and small craft in unprotected moorings may break their moorings.
3	**Winds : 111-130 mph** (96-113 kt) Some structural damage to small residences and utility buildings, with a minor amount of curtain wall failures. Mobile homes are destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.
4	**Winds : 131-155 mph** (114-135 kt) More extensive curtain wall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.

5	**Winds : 155+ mph** (135+ kt) Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

Hurricanes are given names by an international committee. This reduces confusion when two or more tropical cyclones occur at the same time. The list repeats itself every six years, but if a hurricane reaches a high damage threshold, the name is retired.

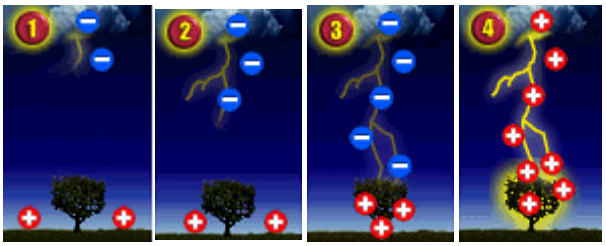
Atlantic Hurricane Names –

2010	2011	2012	2013	2014	2015
Alex, Bonnie, Colin, Danielle, Earl, Fiona, Gaston, Hermine, Igor, Julia, Karl, Lisa, Matthew, Nicole, Otto, Paula, Richard, Shary, Tomas, Virginie, Walter	Arlene, Bret, Cindy, Don, Emily, Franklin, Gert, Harvey, Irene, Jose, Katia, Lee, Maria, Nate, Ophelia, Philippe, Rina, Sean, Tammy, Vince, Whitney	Alberto, Beryl, Chris, Debby, Ernesto, Florence, Gordon, Helene, Isaac, Joyce, Kirk, Leslie, Michael, Nadine, Oscar, Patty, Rafael, Sandy, Tony, Valerie, William	Andrea, Barry, Chantal, Dorian, Erin, Fernand, Gabrielle, Humberto, Ingrid, Jerry, Karen, Lorenzo, Melissa, Nestor, Olga, Pablo, Rebekah, Sebastien, Tanya, Van, Wendy	Arthur, Bertha, Cristobal, Dolly, Edouard, Fay, Gonzalo, Hanna, Isaias, Josephine, Kyle, Laura, Marco, Nana, Omar, Paulette, Rene, Sally, Teddy, Vicky, Wilfred	Ana, Bill, Claudette, Danny, Erika, Fred, Grace, Henri, Ida, Joaquin, Kate, Larry, Mindy, Nicholas, Odette, Peter, Rose, Sam, Teresa, Victor, Wanda

Severe Thunderstorms

Also see current mitigation measures or the hazard rating and thunderstorm hazard assessment.

The damages caused by thunderstorms are often underestimated. As lightning moves through the atmosphere, it can generate temperatures up to 54,000 degrees Fahrenheit. This intense heating generates shockwaves which turn into sound waves, generating thunder. Warm, humid conditions encourage thunderstorms as the warm, wet air updrafts into the storm. As warm, moisture rich air rises; it forms thunderstorm clouds, usually with a flattened top or an anvil shape, reaching to 40,000 feet or more. If this air is unstable, the conditions may cause hail, damaging winds and tornados.



32 *Figure Source: USA TODAY*

Over the last 30 years, lightening strikes in the United States have killed an average of 62 people annually, mostly during the spring and summer months. Typical thunderstorms last anywhere from one-half hour to one hour. Most lightning strikes occur in the afternoon. 70 percent occur between noon and 6:00pm. This is because as air temperatures warm, evaporation increases. Sundays have 24 percent more deaths from lightning than any other day, followed by Wednesday. Lightning reports reach their peak in July.

Men are hit by lightning four times more often than women. Men account for an average of 84 percent of lightning fatalities and 82 percent of injuries. However, the actual number of deaths and injuries due to lightning have decreased over the last 35 years. This is attributed to improved forecasts and warnings, better lightning awareness, more substantial buildings, socioeconomic changes, and improved medical care.

Thunderstorm winds also cause widespread damage and death. Thunderstorm 'straight-line' wind occurs when rain-cooled air descends with accompanying precipitation. A thunderstorm is considered severe when winds exceed 57.5 mph. At the very extreme, winds of 160 mph have been recorded. These winds can smash buildings and uproot and snap trees, and are often mistaken for tornados.

'Downbursts' can occur during a thunderstorm. This is an excessive burst of wind that is sometimes confused with a tornado. Downbursts are defined as a surface wind in excess of 125 mph caused by a small scale downdraft from the base of a convective cloud. A downburst occurs when rain-cooled air within a convective cloud becomes heavier than its surroundings. Since cool air is heavier than warm air, it rushes toward the ground with a destructive force, exactly what triggers the sudden down rush is still unknown. A downburst appears to strike at a central point and blow outwards. Downbursts can be further classified into two categories: microburst and macroburst. A microburst is less than two-and-a-half miles wide at the surface, has duration of less than 5 minutes and winds up to 146 miles per hour. A macroburst: Greater than two-and-a-half miles wide at the surface, duration of 5-30 minutes with winds up to 117 miles per hour.

Tornados

Also see current mitigation measures or the hazard rating and tornado hazard assessment.

33 Tornados are produced during severe thunderstorms, which are created near the junction between warm, moist air and cold, dry air. Tornados derive their energy from the heat contained in warm, moist air masses. Tornados do not form during every thunderstorm. They occur when the moist, warm air is trapped beneath a stable layer of cold dry air by an intervening layer of warm dry air. This is called an inversion. If this is disturbed, the moist air will push through the stable air that is holding it down. This

warm air will then condense as the latent heat it holds is released. This air will then spiral upwards. With the help of different types of winds, this spiral gains speed, producing a tornado.

A tornado path is generally less than .6 miles wide. The length of the path ranges from a few hundred meters to dozens of kilometers. A tornado will rarely last longer than 30 minutes. The combinations of conditions that cause tornados are common across the southern U.S. in early spring, especially in April and May. Tornados have been recorded as lifting and moving objects weighing more than 300 tons up to 30 feet. They can also lift homes off of their foundations and move them. Tornados can collect an incredible amount of debris, which they can whirl out of their winds at high velocities, and they are usually accompanied by heavy rain. The United States averages about 1,200 tornados a year.

Tornados can cause substantial property damage, injury, and death. Although more tornados hit the states that run from Texas up through Oklahoma, Kansas and into Nebraska, more people are killed by the tornados in the Southeast. The reasons given for the disparity include the different housing, geography and population density and the greater tendency of tornados in the Southeast to strike at night. Between January 1994 and November 2008, the Tornado Alley states of Texas, Oklahoma, Kansas, Nebraska and Missouri had 5,804 tornados, according to data compiled by the National Oceanic and Atmospheric Administration (NOAA). In those storms, 165 people died. In Southeastern states, tornados are less frequent by state but more deadly. In the same timeframe in the states of Alabama, Arkansas, Louisiana, Mississippi, Georgia, Florida, Tennessee, North Carolina and South Carolina, there were 5,880 tornados and 547 deaths.

The National Weather Service issues a tornado watch for a specific location when the conditions are favorable for tornados, and they are expected within a few hours. A tornado warning is issued when a tornado has actually been sighted or indicated by weather radar.

From its inception in 1971 until 2006, the Fujita Tornado Scale (shown below) was used to calculate the severity of a tornado.

Fujita Tornado Scale:

F0	**40 – 72mph**	**NA**	**Gale Tornado. Light** **Some damage to chimneys; breaks twigs and branches off trees; pushes over shallow-rooted trees; damages signboards; some windows broken; hurricane wind speed begins at 73mph.**
F1	**73 – 112 mph**	**Cat 1/2/3**	**Moderate Tornado. Moderate damage; Peels surfaces off roofs; mobile homes pushed off foundations or overturned; outbuildings demolished; moving autos pushed off the roads; trees snapped or broken.**
F2	**113 – 157 mph**	**Cat 3/4/5**	**Significant Tornado. Considerable damage: Roofs torn off frame houses; mobile homes demolished; frame houses with weak foundations lifted and moved; boxcars pushed over, large trees snapped or uprooted; light-object missiles generated.**
F3	**158 – 206 mph**	**Cat 5**	**Severe Tornado. Severe damage: Roofs and some walls torn off well-constructed houses; trains overturned; most trees in forests uprooted; heavy cars lifted off the ground and thrown; weak pavement blown off roads.**

F4	**207 – 260 mph**	**Cat 5**	**Devastating Tornado. Devastating damage: Well constructed homes leveled; structures with weak foundations blown off some distance; cars thrown and disintegrated; large missiles generated; trees in forest uprooted and carried some distance away.**

F5	**261 – 318 mph**	**NA**	**Incredible Tornado. Incredible damage: strong frame houses lifted off foundations and carried considerable distance to disintegrate; automobile-sized missiles fly through the air in excess of 200 ft; trees debarked; incredible phenomena will occur.**
F6 – F12	**Greater then 319 mph.**	**NA**	**The maximum wind speeds of tornados are not expected to reach the F6 wind speeds.**

After discussion of methodology and scope, the Enhanced Fujita Scale was developed and as been used since 2007. This scale incorporates 28 damage indicators to determine the Degree of Damage (DOD). Instead of using the traditional F0-F12, the Enhanced Fujita Scales uses an EF0-EF5. Further information on both scales can be found at: http://www.spc.noaa.gov/efscale.

Hazardous Materials

Also see current mitigation measures or the hazard rating, hazardous materials assessment and known Extremely Hazardous Materials facilities.

Any area that manufactures hazardous materials (HAZMAT), or contains transportation routes (roads, rail) that transport hazardous materials are at risk for a hazardous material event. On average, over 7,000 HAZMAT events occur each year nationwide. On average 1,000 will be railway events. Trucks are responsible for most of the remainder of events. The average distance of trip lengths for gasoline transport is 28 miles, 260 miles is the average length for chemical trucks. Even though trucks account for most accidents, it is railway transport that has the greatest potential for concern in many areas. Collisions and derailments can cause very large spills as it is rare that a single car will be damaged. Extremely hazardous substances, as defined by the EPA, can pose serious threats, whether by rail or other ground transportation.

HAZMAT spills occur at fixed sites each year. Natural disasters, such as floods and earthquakes can cause HAZMAT releases or disturb old HAZMAT release sites. These same disasters can make it difficult to contain such events once they occur. Also, natural disasters can limit access to the spill, waterlines for fire suppression may be broken, and response personnel and resources may be limited. Flooding and high winds can quickly spread a contaminant, threatening agriculture, water supply and air. 36 HAZMAT releases pose short and long term threats to people, wildlife, vegetation, and the environment. HAZMAT materials can be absorbed through inhalation, ingestion, or direct contact with the skin.

Fixed Nuclear Facility

Also see current mitigation measures or the hazard rating.

Portions of Alexander County fall within the 50-mile ingestion Emergency Planning Zone (EPZ) of the Duke Energy, McGuire Nuclear Station. The 50-mile radius of the ingestion exposure EPZ is based on a number of considerations. One of those considerations is that the downwind range, potentially threatened by contamination, would generally be limited to about 10 miles or less from the power plant because of

wind shifts, wind speed during the release, and radioactive decay. Another is that the particulate material from a radioactive plume would have been deposited on the ground within 50 miles of the facility. Considerable information regarding nuclear facilities can be found in the state emergency operations plan and in state emergency response procedures.

There have not been any incidents at McGuire Nuclear Power Plant that have affected Alexander County. Residents of Alexander County would be required to shelter-in-place during a release of a radiological hazard, if the conditions indicate that the contaminant plume (cloud) would pass over an area of the county. Limited evacuation of selected households is possible, but not considered likely to be needed, based on the evaluation of possible incidents by both Duke Power and the North Carolina Division of Emergency Management (NCEM). It has been determined that the likelihood that an event at McGuire Nuclear Station would have an adverse effect on citizens or property within Alexander County is less than one percent. In depth hazard vulnerability assessments have been ongoing with this facility for more than 20 years. Such assessments are beyond the scope of this hazard mitigation plan and are available from the NC Division of Emergency Management, Duke Energy, the Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA).

Terrorist Activity

Also see current mitigation measures or the hazard rating and terrorism hazard assessment.

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism and to get immediate publicity for their causes. The act of terrorism is a crime and the results of a terrorist act may be catastrophic. [37] The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as one of two types--domestic terrorism or international terrorism.

Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.

International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries. There are numerous documents regarding the efforts of the United States, the states themselves and local jurisdictions to counter terrorist threats of both a domestic and international nature. The U.S. Department of Homeland Security is charged with the coordination of national investigative and response organizations, to determine threat levels and to issue warnings to the public through local, state and national official sources.

Domestic terrorist acts such as the 1995 Oklahoma City bombing of the Murrah Federal Building, which left 168 persons dead and international terrorist acts such as the destruction of both towers of the World Trade Center in 2001, which killed more than 6,000, have shocked and awakened our citizens to the very real threats and acts of small groups of terrorist throughout the world. The use of biological weapons, as in the case of the anthrax letters in 2001, can cause nationwide panic. While such panic is unfounded, public perception may lead to increased anxiety and panic among normally rational citizens.

Other or unknown hazards (biologics, disease, etc.)

Also see current mitigation measures or the hazard rating.

This particular threat is perhaps one of the most troubling and causes planners considerable concern because the causes and ramifications are largely unknown. There are over 60,000 known chemicals as well as hundreds of diseases that affect human populations. There are also diseases that affect livestock as well as naturally occurring biological concerns. A fire at a plastics recycling center, for example, may cause a significant local environmental impact from smoke and water runoff. The smoke may be toxic and cause death or injury to the human population as well as local livestock. Water runoff may kill aquatic life and contaminate drinking water supplies. Additional hazards from smoke may be as minor as traffic congestion and accidents in the immediate area to long term breathing difficulty in exposed populations. This one example is an indicator of an unknown where the original product (plastics) presents little concern, but when burned causes numerous hazards. Other concerns such as anthrax and foot and mouth disease are often classified as unknowns until laboratory results have been examined. This can sometimes take days or weeks. 38 **Power Power Failure**

Also see current mitigation measures.

A major electrical power failure is defined as a failure of the electrical distribution system that will exceed twenty four hours in duration and affect greater than 33 percent of the geographical area of the county. Electrical distribution systems can be interrupted for a number of reasons, but historically main causes include high winds from tornados, hurricanes and severe thunderstorms, and severe winter storms, including ice. A prolonged major electrical distribution system failure during the middle of winter accompanied by very cold temperatures can have dramatic effects on a population. There are two major distributors of electricity in Alexander County - Duke Energy and Energy United. As of 2003, Duke Energy reports 7,620 customers with a reliability rate of 99.97 percent or 0.27 days where electricity may not be available. Energy United reports 6,176 customers with a reliability rate of 99.83 percent or 0.28 days where electricity may not be available. This is less than one percent and therefore not considered a threat for mitigation purposes.

Mass Fatality

Also see current mitigation measures.

Defined as any occurrence in which local resources to address the fatalities of an incident are overwhelmed. Mass fatality incidents are rare but are most likely to occur in transportation accidents. While mass fatality incidents are possible in severe weather, they are also rare. When analyzed, it was determined that this threat had a less than one percent likelihood of occurrence.

Large Structural Fires

Also see current mitigation measures.

Generally a large structure is defined as any structure exceeding 25,000 square feet. Large structural fires therefore would include fully involved structures of this size or greater, such as hospitals, government centers, manufacturing facilities, warehouses, barns, etc. Multiple stories may be involved as well and constitute square footage. When analyzed, it was determined that this threat had a less than one percent likelihood of occurrence.

Landfill Fires

39 Also see current mitigation measures.

Landfill fires are not restricted to publicly owned landfill operations. Private landfills, construction and demolition landfills are also included. Landfill fires are perhaps some of the most difficult fires to fight because they are often deep beneath tons of debris or other such materials. Landfill fires can be fueled by methane gas trapped in pockets or by wood and paper debris. Effective methods of fighting such fires have been developed by the Alexander County Solid Waste Department. Alexander County does not own the landfill and governmental mitigation efforts are not within the scope of the hazard mitigation plan. When analyzed, it was determined that this threat had a less than one percent likelihood of occurrence.

Landslide

Current mitigation measures are incorporated in the outlines for hurricane, flood, wildfire and earthquake, elsewhere in this plan.

According to the United States Geological Survey (USGS), landslides are major geologic hazards that occur in all 50 states, causing $1-2 billion in damages and resulting in an average of more than 25 fatalities each year (USGS, 1997). Landslides are especially troubling because they often occur with other natural hazards, such as earthquakes and floods.

Deadly manifestations of landslides include debris flows. While some landslides move slowly and cause damage gradually, others move so rapidly that they can destroy property and take lives suddenly and unexpectedly. Debris flows (also referred to as mudslides, mudflows, or debris avalanches), are a common type of fast-moving landslide that generally occur during intense rainfall on water-saturated soil. They usually start on steep hillsides as soil slumps or slides that liquefy and accelerate to speeds as great as 35 miles per hour or more. They continue flowing down hills and into channels depositing sand, mud, boulders, and organic material onto more gently sloping ground. Their consistency ranges from watery mud to thick, rocky mud, which is dense enough to carry boulders, trees, and cars. Debris flows from many different sources can combine in channels, where their destructive power may be greatly increased. Historical records suggest that destructive landslides and debris flows in the Appalachian Mountains occur when unusually heavy rain from hurricanes and intense storms soaks the ground, reducing the ability of steep slopes to resist the down slope pull of gravity. During Hurricane Camille in 1969, such conditions generated debris flows in Nelson County, Virginia. The hurricane caused 150 deaths, mostly attributed to debris flows, and more than $100 million in property damage. Likewise, 72 hours of storms in Virginia and 40 West Virginia during early November 1985 caused debris flows and flooding in the Potomac and Cheat River basins that were responsible for 70 deaths and $1.3 billion in damage to homes, businesses, roads, and farmlands.

Nor'easter

Current mitigation measures mirror those for hurricane. The presence of the Gulf Stream off the eastern seaboard during the winter season acts to dramatically enhance surface horizontal temperature gradients within the coastal zone. This is particularly true off the North Carolina coastline where, on average, the Gulf Stream is closest to land north of 32° latitude. During winter offshore cold periods, these horizontal temperature gradients can result in rapid and intense destabilization of the atmosphere directly above and shoreward of the Gulf Stream. This air mass modification or conditioning period often precedes wintertime coastal storm development.

The temperature structure of the continental air mass and the position of the temperature gradient along the Gulf Stream drive this cyclone development. As a low pressure deepens, winds and waves can quickly increase and cause serious damage to coastal areas as the storm generally moves to the northeast. A pair of researchers, Davis and Dolan (1993) proposed an intensity scale that is based upon levels of coastal degradation. See the table below:

The Dolan-Davis Nor'easter Intensity Scale
(Davis and Dolan, 1993)

Storm Class	Beach Erosion	Dune Erosion	Overwash	Property Damage
1 (Weak)	Minor changes	None	No	No
2 (Moderate)	Modest; mostly to lower beach	Minor	No	Modest
3 (Significant)	Erosion extends across beach	Can be significant	No	Loss of many structures at local level
4 (Severe)	Severe beach erosion and recession	Severe dune erosion or destruction	On low beaches	Loss of structures at community-scale
5 (Extreme)	Extreme beach erosion	Dunes destroyed over extensive areas	Massive in sheets and channels	Extensive at regional-scale; millions of dollars

Analysis of nor'easter frequency by researchers reveals fewer nor'easters during the 1980s. However, the frequency of major nor'easters (class 4 and 5 on the Dolan-Davis Scale) has increased in recent years. In the period 1987 to 1993, at least one class 4 or 5 storm has occurred each year along the Atlantic seaboard of the United States, a situation duplicated only once in the last 50 years.

In North Carolina, the impact of the nor'easter is dramatized by the threatened state of the Cape Hatteras Lighthouse. The threat of the nor'easter can fundamentally be confined to those coastal counties of North Carolina that have experience hurricanes in this century, although its impact often reaches much further inland with large-scale events. Table 3 of the Identifiable Hazards Ratings, depicts Alexander County's potential vulnerability to nor’easters.

Sources of information contained in this Hazard Identification document and elsewhere throughout this Disaster Mitigation Plan were derived from:

Federal Emergency Management Agency	North Carolina DCCPS - Division of Emergency Management	County computer aided dispatch records / EM43 Reports
Department of Homeland Security	NC Department of Environment and Natural Resources	Duke Energy

National Oceanic and Atmospheric Administration	NC Department of Agriculture	Energy United
The Tornado Project	Wake Forest University - Disasters in the United States	North Carolina Utilities Commission
National Weather Service	NC Department of Administration	U.S. Army Corps of Engineers
Department of Transportation	North Carolina General Statutes	Codes and ordinances of the town (Planning office)
Federal Aviation Administration	North Carolina Highway Patrol	Codes and ordinances of the county (County planner)
Department of Energy - Nuclear Regulatory Agency	North Carolina Division of Forest Resources	County Geographical Information Systems (GIS/Mapping)
U.S. Department of Agriculture	NC Office of the State Geologist	Hazardous Materials Emergencies - Cashman – 1998
Blue Sky foundation	U.S. Geological Survey	National Association for Search and Rescue (NASAR)
The Emergency Management Institute	FEMA - HAZUS computer models and projections	National Fire Protection Association (NFPA)

EXHIBIT 3
PROCLAMATION OF A COUNTY STATE OF EMERGENCY

ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

Pursuant to the Alexander County State of Emergency Ordinance and Chapter 166A of the North Carolina General Statutes, and Article 36A, Chapter 14 of the North Carolina General Statutes, I have determined that a State of Emergency as defined in the Alexander County State of Emergency Ordinance exists in the County of Alexander because of damage occurring from _____.

I, therefore, proclaim the existence of a State of Emergency in the County of Alexander.

I hereby order all County law enforcement officers, County employees and all other Emergency Management personnel subject to my control to cooperate in the enforcement and implementation of provisions of the County Emergency Ordinance which have been deemed necessary as indicated below.

____N/A_____ (Initial & Date **or** N/A)	**Evacuation**. I have determined that, in the best interest of public safety and protection, it is necessary to evacuate the civilian population from _____(Area). Citizens are free to use any type of transportation, but they are to use only _____ (Route) in leaving the area. Evacuation is to occur as soon as possible. Further proclamations concerning evacuation will be issued as needed.
____N/A_____ (Initial & Date **or** N/A)	**Curfew**. Unless a member of the County's law enforcement agency or the Emergency Management program, every person who is located within a _____ radius of _____ is to be inside a house dwelling from the hours of _____ to _____.

____N/A_____ (Initial & Date **or** N/A)	**No Alcoholic Beverages**. There shall be no sale, consumption, transportation, or possession of alcoholic beverages during the State of Emergency in the County of Alexander, except possession or consumption is allowed on a person's own premises.
____N/A_____ (Initial & Date **or** N/A)	**No Firearms, Ammunition, or Explosives**. During the State of Emergency, there shall be no sale or purchase of any type of firearm or ammunition, or any possession of such items along with any type of explosive off owner's own premises.

Execution of Emergency Plan. All civilians and Emergency Management personnel are ordered to comply with the emergency plan.

This proclamation shall become effective immediately.

Proclaimed this the ____ day of _____20__, at _____ (a.m.) (p.m.).

_____
CHAIRMAN, ALEXANDER COUNTY
BOARD OF COMMISSIONERS

EXHIBIT 4

PROCLAMATION TERMINATING A COUNTY STATE OF EMERGENCY

ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

On _____(DATE)_____, at __(TIME)__(am/pm), I determined and proclaimed a local State of Emergency for the County of Alexander

On _____(DATE)_____, at __(TIME)__(am/pm), I ordered the evacuation of all civilians from the area, imposed a curfew, prohibited alcoholic beverages, firearms, ammunition and explosives, and ordered the execution of the emergency plan.

I have determined that a State of Emergency no longer exists in the County of Alexander.

I thereby terminate the proclamation of a local State of Emergency and all of the restrictions and orders therein.

This proclamation is effective immediately.

Proclaimed this the _____day of _____, 20_____, at _____ (am/pm).

_____
CHAIRMAN, ALEXANDER COUNTY
BOARD OF COMMISSIONERS

EXHIBIT 5

PROCLAMATION OF A TOWN STATE OF EMERGENCY

TOWN OF TAYLORSVILLE NC EMERGENCY OPERATIONS PLAN

Pursuant to the Town of Taylorsville State of Emergency Ordinance and Chapter 166A of the North Carolina General Statutes, and Article 36A, Chapter 14 of the North Carolina General Statutes, I have determined that a State of Emergency as defined in the Town of Taylorsville State of Emergency Ordinance exists in the Town of Taylorsville because of damage occurring from _____.

I, therefore, proclaim the existence of a State of Emergency in the Town of Taylorsville.

I hereby order all Town law enforcement officers, Town employees and all other Emergency Management personnel subject to my control to cooperate in the enforcement and implementation of provisions of the Town Emergency Ordinance which have been deemed necessary as indicated below.

____N/A_____ (Initial & Date **or** N/A)	**Evacuation**. I have determined that, in the best interest of public safety and protection, it is necessary to evacuate the civilian population from _____(Area) . Citizens are free to use any type of transportation, but they are to use only _____ (Route) in leaving the area. Evacuation is to occur as soon as possible. Further proclamations concerning evacuation will be issued as needed.
____N/A_____ (Initial & Date **or** N/A)	**Curfew**. Unless a member of the Town's law enforcement agency or the Emergency Management program, every person who is located within a _____ radius of _____ is to be inside a house dwelling from the hours of _____ to _____.
	No Alcoholic Beverages. There shall be no sale, consumption, transportation, or possession

____N/A_____ (Initial & Date **or** N/A)	of alcoholic beverages during the State of Emergency in the Town of Taylorsville, except possession or consumption is allowed on a person's own premises.
____N/A_____ (Initial & Date **or** N/A)	**No Firearms, Ammunition, or Explosives**. During the State of Emergency, there shall be no sale or purchase of any type of firearm or ammunition, or any possession of such items along with any type of explosive off owner's own premises.

Execution of Emergency Plan. All civilians and Emergency Management personnel are ordered to comply with the emergency plan.

This proclamation shall become effective immediately.

Proclaimed this the ____ day of _____20__, at _____ (a.m.) (p.m.).

_____

Mayor of the Town of Taylorsville

EXHIBIT 6

PROCLAMATION TERMINATING A TOWN STATE OF EMERGENCY

TOWN OF TAYLORSVILLE EMERGENCY OPERATIONS PLAN

On _____(DATE)_____, at __(TIME)__(am/pm), I determined and proclaimed a local State of Emergency for the Town of Taylorsville, NC.

On _____(DATE)_____, at __(TIME)__(am/pm), I ordered the evacuation of all civilians from the area, imposed a curfew, prohibited alcoholic beverages, firearms, ammunition and explosives, and ordered the execution of the emergency plan.

I have determined that a State of Emergency no longer exists in the Town of Taylorsville.

I thereby terminate the proclamation of a local State of Emergency and all of the restrictions and orders therein.

This proclamation is effective immediately.

Proclaimed this the _____day of _____, 20_____, at _____ (am/pm).

_____
Mayor of the Town of Taylorsville

EXHIBIT 7
MEDIA OUTLETS

NEWSPAPER

NEWSPAPER	CONTACT	ADDRESS	PHONE
Taylorsville Times	Micah Henry	24 E Main Ave, (PO Box 279), Taylorsville NC 28681 taylorsvilletimes@taylorsvilletimes.com	828-632-2532
Hickory Daily Record		PO Box 968, Hickory NC 28603	828- 322-4510
Publisher	Eric Millsaps	emillsaps@hickoryrecord.com	828-304-6901
Editor	John Miller	jmiller@hickoryrecord.com	828-304-6909
Statesville Record & Landmark		222 E Broad St, Statesville NC 28677	704-873-1451 704-872-3150 Fax
Publisher	Tim Dearman	tdearman@statesville.com	704-761-2925
Editor	Dave Ibach	dibach@statesville.com	704-761-2926
The Record		PO BX 1061, N. Wilkesboro NC 28659	336-667-0134 336-667-6694 Fax
For News	Jerry Lankford	lankford@therecordofwilkes.com	
Charlotte Observer		600 S Tryon St, Charlotte NC 28202 local@charlotteobserver.com	704-358-5040 704-358-5036 Fax
Editor	Rick Thames		704-358-5001
Editor/Investigations	Jim Walser		704-358-5104
Catawba Valley Neighbors		Contact Charlotte Observer	704-358-5040 704-358-5036 Fax
New-Topic (Lenoir)	Nathan Key	PO BX 1100, Lenoir NC 28645	828-758-7381

		nathankey@newstopic.net	828-754-0110 Fax

RADIO

RADIO	STATION #	ADDRESS	PHONE
WACB	860 AM	133 E Main Ave, Taylorsville NC 28681	828-632-4621 828-632-9081 FAX
WHKY	1290 AM	PO BX 1059, Hickory NC 28603-1059	828-322-5115 828-322-8256 FAX
WPIR (contact-Shelley Hicks)	88.1 FM	PO BX 25775, Winston Salem NC 27114 office@joyfm.org	336-788-1155 336-788-7199 FAX
Foothills Radio Group		PO BX 1678, Lenoir NC 28645	828-758-1033 828-757-3300 FAX
WKBC	97.3 FM	400 C Street, N. Wilkesboro NC 28659	336-667-2221 336-667-3677 FAX
WFMX	105.7 FM	1117 Radio Rd, Statesville NC 28677	704-872-6345
WSIC	1400 AM	1117 Radio Rd, Statesville NC 28677	704-872-6345

Television

WHKY TV **PO Box 1059** **Hickory, NC 28603**	**828-322-5115** **828-322-8256** **www.whky.com**
WBTV **3** **Steve Onasorge**	**704-374-3691** **www.wbtv.com** **828-437-4440** **704-559-9164 cell** **assignmentdesk@wbtv.com**
WSOC **9** **Dave Faherty**	**704-335-4871** **704-335-4736 (Fax)** **704-661-6726** **dave.faherty@wsoc-tv.com**

EXHIBIT 8
NC GENERAL STATUTES
EMERGENCY MANAGEMENT

Chapter 166A.
North Carolina Emergency Management Act.
Article 1.
North Carolina Emergency Management Act of 1977.

§§ 166A-1: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§§ 166A-2: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§§ 166A-3: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§§ 166A-4: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§§ 166A-5: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§§ 166A-6: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§§ 166A-6.01: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§§ 166A-6.02: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§§ 166A-6.03: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-6.1: Recodified as G.S. 166A-29 by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-7: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-8: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-9: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-10: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-11: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-12: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-13: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-14: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-15: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-15.1: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-16: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-17: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

§ 166A-18: Repealed by Session Laws 2012-12, s. 1(a), effective October 1, 2012.

Article 1A.
North Carolina Emergency Management Act.
Part 1. General Provisions.

§ 166A-19. Short title.

This Article may be cited as "North Carolina Emergency Management Act." (1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 120; 2012-12, s. 1(b).)

§ 166A-19.1. Purposes.

The purposes of this Article are to set forth the authority and responsibility of the Governor, State agencies, and local governments in prevention of, preparation for, response to, and recovery from natural or man-made emergencies or hostile military or paramilitary action and to do the following:

(1) Reduce vulnerability of people and property of this State to damage, injury, and loss of life and property.
(2) Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons.
(3) Provide for the rapid and orderly rehabilitation of persons and restoration of property.

(4) Provide for cooperation and coordination of activities relating to emergency mitigation, preparedness, response, and recovery among agencies and officials of this State and with similar agencies and officials of other states, with local and federal governments, with interstate organizations, and with other private and quasi-official organizations. (1959, c. 337, s. 1; 1975, c. 734, s. 1; 1977, c. 848, s. 2; 1995, c. 509, s. 121; 2012-12, s. 1(b).)

§ 166A-19.2. Limitations.

Nothing in this Article shall be construed to do any of the following:

(1) Interfere with dissemination of news or comment on public affairs; but any communications facility or organization, including, but not limited to, radio and television stations, wire services, and newspapers may be requested to transmit or print public service messages furnishing information or instructions in connection with an emergency, disaster, or war.

(2) Limit, modify, or abridge the authority of the Governor to declare martial law or exercise any other powers vested in the Governor under the North Carolina Constitution, statutes, or common law of this State independent of, or in conjunction with, any provisions of this Article. (1975, c. 734, s. 2; 1977, c. 848, s. 2; 1995, c. 509, s. 122; 2012-12, s. 1(b).)

§ 166A-19.3. Definitions.

The following definitions apply in this Article:

(1) Account. - The State Emergency Response Account established in G.S. 166A-19.42.

(2) Chair of the board of county commissioners. - The chair of the board of county commissioners or, in case of the chair's absence or disability, the person authorized to act in the chair's stead. Unless the governing body of the county has specified who is to act in lieu of the chair with respect to a particular power or duty set out in this Article, this term shall mean the person generally authorized to act in lieu of the chair.

(3) Disaster declaration. - A gubernatorial declaration that the impact or anticipated impact of an emergency constitutes a disaster of one of the types enumerated in G.S. 166A-19.21(b).

(4) Division. - The Division of Emergency Management established in Subpart A of Part 5 of Article 13 of Chapter 143B of the General Statutes.

(5) Eligible entity. - Any political subdivision. The term also includes an owner or operator of a private nonprofit utility that meets the eligibility criteria set out in this Article.

(6) Emergency. - An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, weather-related, or riot-related cause.

(7) Emergency area. - The geographical area covered by a state of emergency.

(8) Emergency management. - Those measures taken by the populace and governments at federal, State, and local levels to minimize the adverse effect of any type emergency, which includes the never-ending preparedness cycle of planning, prevention, mitigation, warning, movement, shelter, emergency assistance, and recovery.

(9) Emergency management agency. - A State or local governmental agency charged with coordination of all emergency management activities for its jurisdiction.

(10) Hazard risk management. - The systematic application of policies, practices, and resources to the identification, assessment, and control of risk associated with hazards affecting human health and safety and property. Hazard, risk, and cost-benefit analysis are used to

support development of risk reduction options, program objectives, and prioritization of issues and resources.

(11) Mayor. - The mayor or other chief executive official of a municipality or, in case of that person's absence or disability, the person authorized to act in that person's stead. Unless the governing body of the municipality has specified who is to act in lieu of the mayor with respect to a particular power or duty set out in this Article, the term shall mean the person generally authorized to act in lieu of the mayor.

(12) Political subdivision. - Counties and incorporated cities, towns, and villages.

(13) Preliminary damage assessment. - The initial estimate prepared by State, local, or federal emergency management workers used to determine the severity and magnitude of damage caused by an emergency.

(14) Private nonprofit utility. - A utility that would be eligible for federal public assistance disaster funds pursuant to 44 C.F.R. Part 206.

(15) Secretary. - The Secretary of the Department of Public Safety.

(16) Stafford Act. - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288, 88 Stat. 143, codified generally at 42 U.S.C. § 5121, et seq., as amended.

(17) State Acquisition and Relocation Fund. - State funding for supplemental grants to homeowners participating in a federal Hazard Mitigation Grant Program Acquisition and Relocation Program. These grants are used to acquire safe, decent, and sanitary housing by paying the difference between the cost of the home acquired under the federal Hazard Mitigation Grant Program Acquisition and Relocation Program and the cost of a comparable home located outside the 100-year floodplain.

(18) State Emergency Response Team. - The representative group of State agency personnel designated to carry out the emergency management support functions identified in the North Carolina Emergency Operations Plan. The State Emergency Response Team leader shall be the Director of the Division, who shall have authority to manage the Team pursuant to G.S. 166A-19.12(1), as delegated by the Governor. The Team shall consist of the following State agencies:

a. Department of Public Safety.
b. Department of Transportation.
c. Department of Health and Human Services.
d. Department of Environment and Natural Resources.
e. Department of Agriculture and Consumer Services.
f. Any other agency identified in the North Carolina Emergency Operations Plan.

(19) State of emergency. - A finding and declaration by any of the following authorities that an emergency exists:

a. The Governor, acting under the authority of G.S. 166A-19.20.
b. The General Assembly, acting under the authority of G.S. 166A-19.20.
c. The governing body of a municipality or the mayor of a municipality, acting under the authority of G.S. 166A-19.22.
d. The governing body of a county or the chair of the board of commissioners of a county, acting under the authority of G.S. 166A-19.22. (1951, c. 1016, s. 2; 1953, c. 1099, s. 1; 1955, c. 387, s. 1; 1975, c. 734, ss. 4-6, 14; 1977, c. 848, s. 2; 1979, 2nd

Sess., c. 1310, s. 2; 1995, c. 509, s. 123; 2001-214, s. 1; 2006-66, ss. 6.5(c), (d); 2009-193, ss. 1, 2; 2009-397, s. 2; 2012-12, s. 1(b); 2012-90, s. 10.)

§ 166A-19.4: Reserved for future codification purposes.

§ 166A-19.5: Reserved for future codification purposes.

§ 166A-19.6: Reserved for future codification purposes.

§ 166A-19.7: Reserved for future codification purposes.

§ 166A-19.8: Reserved for future codification purposes.

§ 166A-19.9: Reserved for future codification purposes.

Part 2. State Emergency Management.

§ 166A-19.10. Powers of the Governor.

(a) State Emergency Management Program. - The State Emergency Management Program includes all aspects of preparations for, response to, recovery from, and mitigation against war or peacetime emergencies.

(b) Powers of the Governor. - The Governor is authorized and empowered to do the following:

(1) To exercise general direction and control of the State Emergency Management Program and to be responsible for carrying out the provisions of this Article, other than those provisions that confer powers and duties exclusively on local governments.

(2) To make, amend, or rescind the necessary orders, rules, and regulations within the limits of the authority conferred upon the Governor herein, with due consideration of the policies of the federal government.

(3) To delegate any authority vested in the Governor under this Article and to provide for the subdelegation of any such authority.

(4) To cooperate and coordinate with the President and the heads of the departments and agencies of the federal government, and with other appropriate federal officers and agencies, and with the officers and agencies of other states and local units of government in matters pertaining to the emergency management of the State and nation.

(5) To enter into agreements with the American National Red Cross, Salvation Army, Mennonite Disaster Service, and other disaster relief organizations.

(6) To make, amend, or rescind mutual aid agreements in accordance with G.S. 166A-19.72.

(7) To utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the State and of the political subdivisions thereof. The officers and personnel of all such departments, offices, and agencies are required to cooperate with and extend such services and facilities to the Governor upon request. This authority shall extend to a state of emergency declared pursuant to G.S. 166A-19.20, to the imminent threat of an emergency that will likely require an emergency to be declared pursuant to G.S. 166A-19.20, or to emergency management planning and training purposes.

(8) To agree, when required to obtain federal assistance in debris removal, that the State will indemnify the federal government against any claim arising from the removal of the debris.

(9) To sell, lend, lease, give, transfer, or deliver materials or perform services for emergency purposes on such terms and conditions as may be prescribed by any existing law, and to account to the State Treasurer for any funds received for such property.

(10) In an emergency, or when requested by the governing body of a political subdivision in the State, to assume operational control over all or any part of the emergency management functions within this State. (1951, c. 1016, ss. 3, 9; 1953, c. 1099, s. 3; 1955, c. 387, ss. 2, 3, 5; 1957, c. 950, s. 5; 1975, c. 734, ss. 9, 10, 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 124; 2001-214, s. 2; 2002-179, s. 12; 2009-192, s. 1; 2009-193, s. 3; 2009-196, s. 1; 2009-225, s. 1; 2011-145, s. 19.1(g); 2012-12, s. 1(b).)

§ 166A-19.11. Powers of the Secretary of Public Safety.

The Secretary shall be responsible to the Governor for State emergency management activities. The Secretary shall have the following powers and duties as delegated by the Governor:

(1) To activate the State and local plans applicable to the areas in question and to authorize and direct the deployment and use of any personnel and forces to which the plan or plans apply, and the use or distribution of any supplies, equipment, materials, and facilities available pursuant to this Article or any other provision of law.

(2) To adopt the rules to implement those provisions of this Article that deal with matters other than those that are exclusively local.

(3) To develop a system to produce a preliminary damage assessment from which the Secretary will recommend the appropriate level of disaster declaration to the Governor. The system shall, at a minimum, consider whether the damage involved and its effects are of such a severity and magnitude as to be beyond the response capabilities of the local government or political subdivision.

(4) Additional authority, duties, and responsibilities as may be prescribed by the Governor. The Secretary may subdelegate his authority to the appropriate member of the Secretary's department. (1951, c. 1016, ss. 3, 9; 1953, c. 1099, s. 3; 1955, c. 387, ss. 2, 3, 5; 1957, c. 950, s. 5; 1975, c. 734, ss. 9, 10, 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 124; 2001-214, s. 2; 2002-179, s. 12; 2009-192, s. 1; 2009-193, s. 3; 2009-196, s. 1; 2009-225, s. 1; 2011-145, s. 19.1(g); 2012-12, s. 1(b).)

§ 166A-19.12. Powers of the Division of Emergency Management.

The Division of Emergency Management shall have the following powers and duties as delegated by the Governor and Secretary of Public Safety:

(1) Coordination of the activities of all State agencies for emergency management within the State, including planning, organizing, staffing, equipping, training, testing, and activating and managing the State Emergency Response Team and emergency management programs.

(2) Preparation and maintenance of State plans for emergencies. The State plans or any parts thereof may be incorporated into department regulations and into executive orders of the Governor.

(3) Coordination with the State Health Director to amend or revise the North Carolina Emergency Operations Plan regarding public health matters. At a minimum, the revisions to the Plan shall provide for the following:

a. The epidemiologic investigation of a known or suspected threat caused by nuclear, biological, or chemical agents.

b. The examination and testing of persons and animals that may have been exposed to a nuclear, biological, or chemical agent.

c. The procurement and allocation of immunizing agents and prophylactic antibiotics.

d. The allocation of the Strategic National Stockpile.

e. The appropriate conditions for quarantine and isolation in order to prevent further transmission of disease.

f. Immunization procedures.

g. The issuance of guidelines for prophylaxis and treatment of exposed and affected persons.

(4) Establishment of a voluntary model registry for use by political subdivisions in identifying functionally and medically fragile persons in need of assistance during an emergency. All records, data, information, correspondence, and communications relating to the registration of persons with special needs or of functionally and medically fragile persons obtained pursuant to this subdivision are confidential and are not a public record pursuant to G.S. 132-1 or any other applicable statute, except that this information shall be available to emergency response agencies, as determined by the local emergency management director. This information shall be used only for the purposes set forth in this subdivision.

(5) Promulgation of standards and requirements for local plans and programs consistent with federal and State laws and regulations, determination of eligibility for State financial assistance provided for in G.S. 166A-19.15, and provision of technical assistance to local governments. Standards and requirements for local plans and programs promulgated under this subdivision shall be reviewed by the Division at least biennially and updated as necessary.

(6) Development and presentation of training programs, including the Emergency Management Certification Program established under Article 5 of this Chapter, and public information programs to insure the furnishing of adequately trained personnel and an informed public in time of need.

(7) Making of such studies and surveys of the resources in this State as may be necessary to ascertain the capabilities of the State for emergency management, maintaining data on these resources, and planning for the most efficient use thereof.

(8) Coordination of the use of any private facilities, services, and property.

(9) Preparation for issuance by the Governor of executive orders, declarations, and regulations as necessary or appropriate.

(10) Cooperation and maintenance of liaison with the other states, the federal government, and any public or private agency or entity in achieving any purpose of this Article and in implementing programs for emergency or war prevention, preparation, response, and recovery.

(11) Making recommendations, as appropriate, for zoning, building, and other land-use controls, and safety measures for securing mobile homes or other nonpermanent or semipermanent works designed to protect against or mitigate the effects of an emergency.

(12) Coordination of the use of existing means of communications and supplementing communications resources and integrating them into a comprehensive State or State-federal telecommunications or other communications system or network.

(13) Administration of federal and State grant funds provided for emergency management purposes, including those funds provided for planning and preparedness activities by emergency management agencies.

(14) Serving as the lead State agency for the coordination of information and resources for hazard risk management, which shall include the following responsibilities:

a. Coordinating with other State agencies and county governments in conducting hazard risk analysis. To the extent another State agency has primary responsibility for the adoption of hazard mitigation standards, those standards shall be applied in conducting a hazard risk analysis.

b. Establishing and maintaining a hazard risk management information system and tools to display natural hazards and vulnerabilities and conducting risk assessment.

c. Acquiring and leveraging all natural hazard data generated or maintained by State agencies and county governments.

d. Acquiring and leveraging all vulnerability data generated or maintained by State agencies and county governments.

e. Maintaining a clearinghouse for methodologies and metrics for calculating and communicating hazard probability and loss estimation.

(15) Utilizing and maintaining technology that enables efficient and effective communication and management of resources between political subdivisions, State agencies, and other governmental entities involved in emergency management activities.

(16) Establishing and operating a 24-hour Operations Center to serve as a single point of contact for local governments to report the occurrence of emergency and disaster events and to coordinate local and State response assets.

(17) Developing, maintaining, and implementing plans for response to any emergency occurring at a fixed nuclear power generating facility located in or near the borders of the State of North Carolina.

(18) Maintaining the State Emergency Operations Center as the facility to house the State Emergency Response Team whenever it is activated for disaster response.

(19) Serving as the agency responsible for the management of intrastate and interstate mutual aid planning, implementation, and resource procurement necessary for supporting emergency response and recovery.

(20) Coordination with the Commissioner of Agriculture, or the Commissioner's designee, to amend or revise the North Carolina Emergency Operations Plan regarding agricultural matters. At a minimum, the revisions to the Plan shall provide for the following:

a. The examination and testing of animals that may have been exposed to a nuclear, biological, or chemical agent.

b. The appropriate conditions for quarantine and isolation of animals in order to prevent further transmission of disease. (1951, c. 1016, ss. 3, 9; 1953, c. 1099, s. 3; 1955, c.

387, ss. 2, 3, 5; 1957, c. 950, s. 5; 1975, c. 734, ss. 9, 10, 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 124; 2001-214, s. 2; 2002-179, s. 12; 2009-192, s. 1; 2009-193, s. 3; 2009-196, s. 1; 2009-225, s. 1; 2011-145, s. 19.1(g); 2012-12, s. 1(b); 2012-90, ss. 11, 12.)

§ 66A-19.13: Reserved for future codification purposes.

§ 66A-19.14: Reserved for future codification purposes.

Part 3. Local Emergency Management.

§ 166A-19.15. County and municipal emergency management.

(a) Governing Body of Counties Responsible for Emergency Management. - The governing body of each county is responsible for emergency management within the geographical limits of such county. All emergency management efforts within the county will be coordinated by the county, including activities of the municipalities within the county.

(b) Counties May Establish and Maintain Emergency Management Agencies. - The governing body of each county is hereby authorized to establish and maintain an emergency management agency for the purposes contained in G.S. 166A-19.1. The governing body of each county which establishes an emergency management agency pursuant to this authorization shall appoint a coordinator who will have a direct responsibility for the organization, administration, and operation of the county program and will be subject to the direction and guidance of such governing body. In the event that any county fails to establish an emergency management agency, and the Governor, in the Governor's discretion, determines that a need exists for such an emergency management agency, then the Governor is hereby empowered to establish an emergency management agency within that county.

(c) Municipalities May Establish and Maintain Emergency Management Agencies. - All incorporated municipalities are authorized to establish and maintain emergency management agencies subject to coordination by the county.

(d) Joint Agencies Authorized. - Counties and incorporated municipalities are authorized to form joint emergency management agencies composed of a county and one or more municipalities within the county's borders, between two or more counties, or between two or more counties and one or more municipalities within the borders of those counties.

(e) Local Appropriations Authorized. - Each county and incorporated municipality in this State is authorized to make appropriations for the purposes of this Article and to fund them by levy of property taxes pursuant to G.S. 153A-149 and G.S. 160A-209 and by the allocation of other revenues, use of which is not otherwise restricted by law.

(f) Additional Powers. - In carrying out the provisions of this Article each political subdivision is authorized to do the following:

(1) To appropriate and expend funds, make contracts, obtain and distribute equipment, materials, and supplies for emergency management purposes and to provide for the health and safety of persons and property, including emergency assistance, consistent with this Article.

(2) To direct and coordinate the development of emergency management plans and programs in accordance with the policies and standards set by the Division, consistent with federal and State laws and regulations.

(3) To assign and make available all available resources for emergency management purposes for service within or outside of the physical limits of the subdivision.

(4) To delegate powers in a local state of emergency declared pursuant to G.S. 166A-19.22.

(5) To coordinate the voluntary registration of functionally and medically fragile persons in need of assistance during an emergency either through a registry established by this subdivision or by the State. All records, data, information, correspondence, and communications relating to the registration of persons with special needs or of functionally and medically fragile persons obtained pursuant to this subdivision are confidential and are not a public record pursuant to G.S. 132-1 or any other applicable statute, except that this information shall be available to emergency response agencies, as determined by the local emergency management director. This information shall be used only for the purposes set forth in this subdivision.

(g) County Eligibility for State and Federal Financial Assistance. - Each county which establishes an emergency management agency pursuant to State standards and which meets requirements for local plans and programs may be eligible to receive State and federal financial assistance, including State and federal funding appropriated for emergency management planning and preparedness, and for the maintenance and operation of a county emergency management program. Such financial assistance is subject to an appropriation being made for this purpose. Where the appropriation does not allocate appropriated funds among counties, the amount allocated to each county shall be determined annually by the Division. The size of this allocation shall be based in part on the degree to which local plans and programs meet State standards and requirements promulgated by the Division, including those relating to professional competencies of local emergency management personnel. However, in making an allocation determination, the Division shall, where appropriate, take into account the fact that a particular county may lack sufficient resources to meet the standards and requirements promulgated by the Division. (1951, c. 1016, s. 6; 1953, c. 1099, s. 4; 1957, c. 950, s. 2; 1959, c. 337, s. 5; 1973, c. 620, s. 9; 1975, c. 734, ss. 12, 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, ss. 126, 127; 2009-196, s. 2; 2009-225, s. 2; 2012-12, s. 1(b).)

§ 166A-19.16: Reserved for future codification purposes.

§ 166A-19.17: Reserved for future codification purposes.

§ 166A-19.18: Reserved for future codification purposes.

§ 166A-19.19: Reserved for future codification purposes.

Part 4. Declarations of State of Emergency.

§ 166A-19.20. Gubernatorial or legislative declaration of state of emergency.

(a) Declaration. - A state of emergency may be declared by the Governor or by a resolution of the General Assembly, if either of these finds that an emergency exists.

(b) Emergency Area. - An executive order or resolution declaring a state of emergency shall include a definition of the area constituting the emergency area.

(c) Expiration of States of Emergency. - A state of emergency declared pursuant to this section shall expire when it is rescinded by the authority that issued it.

(d) Exercise of Powers Not Contingent on Declaration of Disaster Type. - Once a state of emergency has been declared pursuant to this section, the fact that a declaration of disaster type has not been issued shall not preclude the exercise of powers otherwise conferred during a state of emergency. (1951, c. 1016, s. 4; 1955, c. 387, s. 4; 1959, c. 284, s. 2; c. 337, s. 4; 1975, c. 734, ss. 11, 14; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1993, c. 321, s. 181(a); 1995, c. 509, s. 125; 2001-214, s. 3; 2011-145, s. 19.1(g); 2011-183, s. 127(c); 2012-12, s. 1(b).)

§ 166A-19.21. Gubernatorial disaster declaration.

(a) Preliminary Damage Assessment. - When a state of emergency is declared pursuant to G.S. 166A-19.20, the Secretary shall provide the Governor and the General Assembly with a preliminary damage assessment as soon as the assessment is available.

(b) Declaration of Disaster. - Upon receipt of a preliminary damage assessment, the Governor is authorized to issue a disaster declaration declaring the impact or anticipated impact of the emergency to constitute a disaster of one of the following types:

(1) Type I disaster. - A Type I disaster may be declared by the Governor prior to, and independently of, any action taken by the Small Business Administration, the Federal Emergency Management Agency, or any other federal agency, if all of the following criteria are met:

a. A local state of emergency has been declared pursuant to G.S. 166A-19.22 and a written copy of the declaration has been forwarded to the Governor.

b. The preliminary damage assessment meets or exceeds the criteria established for the Small Business Administration Disaster Loan Program pursuant to 13 C.F.R. Part 123 or meets or exceeds the State infrastructure criteria set out in G.S. 166A-19.41(b)(2)a.

c. A major disaster declaration by the President of the United States pursuant to the Stafford Act has not been declared.

(2) Type II disaster. - A Type II disaster may be declared if the President of the United States has issued a major disaster declaration pursuant to the Stafford Act. The Governor may request federal disaster assistance under the Stafford Act without making a Type II disaster declaration.

(3) Type III disaster. - A Type III disaster may be declared if the President of the United States has issued a major disaster declaration under the Stafford Act and either of the following is true:

a. The preliminary damage assessment indicates that the extent of damage is reasonably expected to meet the threshold established for an increased federal share of disaster assistance under applicable federal law and regulations.

b. The preliminary damage assessment prompts the Governor to call a special session of the General Assembly to establish programs to meet the unmet needs of individuals, businesses, or political subdivisions affected by the emergency.

(c) Expiration of Disaster Declarations. -

(1) Expiration of Type I disaster declarations. - A Type I disaster declaration shall expire 60 days after its issuance unless renewed by the Governor or the General Assembly. Such renewals may be made in increments of 30 days each, not to exceed a total of 120 days from the date of first issuance. The Joint Legislative Commission on Governmental

Operations shall be notified prior to the issuance of any renewal of a Type I disaster declaration.

(2) Expiration of Type II disaster declarations. - A Type II disaster declaration shall expire twelve months after its issuance unless renewed by the Governor or the General Assembly. Such renewals may be made in increments of three months each. A Type II disaster declaration and any renewals of that declaration shall not exceed a total of 24 months. The Joint Legislative Commission on Governmental Operations shall be notified prior to the issuance of any renewal of a Type II disaster declaration.

(3) Expiration of Type III disaster declarations. - A Type III disaster declaration shall expire 24 months after its issuance unless renewed by the General Assembly.

(4) Expiration of disaster declarations declared prior to July 1, 2001. - Any state of disaster declared or proclaimed before July 1, 2001, irrespective of type, shall terminate by a declaration of the Governor or resolution of the General Assembly. A declaration or resolution declaring or terminating a state of disaster shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless the circumstances attendant upon the disaster prevent or impede, promptly filed with the Secretary, the Secretary of State, and the clerks of superior court in the area to which it applies.

(d) Effect of Disaster Declaration Expiration. - Expiration of a Type II or III disaster declaration shall not affect the State's obligations under federal-State agreements entered into prior to the expiration of the disaster declaration. (1951, c. 1016, s. 4; 1955, c. 387, s. 4; 1959, c. 284, s. 2; c. 337, s. 4; 1975, c. 734, ss. 11, 14; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1993, c. 321, s. 181(a); 1995, c. 509, s. 125; 2001-214, s. 3; 2011-145, s. 19.1(g); 2011-183, s. 127(c); 2012-12, s. 1(b); 2012-90, ss. 7, 8.)

§ 166A-19.22. Municipal or county declaration of state of emergency.

(a) Declaration. - A state of emergency may be declared by the governing body of a municipality or county, if either of these finds that an emergency exists. Authority to declare a state of emergency under this section may also be delegated by ordinance to the mayor of a municipality or to the chair of the board of county commissioners of a county.

(b) Emergency Area. - The emergency area shall be determined in accordance with the following:

(1) Unless another subdivision of this subsection is applicable, the emergency area shall not exceed the area over which the municipality or county has jurisdiction to enact general police-power ordinances. The governing body declaring the state of emergency may declare that the emergency area includes part or all of the governing body's jurisdiction. Unless the governing body declaring the state of emergency provides otherwise, the emergency area includes this entire jurisdiction, subject to the limitations contained in the other subdivisions in this subsection.

(2) The emergency area of a state of emergency declared by a county shall not include any area within the corporate limits of any municipality, or within any area of the county over which a municipality has jurisdiction to enact general police-power ordinances, unless the municipality's governing body or mayor consents to or requests the state of emergency's application. Such an extension may be with respect to one or more of the prohibitions and restrictions imposed in that county pursuant to the authority granted in G.S. 166A-19.31 and need not be with respect to all prohibitions and restrictions authorized by that section.

(3) The board of commissioners or chair of the board of commissioners of any county who has been requested to do so by a mayor may by declaration extend the emergency area of a state of emergency declared by a municipality to any area within the county in which the board or chair determines it to be necessary to assist in the controlling of the emergency within the municipality. The extension may be with respect to one or more of the prohibitions and restrictions imposed in that mayor's municipality pursuant to the authority granted in G.S. 166A-19.31 and need not be with respect to all prohibitions and restrictions authorized by that section. Extension of the emergency area pursuant to this subdivision shall be subject to the following additional limitations:

a. The extension of the emergency area shall not include any area within the corporate limits of a municipality, or within any area of the county over which a municipality has jurisdiction to enact general police-power ordinances, unless the mayor or governing body of that other municipality consents to its application.

b. A chair of a board of county commissioners extending the emergency area under the authority of this subdivision shall take reasonable steps to give notice of its terms to those likely to be affected.

c. The chair of the board of commissioners shall declare the termination of any prohibitions and restrictions extended pursuant to this subdivision upon the earlier of the following:

1. The chair's determination that they are no longer necessary.
2. The determination of the board of county commissioners that they are no longer necessary.
3. The termination of the prohibitions and restrictions within the municipality.

d. The powers authorized under this subdivision may be exercised whether or not the county has enacted ordinances under the authority of G.S. 166A-19.31. Exercise of this authority shall not preclude the imposition of prohibitions and restrictions under any ordinances enacted by the county under the authority of G.S. 166A-19.31.

(c) Expiration of States of Emergency. - Unless an ordinance adopted pursuant to G.S. 166A-19.31 provides otherwise, a state of emergency declared pursuant to this section shall expire when it is terminated by the official or governing body that declared it.

(d) Effect of Declaration. - The declaration of a state of emergency pursuant to this section shall activate the local ordinances authorized in G.S. 166A-19.31 and any and all applicable local plans, mutual assistance compacts, and agreements and shall also authorize the furnishing of assistance thereunder. (Former G.S. 14-288.13: 1969, c. 869, s. 1; 1993, c. 539, s. 195; 1994, Ex. Sess., c. 24, s. 14(c). Former G.S. 14-288.14: 1969, c. 869, s. 1; 1993, c. 539, s. 196; 1994, Ex. Sess., c. 14, s. 7; c. 24, s. 14(c). Former G.S. 166A-8: 1951, c. 1016, s. 6; 1953, c. 1099, s. 4; 1957, c. 950, s. 2; 1959, c. 337, s. 5; 1973, c. 620, s. 9; 1975, c. 734, ss. 12, 14, 16; 1977, c. 848, s. 2; 2012-12, s. 1(b).)

§ 166A-19.23. Excessive pricing prohibitions.

A declaration issued pursuant to this Article shall trigger the prohibitions against excessive pricing during states of disaster, states of emergency, or abnormal market disruptions pursuant to G.S. 75-37 and G.S. 75-38. (2012-12, s. 1(b).)

§ 166A-19.24: Reserved for future codification purposes.

§ 166A-19.25: Reserved for future codification purposes.

§ 166A-19.26: Reserved for future codification purposes.

§ 166A-19.27: Reserved for future codification purposes.

§ 166A-19.28: Reserved for future codification purposes.

§ 166A-19.29: Reserved for future codification purposes.

Part 5. Additional Powers During States of Emergency.

§ 166A-19.30. Additional powers of the Governor during state of emergency.

(a) In addition to any other powers conferred upon the Governor by law, during a gubernatorially or legislatively declared state of emergency, the Governor shall have the following powers:

(1) To utilize all available State resources as reasonably necessary to cope with an emergency, including the transfer and direction of personnel or functions of State agencies or units thereof for the purpose of performing or facilitating emergency services.

(2) To take such action and give such directions to State and local law enforcement officers and agencies as may be reasonable and necessary for the purpose of securing compliance with the provisions of this Article and with the orders, rules, and regulations made pursuant thereto.

(3) To take steps to assure that measures, including the installation of public utilities, are taken when necessary to qualify for temporary housing assistance from the federal government when that assistance is required to protect the public health, welfare, and safety.

(4) Subject to the provisions of the State Constitution to relieve any public official having administrative responsibilities under this Article of such responsibilities for willful failure to obey an order, rule, or regulation adopted pursuant to this Article.

(b) During a gubernatorially or legislatively declared state of emergency, with the concurrence of the Council of State, the Governor has the following powers:

(1) To direct and compel the evacuation of all or part of the population from any stricken or threatened area within the State, to prescribe routes, modes of transportation, and destinations in connection with evacuation; and to control ingress and egress of an emergency area, the movement of persons within the area, and the occupancy of premises therein.

(2) To establish a system of economic controls over all resources, materials, and services to include food, clothing, shelter, fuel, rents, and wages, including the administration and enforcement of any rationing, price freezing, or similar federal order or regulation.

(3) To regulate and control the flow of vehicular and pedestrian traffic, the congregation of persons in public places or buildings, lights and noises of all kinds, and the maintenance, extension, and operation of public utility and transportation services and facilities.

(4) To waive a provision of any regulation or ordinance of a State agency or a political subdivision which restricts the immediate relief of human suffering.

(5) To perform and exercise such other functions, powers, and duties as are necessary to promote and secure the safety and protection of the civilian population.

(6) To appoint or remove an executive head of any State agency or institution, the executive head of which is regularly selected by a State board or commission.

a. Such an acting executive head will serve during the following:

1. The physical or mental incapacity of the regular office holder, as determined by the Governor after such inquiry as the Governor deems appropriate.
2. The continued absence of the regular holder of the office.
3. A vacancy in the office pending selection of a new executive head.

b. An acting executive head of a State agency or institution appointed in accordance with this subdivision may perform any act and exercise any power which a regularly selected holder of such office could lawfully perform and exercise.

c. All powers granted to an acting executive head of a State agency or institution under this section shall expire immediately:

1. Upon the termination of the incapacity as determined by the Governor of the officer in whose stead the Governor acts;
2. Upon the return of the officer in whose stead the Governor acts; or
3. Upon the selection and qualification of a person to serve for the unexpired term, or the selection of an acting executive head of the agency or institution by the board or commission authorized to make such selection, and the person's qualification.

(7) To procure, by purchase, condemnation, seizure, or by other means to construct, lease, transport, store, maintain, renovate, or distribute materials and facilities for emergency management without regard to the limitation of any existing law.

(c) In addition to any other powers conferred upon the Governor by law, during a gubernatorially or legislatively declared state of emergency, if the Governor determines that local control of the emergency is insufficient to assure adequate protection for lives and property because (i) needed control cannot be imposed locally because local authorities responsible for preservation of the public peace have not enacted appropriate ordinances or issued appropriate declarations as authorized by G.S. 166A-19.31; (ii) local authorities have not taken implementing steps under such ordinances or declarations, if enacted or declared, for effectual control of the emergency that has arisen; (iii) the area in which the emergency exists has spread across local jurisdictional boundaries, and the legal control measures of the jurisdictions are conflicting or uncoordinated to the extent that efforts to protect life and property are, or unquestionably will be, severely hampered; or (iv) the scale of the emergency is so great that it exceeds the capability of local authorities to cope with it, the Governor has the following powers:

(1) To impose by declaration prohibitions and restrictions in the emergency area. These prohibitions and restrictions may, in the Governor's discretion, as appropriate to deal with the emergency, impose any of the types of prohibitions and restrictions enumerated in G.S. 166A-19.31(b), and may amend or rescind any prohibitions and restrictions imposed by local authorities. Prohibitions and restrictions imposed pursuant to this subdivision shall take effect in accordance with the provisions of G.S. 166A-19.31(d) and shall expire upon the earliest occurrence of either of the following: (i) the prohibition or restriction is terminated by the Governor or (ii) the state of emergency is terminated.

(2) Give to all participating State and local agencies and officers such directions as may be necessary to assure coordination among them. These directions may include the designation of the officer or agency responsible for directing and controlling the participation of all public agencies and officers in the emergency. The Governor may make this designation in any manner which, in the Governor's discretion, seems most likely to be effective. Any law enforcement officer participating in the control of a state of emergency in which the Governor is exercising control under this section shall have the same power and authority as a sheriff throughout the territory to which the law enforcement officer is assigned.

(d) Violation. - Any person who violates any provision of a declaration or executive order issued pursuant to this section shall be guilty of a Class 2 misdemeanor in accordance with G.S. 14-288.20A. (Former G.S. 14-288.15: 1969, c. 869, s. 1; 1993, c. 539, s. 197; 1994, Ex. Sess., c. 24, s. 14(c). Former G.S. 166A-6: 1951, c. 1016, s. 4; 1955, c. 387, s. 4; 1959, c. 284, s. 2; c. 337, s. 4; 1975, c. 734, ss. 11, 14; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1993, c. 321, s. 181(a); 1995, c. 509, s. 125; 2001-214, s. 3; 2011-145, s. 19.1(g); 2011-183, s. 127(c); 2012-90, s. 1; 2012-12, s. 1(b).)

§ 166A-19.31. Power of municipalities and counties to enact ordinances to deal with states of emergency.

(a) Authority to Enact Prohibitions and Restrictions. - The governing body of any municipality or county may enact ordinances designed to permit the imposition of prohibitions and restrictions within the emergency area during a state of emergency declared pursuant to G.S. 166A-19.22. Authority to impose by declaration prohibitions and restrictions under this section, and to impose those prohibitions and restrictions at a particular time as appropriate, may be delegated by ordinance to the mayor of a municipality or to the chair of the board of county commissioners of a county.

(b) Type of Prohibitions and Restrictions Authorized. - The ordinances authorized by this section may permit prohibitions and restrictions:

(1) Of movements of people in public places, including imposing a curfew; directing and compelling the voluntary or mandatory evacuation of all or part of the population from any stricken or threatened area within the governing body's jurisdiction; prescribing routes, modes of transportation, and destinations in connection with evacuation; and controlling ingress and egress of an emergency area, and the movement of persons within the area.

(2) Of the operation of offices, business establishments, and other places to or from which people may travel or at which they may congregate.

(3) Upon the possession, transportation, sale, purchase, and consumption of alcoholic beverages.

(4) Upon the possession, transportation, sale, purchase, storage, and use of gasoline, and dangerous weapons and substances, except that this subdivision does not authorize prohibitions or restrictions on lawfully possessed firearms or ammunition. As used in this subdivision, the term "dangerous weapons and substances" has the same meaning as it does under G.S. 14-288.1. As used in this subdivision, the term "firearm" has the same meaning as it does under G.S. 14-409.39(2).

(5) Upon other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency.

The ordinances authorized by this section need not require or provide for the imposition of all of the types of prohibitions or restrictions, or any particular prohibition or restriction, authorized by this section during an

emergency but may instead authorize the official or officials who impose those prohibitions or restrictions to determine and impose the prohibitions or restrictions deemed necessary or suitable to a particular state of emergency.

(c) When Ordinances Take Effect. - Notwithstanding any other provision of law, whether general or special, relating to the promulgation or publication of ordinances by any municipality or county, upon the declaration of a state of emergency by the mayor or chair of the board of county commissioners within the municipality or the county, any ordinance enacted under the authority of this section shall take effect immediately unless the ordinance sets a later time. If the effect of this section is to cause an ordinance to go into effect sooner than it otherwise could under the law applicable to the municipality or county, the mayor or chair of the board of county commissioners, as the case may be, shall take steps to cause reports of the substance of the ordinance to be disseminated in a fashion that its substance will likely be communicated to the public in general, or to those who may be particularly affected by the ordinance if it does not affect the public generally. As soon as practicable thereafter, appropriate distribution or publication of the full text of any such ordinance shall be made.

(d) When Prohibitions and Restrictions Take Effect. - All prohibitions and restrictions imposed by declaration pursuant to ordinances adopted under this section shall take effect in the emergency area immediately upon publication of the declaration unless the declaration sets a later time. For the purpose of requiring compliance, publication may consist of reports of the substance of the prohibitions and restrictions in the mass communications media serving the emergency area or other effective methods of disseminating the necessary information quickly. As soon as practicable, however, appropriate distribution of the full text of any declaration shall be made. This subsection shall not be governed by the provisions of G.S. 1-597.

(e) Expiration of Prohibitions and Restrictions. - Prohibitions and restrictions imposed pursuant to this section shall expire upon the earliest occurrence of any of the following:

(1) The prohibition or restriction is terminated by the official or entity that imposed the prohibition or restriction.

(2) The state of emergency terminates.

(f) Intent to Supplement Other Authority. - This section is intended to supplement and confirm the powers conferred by G.S. 153A-121(a), G.S. 160A-174(a), and all other general and local laws authorizing municipalities and counties to enact ordinances for the protection of the public health and safety in times of riot or other grave civil disturbance or emergency.

(g) Previously Enacted Ordinances Remain in Effect. - Any ordinance of a type authorized by this section promulgated prior to October 1, 2012, if otherwise valid, continue in full force and effect without reenactment.

(h) Violation. - Any person who violates any provision of an ordinance or a declaration enacted or declared pursuant to this section shall be guilty of a Class 2 misdemeanor in accordance with G.S. 14-288.20A. (Former G.S. 14-288.12: 1969, c. 869, s. 1; 1981, c. 412, s. 4(4); c. 747, s. 66; 1989, c. 770, s. 2; 1993, c. 539, s. 194; 1994, Ex. Sess., c. 24, s. 14(c); 2009-146, s. 1. Former G.S. 14-288.13: 1969, c. 869, s. 1; 1993, c. 539, s. 195; 1994, Ex. Sess., c. 24, s. 14(c). Former G.S. 14-288.16: 1969, c. 869, s. 1. Former G.S. 14-288.17: 1969, c. 869, s. 1. 2012-12, s. 1(b).)

§ 166A-19.32: Reserved for future codification purposes.

§ 166A-19.33: Reserved for future codification purposes.

§ 166A-19.34: Reserved for future codification purposes.

§ 166A-19.35: Reserved for future codification purposes.

§ 166A-19.36: Reserved for future codification purposes.

§ 166A-19.37: Reserved for future codification purposes.

§ 166A-19.38: Reserved for future codification purposes.

§ 166A-19.39: Reserved for future codification purposes.

Part 6. Funding of Emergency Preparedness and Response.

§ 166A-19.40. Use of contingency and emergency funds.

(a) Use of Funds for Relief and Assistance. - The Governor may use contingency and emergency funds as necessary and appropriate to provide relief and assistance from the effects of an emergency and may reallocate such other funds as may reasonably be available within the appropriations of the various departments when the severity and magnitude of the emergency so requires and the contingency and emergency funds are insufficient or inappropriate.

(b) Use of Funds for National Guard Training. - In preparation for a state of emergency, with the concurrence of the Council of State, the Governor may use contingency and emergency funds as necessary and appropriate for National Guard training in preparation for emergencies. (Former G.S. 166A-5: 1951, c. 1016, ss. 3, 9; 1953, c. 1099, s. 3; 1955, c. 387, ss. 2, 3, 5; 1957, c. 950, s. 5; 1975, c. 734, ss. 9, 10, 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 124; 2001-214, s. 2; 2002-179, s. 12; 2009-192, s. 1; 2009-193, s. 3; 2009-196, s. 1; 2009-225, s. 1; 2011-145, s. 19.1(g). Former G.S. 166A-6: 1951, c. 1016, s. 4; 1955, c. 387, s. 4; 1959, c. 284, s. 2; c. 337, s. 4; 1975, c. 734, ss. 11, 14; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1993, c. 321, s. 181(a); 1995, c. 509, s. 125; 2001-214, s. 3; 2011-145, s. 19.1(g); 2011-183, s. 127(c); 2012-12, s. 1(b).)

§ 166A-19.41. State emergency assistance funds.

(a) Governor May Make Funds Available for Emergency Assistance. - In the event of a gubernatorially or legislatively declared state of emergency, the Governor may make State funds available for emergency assistance as authorized by this section. Any State funds made available by the Governor for emergency assistance may be administered through State emergency assistance programs which may be established by the Governor upon the declaration of a state of emergency. It is the intent of the General Assembly in authorizing the Governor to make State funds available for emergency assistance and in authorizing the Governor to establish State emergency assistance programs to provide State assistance for recovery from those emergencies for which federal assistance under the Stafford Act is either not available or does not adequately meet the needs of the citizens of the State in the emergency area.

(b) Emergency Assistance in a Type I Disaster. - In the event that a Type I disaster is declared, the Governor may make State funds available for emergency assistance in the emergency area in the form of individual assistance and public assistance as provided in this subsection.

(1) Individual assistance. - State emergency assistance in the form of grants to individuals and families may be made available when damage meets or exceeds the criteria set out in 13

C.F.R. Part 123 for the Small Business Administration Disaster Loan Program. Individual assistance grants shall include benefits comparable to those provided by the Stafford Act and may be provided for the following:

a. Provision of temporary housing and rental assistance.

b. Repair or replacement of dwellings. Grants for repair or replacement of housing may include amounts necessary to locate the individual or family in safe, decent, and sanitary housing.

c. Replacement of personal property (including clothing, tools, and equipment).

d. Repair or replacement of privately owned vehicles.

e. Medical or dental expenses.

f. Funeral or burial expenses resulting from the emergency.

g. Funding for the cost of the first year's flood insurance premium to meet the requirements of the National Flood Insurance Act of 1968, as amended, 42 U.S.C. § 4001, et seq.

(2) Public assistance. - State emergency assistance in the form of public assistance grants may be made available to eligible entities located within the emergency area on the following terms and conditions:

a. Eligible entities shall meet the following qualifications:

1. The eligible entity suffers a minimum of ten thousand dollars ($10,000) in uninsurable losses.

2. The eligible entity suffers uninsurable losses in an amount equal to or exceeding one percent (1%) of the annual operating budget.

3. For a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act.

4. For a state of emergency declared pursuant to G.S. 166A-19.20(a), after August 1, 2002, the eligible entity shall be participating in the National Flood Insurance Program in order to receive public assistance for flooding damage.

b. Eligible entities shall be required to provide non-State matching funds equal to twenty-five percent (25%) of the eligible costs of the public assistance grant.

c. An eligible entity that receives a public assistance grant pursuant to this subsection may use the grant for the following purposes only:

1. Debris clearance.

2. Emergency protective measures.

3. Roads and bridges.

4. Crisis counseling.

5. Assistance with public transportation needs.

(c) Emergency Assistance in a Type II Disaster. - If a Type II disaster is declared, the Governor may make State funds available for emergency assistance in the emergency area in the form of the following types of grants:

(1) State Acquisition and Relocation Funds.

(2) Supplemental repair and replacement housing grants available to individuals or families in an amount necessary to locate the individual or family in safe, decent, and sanitary housing, not to exceed twenty-five thousand dollars ($25,000) per family.

(d) Emergency Assistance in a Type III Disaster. - If a Type III disaster is declared, the Governor may make State funds available for emergency assistance in the emergency area in the form of the following types of grants:

(1) State Acquisition and Relocation Funds.

(2) Supplemental repair and replacement housing grants available to individuals or families in an amount necessary to locate the individual or family in safe, decent, and sanitary housing, not to exceed twenty-five thousand dollars ($25,000) per family.

(3) Any programs authorized by the General Assembly. (2001-214, s. 4; 2001-487, s. 98; 2002-24, s. 1; 2002-159, s. 57.5; 2006-66, s. 6.5(a); 2012-12, s. 1(b).)

§ 166A-19.42. State Emergency Response Account.

(a) Account Established. - There is established a State Emergency Response Account as a reserve in the General Fund. Any funds appropriated to the Account shall remain available for expenditure as provided by this section, unless directed otherwise by the General Assembly.

(b) Use of Funds. - The Governor may spend funds from the Account for the following purposes:

(1) To cover the start-up costs of State Emergency Response Team operations for an emergency that poses an imminent threat of a Type I, Type II, or Type III disaster.

(2) To cover the cost of first responders to a Type I, Type II, or Type III disaster and any related supplies and equipment needed by first responders that are not provided for under subdivision (1) of this subsection.

All other types of emergency assistance authorized by this Part shall continue to be financed by the funds made available under G.S. 166A-19.41.

(c) Reporting Requirement. - The Governor shall report to the Joint Legislative Commission on Governmental Operations and to the Chairs of the Appropriations Committees of the Senate and House of Representatives on any expenditures from the State Emergency Response Account no later than 30 days after making the expenditure. The report shall include a description of the emergency and type of action taken. (2006-66, s. 6.5(b); 2012-12, s. 1(b).)

§ 166A-19.43: Reserved for future codification purposes.

§ 166A-19.44: Reserved for future codification purposes.

§ 166A-19.45: Reserved for future codification purposes.

§ 166A-19.46: Reserved for future codification purposes.

§ 166A-19.47: Reserved for future codification purposes.

§ 166A-19.48: Reserved for future codification purposes.

§ 166A-19.49: Reserved for future codification purposes.

§ 166A-19.50: Reserved for future codification purposes.

§ 166A-19.51: Reserved for future codification purposes.

§ 166A-19.52: Reserved for future codification purposes.

§ 166A-19.53: Reserved for future codification purposes.

§ 166A-19.54: Reserved for future codification purposes.

§ 166A-19.55: Reserved for future codification purposes.

§ 166A-19.56: Reserved for future codification purposes.

§ 166A-19.57: Reserved for future codification purposes.

§ 166A-19.58: Reserved for future codification purposes.

§ 166A-19.59: Reserved for future codification purposes.

Part 7. Immunity and Liability.

§ 166A-19.60. Immunity and exemption.

(a) Generally. - All functions hereunder and all other activities relating to emergency management as provided for in this Chapter or elsewhere in the General Statutes are hereby declared to be governmental functions. Neither the State nor any political subdivision thereof, nor, except in cases of willful misconduct, gross negligence, or bad faith, any emergency management worker, firm, partnership, association, or corporation complying with or reasonably attempting to comply with this Article or any order, rule, or regulation promulgated pursuant to the provisions of this Article or pursuant to any ordinance relating to any emergency management measures enacted by any political subdivision of the State, shall be liable for the death of or injury to persons, or for damage to property as a result of any such activity.

(b) Immunity. - The immunity provided to firms, partnerships, associations, or corporations, under subsection (a) of this section, is subject to all of the following conditions:

(1) The immunity applies only when the firm, partnership, association, or corporation is acting without compensation or with compensation limited to no more than actual expenses and one of the following applies:

a. Emergency management services are provided at any place in this State during a state of emergency declared by the Governor or General Assembly pursuant to this Article, and the services are provided under the direction and control of the Secretary pursuant to G.S. 166A-19.10, 166A-19.11, 166A-19.12, 166A-19.20, 166A-19.30, and 143B-602, or the Governor.

b. Emergency management services are provided during a state of emergency declared pursuant to G.S. 166A-19.22, and the services are provided under the direction and control of the governing body of a municipality or county under G.S.

166A-19.31, or the chair of a board of county commissioners under G.S. 166A-19.22(b)(3).

c. The firm, partnership, association, or corporation is engaged in planning, preparation, training, or exercises with the Division, the Division of Public Health, or the governing body of each county or municipality under G.S. 166A-19.15 related to the performance of emergency management services or measures.

(2) The immunity shall not apply to any firm, partnership, association, or corporation, or to any employee or agent thereof, whose act or omission caused in whole or in part the actual or imminent emergency or whose act or omission necessitated emergency management measures.

(3) To the extent that any firm, partnership, association, or corporation has liability insurance, that firm, partnership, association, or corporation shall be deemed to have waived the immunity to the extent of the indemnification by insurance for its negligence. An insurer shall not under a contract of insurance exclude from liability coverage the acts or omissions of a firm, partnership, association, or corporation for which the firm, partnership, association, or corporation would only be liable to the extent indemnified by insurance as provided by this subdivision.

(c) No Effect on Benefits. - The rights of any person to receive benefits to which the person would otherwise be entitled under this Article or under the Workers' Compensation Law or under any pension law and the right of any such person to receive any benefits or compensation under any act of Congress shall not be affected by performance of emergency management functions.

(d) License Requirements Suspended. - Any requirement for a license to practice any professional, mechanical, or other skill shall not apply to any authorized emergency management worker who shall, in the course of performing the worker's duties as such, practice such professional, mechanical, or other skill during a state of emergency.

(e) Definition of Emergency Management Worker. - As used in this section, the term "emergency management worker" shall include any full or part-time paid, volunteer, or auxiliary employee of this State or other states, territories, possessions, or the District of Columbia, of the federal government or any neighboring country or of any political subdivision thereof, or of any agency or organization performing emergency management services at any place in this State, subject to the order or control of or pursuant to a request of the State government or any political subdivision thereof. The term "emergency management worker" under this section shall also include any health care worker performing health care services as a member of a hospital-based or county-based State Medical Assistance Team designated by the North Carolina Office of Emergency Medical Services and any person performing emergency health care services under G.S. 90-12.2.

(f) Powers of Individuals Operating Pursuant to Mutual Aid Agreements. - Any emergency management worker, as defined in this section, performing emergency management services at any place in this State pursuant to agreements, compacts, or arrangements for mutual aid and assistance to which the State or a political subdivision thereof is a party, shall possess the same powers, duties, immunities, and privileges the person would ordinarily possess if performing duties in the State, or political subdivision thereof, in which normally employed or rendering services. (1957, c. 950, s. 4; 1975, c. 734, s. 14; 1977, c. 848, s. 2; 1979, c. 714, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, ss. 130, 131; 2002-179, s. 20(b); 2006-81, s. 1; 2008-200, s. 1; 2009-146, s. 2; 2011-145, s. 19.1(g), (hhh); 2012-12, s. 1(b).)

§ 166A-19.61. No private liability.

Any person, firm, or corporation, together with any successors in interest, if any, owning or controlling real or personal property who, voluntarily or involuntarily, knowingly or unknowingly, with or without compensation, grants a license or privilege or otherwise permits or allows the designation or use of the whole or any part or parts of such real or personal property for the purpose of activities or functions relating to emergency management as provided for in this Chapter or elsewhere in the General Statutes shall not be civilly liable for the death of or injury to any person or the loss of or damage to the property of any persons where such death, injury, loss, or damage resulted from, through, or because of the use of the said real or personal property for any of the above purposes, provided that the use of said property is subject to the order or control of or pursuant to a request of the State government or any political subdivision thereof. (1957, c. 950, s. 3; 1977, c. 848, s. 2; 2012-12, s. 1(b); 2012-90, s. 9.)

§ 166A-19.62. Civil liability of persons who willfully ignore a warning in an emergency.

In an emergency, a person who willfully ignores a warning regarding personal safety issued by a federal, State, or local law enforcement agency, emergency management agency, or other governmental agency responsible for emergency management under this Article is civilly liable for the cost of a rescue effort to any governmental agency or nonprofit agency cooperating with a governmental agency conducting a rescue on the endangered person's behalf if all of the following are true:

(1) The person ignores the warning and (i) engages in an activity or course of action that a reasonable person would not pursue or (ii) fails to take a course of action that a reasonable person would pursue.

(2) As a result of ignoring the warning, the person places himself or herself or another in danger.

(3) A governmental rescue effort is undertaken on the endangered person's behalf. (1997-232, s. 1; 2012-12, s. 1(b).)

§ 166A-19.63: Reserved for future codification purposes.

§ 166A-19.64: Reserved for future codification purposes.

§ 166A-19.65: Reserved for future codification purposes.

§ 166A-19.66: Reserved for future codification purposes.

§ 166A-19.67: Reserved for future codification purposes.

§ 166A-19.68: Reserved for future codification purposes.

§ 166A-19.69: Reserved for future codification purposes.

Part 8. Miscellaneous Provisions.

§ 166A-19.70. Ensuring availability of emergency supplies and utility services; protection of livestock, poultry, and agricultural crops.

(a) Executive Order. - In addition to any other powers conferred on the Governor by law, whenever a curfew has been imposed, the Governor may declare by executive order that the health, safety, or economic well-being of persons or property in this State require that persons transporting essentials in commerce to the

curfew area, or assisting in ensuring their availability, and persons assisting in restoring utility services, be allowed to enter or remain in areas from which they would otherwise be excluded for the limited purpose of delivering the essentials, assisting in ensuring their availability, or assisting in restoring utility services.

(b) Maximum Hours of Service Waiver. - As part of an executive order issued pursuant to subsection (a) of this section, or independently of such an order, the Governor may declare by executive order that the health, safety, or economic well-being of persons or property in this State require that the maximum hours of service prescribed by the Department of Public Safety pursuant to G.S. 20-381 and similar rules be waived for persons transporting essentials or assisting in the restoration of utility services.

(c) Certification System. - The Secretary shall develop a system pursuant to which a person who transports essentials in commerce, or assists in ensuring their availability, and persons who assist in the restoring of utility services can be certified as such. The certification system shall allow for both preemergency declaration and postemergency declaration certification and may include an annually renewable precertification. The Secretary shall only allow those who routinely transport or distribute essentials or assist in the restoring of utility services to be certified. A certification of the employer shall constitute a certification of the employer's employees. The Secretary shall create an easily recognizable indicium of certification in order to assist local officials' efforts to determine which persons have received certification by the system established under this subsection.

(d) Presence in Curfew Area Permitted. - Notwithstanding the existence of any curfew, a person who is certified pursuant to the system established under subsection (c) of this section shall be allowed to enter or remain in the curfew area for the limited purpose of delivering or assisting in the distribution of essentials or assisting in the restoration of utility services and shall be allowed to provide service that exceeds otherwise applicable hours of service maximums, to the extent authorized by an executive order executed pursuant to subsection (a) of this section. Nothing in this section prohibits law enforcement or other local officials from specifying the permissible route of ingress or egress for persons with certifications.

(e) Abnormal Market Disruptions with Respect to Petroleum. - If the Governor declares the existence of an abnormal market disruption with respect to petroleum pursuant to G.S. 75-38(f), the Governor shall contemporaneously seek all applicable waivers under the federal Clean Air Act, 42 U.S.C. § 7401, et seq., and any other applicable federal law to facilitate the transportation of fuel within this State in order to address or prevent a fuel supply emergency in this State. Waiver requests shall be directed to the appropriate federal agencies and shall seek waivers of the following:

(1) The Reformulated Gasoline requirements throughout the State.

(2) The Federal and State Implementation Plan summertime gasoline requirements (low RVP) throughout the State.

(3) Any other waiver that will, if obtained, facilitate the transportation of fuel within this State.

(f) Definitions. - The following definitions apply in this section:

(1) Curfew. - Any restriction on ingress and egress to the emergency area of a state of emergency or any restriction on the movement of persons within such an area.

(2) Curfew area. - The area that is subject to a curfew.

(3) Essentials. - Any goods that are consumed or used as a direct result of an emergency or which are consumed or used to preserve, protect, or sustain life, health, safety, or economic well-being of persons or their property. The Secretary shall determine what goods constitute essentials for purposes of this section.

(g) Upon the recommendation of the Commissioner of Agriculture it shall be lawful for the Governor, by an executive order issued pursuant to G.S. 166A-19.20 or independently of such an order, to direct the

Department of Public Safety to temporarily suspend weighing, pursuant to G.S. 20-118.1, those vehicles used to transport livestock, poultry, or crops from designated counties in an emergency area as defined in G.S. 166A-19.3(7), or counties designated by the Governor in an executive order issued independently of an order pursuant to G.S. 166A-19.20, if there exists an imminent threat of severe economic loss of livestock or poultry or widespread or severe damage to crops ready to be harvested. The Department of Public Safety shall develop procedures to carry out the provisions of this subsection. This subsection shall not be construed to permit the gross weight of any vehicle or combination in excess of the safe load carrying capacity established by the Department of Transportation on any bridge pursuant to G.S. 136-72, or to permit the operation of a vehicle when a law enforcement officer has probable cause to believe the vehicle is creating an imminent hazard to public safety. A suspension authorized pursuant to the provisions of this subsection shall end when the Governor determines the threat of widespread or severe loss or damage in the designated counties has passed. (2001-214, s. 4; 2001-487, s. 98; 2002-24, s. 1; 2002-159, s. 57.5; 2006-66, s. 6.5(a); 2012-12, s. 1(b); 2013-230, s. 1.)

§ 166A-19.71. Accept services, gifts, grants, and loans.

Whenever the federal government or any agency or officer thereof or of any person, firm, or corporation shall offer to the State, or through the State to any political subdivision thereof, services, equipment, supplies, materials, or funds by way of gift, grant, or loan, for emergency management purposes, the State acting through the Governor, or such political subdivision, acting with the consent of the Governor and through its governing body, may accept such offer. Upon such acceptance the Governor of the State or governing body of such political subdivision may authorize any officer of the State or of the political subdivision, as the case may be, to receive such services, equipment, supplies, materials, or funds on behalf of the State or of such political subdivision, and subject to the terms of the offer and the rules and regulations, if any, of the agency making the offer. (1951, c. 1016, s. 8; 1973, c. 803, s. 45; 1975, c. 19, s. 72; c. 734, ss. 13, 14; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 2012-12, s. 1(b).)

§ 166A-19.72. Establishment of mutual aid agreements.

(a) Governor Authorized to Enter Agreements with Other States and Federal Government. - The Governor may establish mutual aid agreements with other states and with the federal government provided that any special agreements so negotiated are within the Governor's authority.

(b) Governor Authorized to Enter Agreements with Political Subdivisions. - The Governor may establish mutual aid agreements with political subdivisions in the State with the concurrence of the subdivision's governing body.

(c) Political Subdivisions Authorized to Enter Agreements with Other Political Subdivisions. - The chief executive of each political subdivision, with the concurrence of the subdivision's governing body, may develop mutual aid agreements for reciprocal emergency management aid and assistance. Such agreements shall be consistent with the State emergency management program and plans.

(d) Political Subdivisions Authorized to Enter Agreements with Political Subdivisions in Other States. - The chief executive officer of each political subdivision, with the concurrence of the governing body and subject to the approval of the Governor, may enter into mutual aid agreements with local chief executive officers in other states for reciprocal emergency management aid and assistance. These agreements shall be consistent with the State emergency management program and plans.

(e) Terms of Agreements. - Mutual aid agreements may include, but are not limited to, the furnishing or exchange of such supplies, equipment, facilities, personnel, and services as may be needed; the

reimbursement of costs and expenses for equipment, supplies, personnel, and similar items; and on such terms and conditions as deemed necessary. (1951, c. 1016, s. 7; 1975, c. 734, ss. 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 2009-194, s. 1; 2012-12, s. 1(b).)

§ 166A-19.73. Compensation.

(a) Extent of Compensation. - Compensation for services or for the taking or use of property shall be only to the extent that legal obligations of individual citizens are exceeded in a particular case and then only to the extent that the claimant has not been deemed to have volunteered his services or property without compensation.

(b) Limitation; Basis of Compensation. - Compensation for property shall be only if the property was commandeered, seized, taken, condemned, or otherwise used in coping with an emergency and this action was ordered by the Governor. The State shall make compensation for the property so seized, taken, or condemned on the following basis:

(1) In case property is taken for temporary use, the Governor, within 30 days of the taking, shall fix the amount of compensation to be paid for such damage or failure to return. Whenever the Governor shall deem it advisable for the State to take title to property taken under this section, the Governor shall forthwith cause the owner of such property to be notified thereof in writing by registered mail, postage prepaid, or by the best means available, and forthwith cause to be filed a copy of said notice with the Secretary of State.

(2) If the person entitled to receive the amounts so determined by the Governor as just compensation is unwilling to accept the same as full and complete compensation for such property or the use thereof, the person shall be paid seventy-five percent (75%) of such amount and shall be entitled to recover from the State of North Carolina in an action brought in the superior court in the county of residence of claimant, or in Wake County, in the same manner as other condemnation claims are brought, within three years after the date of the Governor's award. (1977, c. 848, s. 2; 2012-12, s. 1(b).)

§ 166A-19.74. Nondiscrimination in emergency management.

State and local governmental bodies and other organizations and personnel who carry out emergency management functions under the provisions of this Article are required to do so in an equitable and impartial manner. Such State and local governmental bodies, organizations, and personnel shall not discriminate on the grounds of race, color, religion, nationality, sex, age, or economic status in the distribution of supplies, the processing of applications, and other relief and assistance activities. (1975, c. 734, s. 3; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 128; 2012-12, s. 1(b).)

§ 166A-19.75. Emergency management personnel.

(a) Limitation. - No person shall be employed or associated in any capacity in any emergency management agency established under this Article if that person does or has done any of the following:

(1) Advocates or has advocated a change by force or violence in the constitutional form of the Government of the United States or in this State.

(2) Advocates or has advocated the overthrow of any government in the United States by force or violence.

(3) Has been convicted of any subversive act against the United States.

(4) Is under indictment or information charging any subversive act against the United States.

(5) Has ever been a member of the Communist Party.

(b) Oath. - Each person who is appointed to serve in any emergency management agency shall, before entering upon the person's duties, take a written oath before a person authorized to administer oaths in this State, which oath shall be substantially as follows:

"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of North Carolina, against all enemies, foreign and domestic; and that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I ever knowingly been, a member of any political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence; and that during such time as I am a member of the State Emergency Management Agency I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence, so help me God."

(c) No Violation of Dual Office Holding Prohibition. - No position created by or pursuant to this Article shall be deemed an office within the meaning of Section 9 of Article 6 of the North Carolina Constitution. (1951, c. 1016, s. 10; 1975, c. 734, ss. 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 129; 2012-12, s. 1(b).)

§ 166A-19.76. Leave options for voluntary firefighters, rescue squad workers, and emergency medical service personnel called into service.

(a) Leave Without Pay. - A member of a volunteer fire department, rescue squad, or emergency medical services agency called into service of the State after a declaration of a state of emergency by the Governor or by the General Assembly, or upon the activation of the State Emergency Response Team in response to an emergency, shall have the right to take leave without pay from his or her civilian employment. No member of a volunteer fire department, rescue squad, or emergency medical services agency shall be forced to use or exhaust his or her vacation or other accrued leave from his or her civilian employment for a period of active service. The choice of leave shall be solely within the discretion of the member.

(b) Request in Writing Required. - For the volunteer member to be entitled to take leave without pay pursuant to this section, his or her services shall be requested in writing by the Director of the Division or by the head of a local emergency management agency. The request shall be directed to the Chief of the member's volunteer fire department, rescue squad, or emergency medical services agency, and a copy shall be provided to the member's employer. This section shall not apply to those members whose services have been certified by their employer to the Director of the Division, or to the head of a local emergency management agency, as essential to the employer's own ongoing emergency relief activities.

(c) Definition of an Emergency Requiring Activation of the State Emergency Response Team. - For purposes of this section, an emergency requiring the activation of the State Emergency Response Team means an emergency at Activation Level 2 or greater according to the North Carolina State Emergency Operations Plan of November 2002. Activation Level 2 requires the State Emergency Operations Center to be fully activated with 24-hour staffing from all State Emergency Response Team members.

(d) Enforcement. - The Commissioner of Labor shall enforce the provisions of this section pursuant to Chapter 95 of the General Statutes. (2003-103, s. 1; 2012-12, s. 1(b).)

§ 166A-19.77. North Carolina Forest Service designated as emergency response agency.

The North Carolina Forest Service of the Department of Agriculture and Consumer Services is designated an emergency response agency of the State of North Carolina for purposes of the following:

(1) Supporting the North Carolina Forest Service in responding to all-risk incidents.

(2) Receipt of any applicable State or federal funding.

(3) Training of other State and local agencies in emergency management.

(4) Any other emergency response roles for which the North Carolina Forest Service has special training or qualifications. (2005-128, s. 1; 2011-145, ss. 13.25(ww), 19.1(g); 2012-12, s. 1(b); 2013-155, s. 24.)

§ 166A-19.78. Governor's power to order evacuation of public building.

When it is determined by the Governor that a great public crisis, disaster, riot, catastrophe, or any other similar public emergency exists, or the occurrence of any such condition is imminent, and, in the Governor's opinion it is necessary to evacuate any building owned or controlled by any department, agency, institution, school, college, board, division, commission, or subdivision of the State in order to maintain public order and safety or to afford adequate protection for lives or property, the Governor is hereby authorized to issue an order of evacuation directing all persons within the building to leave the building and its premises forthwith. The order shall be delivered to any law enforcement officer or officer of the National Guard, and such officer shall, by a suitable public address system, read the order to the occupants of the building and demand that the occupants forthwith evacuate said building within the time specified in the Governor's order. (1969, c. 1129; 1993, c. 539, s. 198; 1994, Ex. Sess., c. 24, s. 14(c); 2009-281, s. 1; 2012-12, s. 1(b).)

§ 166A-19.79. Severability.

If any provision of this Article or the application thereof to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of the Article which can be given effect without the invalid provision or application, and to this end the provisions of this Article are severable. (1977, c. 848, s. 2; 1995, c. 509, s. 132; 2012-12, s. 1(b).)

Article 2.

Hazardous Materials Emergency Response.

§ 166A-20. Title, purpose.

(a) This Article may be cited as the "North Carolina Hazardous Materials Emergency Response Act."

(b) The purpose of this Article is to establish a system of regional response to hazardous materials emergencies and terrorist incidents in the State to protect the health and safety of its citizens. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(a).)

§ 166A-21. Definitions.

As used in this Article:

(1) "Hazardous materials emergency response team" or "hazmat team" means an organized group of persons specially trained and equipped to respond to and control actual or potential leaks or spills of hazardous materials.

(2) "Hazardous material" means any material defined as a hazardous substance under 29 Code of Federal Regulations § 1910.120(a)(3).

(3) "Hazardous materials incident" or "hazardous materials emergency" means an uncontrolled release or threatened release of a hazardous substance requiring outside assistance by a local fire department or hazmat team to contain and control.

(4) "Regional response team" means a hazmat team under contract with the State to provide response to hazardous materials emergencies occurring outside the hazmat team's local jurisdiction at the direction of the Department of Public Safety, Division of Emergency Management.

(5) "Secretary" means the Secretary of the Department of Public Safety.

(6) "Technician-level entry capability" means the capacity of a hazmat team, in terms of training and equipment as specified in 29 Code of Federal Regulations § 1910.120, to respond to a hazardous materials incident requiring affirmative measures, such as patching, plugging, or other action necessary to stop and contain the release of a hazardous substance at its source.

(7) "Terrorist incident" means activities that occur within the territorial jurisdiction of the United States, involve acts dangerous to human life that are a violation of the criminal laws of the United States or of any state, and are intended to do one of the following:

a. Intimidate or coerce a civilian population.

b. Influence the policy of a government by intimidation or coercion.

c. Affect the conduct of a government by mass destruction, assassination, or kidnapping. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 1997-456, s. 27; 2002-179, s. 21(b); 2011-145, s. 19.1(g).)

§ 166A-22. Hazardous materials emergency response program.

(a) The Secretary shall adopt rules establishing a regional response program for hazardous materials emergencies and terrorist incidents, to be administered by the Division of Emergency Management. To the extent possible, the regional response program shall be coordinated with other emergency planning activities of the State. The regional response program shall include at least six hazmat teams located strategically across the State that are available to provide regional response to hazardous materials or terrorist incidents requiring technician-level entry capability and 24-hour dispatch and communications capability at the Division of Emergency Management Operations Center. The rules for the program shall include:

(1) Standards, including training, equipment, and personnel standards required to operate a regional response team with technician-level entry capability.

(2) Guidelines for the dispatch of a regional response team to a hazardous materials or terrorist incident.

(3) Guidelines for the on-site operations of a regional response team.

(4) Standards for administration of a regional response team, including procedures for reimbursement of response costs.

(5) Refresher and specialist training for members of regional response teams.

(6) Procedures for recovering the costs of a response to a hazardous materials or terrorist incident from persons determined to be responsible for the emergency.

(7) Procedures for bidding and contracting for the provision of a hazmat team for the regional response program.

(8) Criteria for evaluating bids for the provision of a hazmat team for regional response.

(9) Delineation of the roles of the regional response team, local fire department and local public safety personnel, the Division of Emergency Management's area coordinator, and other State agency personnel responding to the scene of a hazardous materials or terrorist incident.

(b) In developing the program and adopting rules, the Secretary shall consult with the Regional Response Team Advisory Committee established pursuant to G.S. 166A-24. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(c).)

§ 166A-23. Contracts; equipment loans.

(a) The Secretary may contract with any unit or units of local government for the provision of a regional response team to implement the regional response program. Contracts are to be let consistent with the bidding and contract standards and procedures adopted pursuant to G.S. 166A-22(a)(7) and (8). In entering into contracts with units of local government, the Secretary may agree to provide:

(1) A loan of equipment, including a hazmat vehicle, necessary for the provision technician-level entry capability;

(2) Reimbursement of personnel costs when a regional response team is authorized by the Department to respond to a hazmat or terrorist incident, including the cost of call-back personnel;

(3) Reimbursement for use of equipment and vehicles owned by the regional response team;

(4) Replacement of disposable materials and damaged equipment;

(5) Costs of medical surveillance for members of the regional response team, including baseline, maintenance, and exit physicals;

(6) Training expenses; and

(7) Other provisions agreed to by the Secretary and the regional response team.

(b) The Secretary shall not agree to provide reimbursement for:

(1) Costs of clean-up activities, after a spill or leak has been contained;

(2) Local response not requiring technician-level entry capability; or

(3) Standby time.

(c) Any contract entered into between the Secretary and a unit of local government for the provision of a regional response team shall specify that the members of the regional response team, when performing their duties under the contract, shall not be employees of the State and shall not be entitled to benefits under the Teachers' and State Employees' Retirement System or for the payment by the State of federal social security, employment insurance, or workers' compensation.

(d) Regional response teams that have the use of a State hazmat vehicle may use the vehicle for local purposes. Where a State vehicle is used for purposes other than authorized regional response to a hazardous materials or terrorist incident, the regional response team shall be liable for repairs or replacements directly attributable to the nonauthorized response. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(d).)

§ 166A-24. Immunity of Regional Response Team Personnel.

Members of a regional response team shall be protected from liability under the provisions of G.S. 166A-19.60(a) while responding to a hazardous materials or terrorist incident pursuant to authorization from the Division of Emergency Management. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(e); 2012-12, s. 2(y).)

§ 166A-25. Right of entry.

A regional response team, when authorized to respond to a release or threatened release of hazardous materials or when authorized to respond to a terrorist or threatened or imminent terrorist incident, may enter onto any private or public property on which the release or terrorist incident has occurred or on which there is an imminent threat of such release or terrorist incident. A regional response team may also enter, under such circumstances, any adjacent or surrounding property in order to respond to the release or threatened release of hazardous material or to monitor, control, and contain the release or perform any other action in mitigation of a hazardous materials or terrorist incident. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(f).)

§ 166A-26. Regional Response Team Advisory Committee.

(a) The Regional Response Team Advisory Committee is created. The Secretary shall appoint the members of the Committee and shall designate the chair. In making appointments, the Secretary shall take into consideration the expertise of the appointees in the management of hazardous materials emergencies. The Secretary shall appoint one representative from:

(1) The Division of Emergency Management;
(2) The North Carolina Highway Patrol;
(3) The State Fire and Rescue Commission of the Department of Insurance;
(4) The Department of Environment and Natural Resources;
(5) The Department of Transportation;
(6) The Department of Agriculture and Consumer Services;
(7) The Chemical Industry Council of North Carolina;
(8) The N.C. Association of Hazardous Materials Responders;
(9) Each regional response team;
(10) The State Bureau of Investigation.

In addition to the persons listed above, the Secretary shall appoint to the Advisory Committee three persons designated jointly by the North Carolina Fire Chiefs Association and the North Carolina State Firemen's Association.

(b) The Advisory Committee shall meet on the call of the chair, or at the request of the Secretary; provided that the Committee shall meet no less than once every three months. The Department of Public Safety shall provide space for the Advisory Committee to meet. The Department also shall provide the Advisory Committee with necessary support staff and supplies to enable the Committee to carry out its duties in an effective manner.

(c) Members of the Advisory Committee shall serve without pay, but shall receive travel allowance, lodging, subsistence, and per diem as provided by G.S. 138-5.

(d) The Regional Response Team Advisory Committee shall advise the Secretary on the establishment of the program for regional response to hazardous materials emergencies in the State. The Committee shall also evaluate and advise the Secretary of the need for additional regional response teams to serve the State. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 1997-261, s. 108; 1997-443, s. 11A.123; 2002-179, s. 21(g); 2011-145, s. 19.1(g).)

§ 166A-27. Action for the recovery of costs of hazardous materials emergency response.

(a) A person who causes the release of a hazardous material requiring the activation of a regional response team shall be liable for all reasonable costs incurred by the regional response team in responding to and mitigating the incident. The Secretary shall invoice the person liable for the hazardous materials release,

and, in the event of nonpayment, may institute an action to recover those costs in the superior court of the county in which the release occurred.

(b) A person who causes the release of a hazardous material that results in the activation of one or more State Medical Assistance Teams (SMATs) or the Epidemiology Section of the Division of Public Health of the Department of Health and Human Services shall be liable for all reasonable costs incurred by each team or the Epidemiology Section that responds to or mitigates the incident. The Secretary of Health and Human Services shall invoice the person liable for the hazardous materials release and, in the event of nonpayment, may institute an action to recover those costs in the superior court of the county in which the release occurred. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2007-107, s. 3.1(a).)

§ 166A-28. Hazardous Materials Emergency Response Fund.

There is established in the Department of Public Safety a fund for those monies collected pursuant to G.S. 166A-27. The Fund is also authorized to accept any gift, grant, or donation of money or property to facilitate the establishment and operation of the regional response system. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2011-145, s. 19.1(g).)

§ 166A-29. Emergency planning; charge.

(a) Every person, firm, corporation or municipality who is licensed to construct or who is operating a fixed nuclear facility for the production of electricity shall pay to the Department of Public Safety an annual fee of at least thirty thousand dollars ($30,000) for each fixed nuclear facility which is located within this State or has a Plume Exposure Pathway Emergency Planning Zone of which any part is located within this State. This fee is to be applied to the costs of planning and implementing emergency response activities as are required by the Federal Emergency Management Agency for the operation of nuclear facilities. Said fee is to be paid no later than July 31 of each year. This minimum fee may be increased from time to time as the costs of such planning and implementation increase. Such increases shall be by agreement between the State and the licensees or operators of the fixed nuclear facilities.

(b) Every person, firm, corporation or municipality who is licensed to construct or who is operating a fixed nuclear facility for the production of electricity shall pay to the Department of Public Safety, for the use of the Radiation Protection Section of the Division of Public Health of the Department of Health and Human Services, an annual fee of thirty-six thousand dollars ($36,000) for each fixed nuclear facility that is located within this State or that has a Plume Exposure Pathway Emergency Planning Zone any part of which is located within this State. This fee shall be applied only to the costs of planning and implementing emergency response activities as required by the Federal Emergency Management Agency for the operation of nuclear facilities. This fee is to be paid no later than July 31 of each year.

(c) The fees imposed by this section do not revert at the end of a fiscal year. The amount of fees carried forward from one fiscal year to the next shall be taken into consideration in determining the fee to be assessed each fixed nuclear facility under subsection (a) in that fiscal year. (1981, c. 1128, ss. 1, 2; 1983, c. 622, ss. 1-3; 1989, c. 727, s. 219(42); 1989 (Reg. Sess., 1990), c. 964, s. 1; 1991 (Reg. Sess., 1992), c. 1039, s. 18; 1997-443, s. 11A.123; 2000-109, s. 6; 2002-70, s. 5; 2011-145, ss. 13.3(ooo), 19.1(g); 2012-12, s. 1(a).)

Article 3.

Disaster Service Volunteer Leave Act.

§ 166A-30. Short title.

This act may be cited as the Disaster Service Volunteer Leave Act. (1993, c. 13, s. 1.)

§ 166A-31. Definitions.

As used in this Article:

(1) "Certified disaster service volunteer" means a person who has completed the necessary training for and been certified as a disaster service specialist by the American National Red Cross.

(2) "Disaster" means a disaster designated at Level III or higher in the American National Red Cross Regulations and Procedures.

(3) "State agency" means and includes all departments, institutions, commissions, committees, boards, divisions, bureaus, officers, and officials of the State, including those within the legislative and judicial branches of State government. (1993, c. 13, s. 1.)

§ 166A-32. Disaster service volunteer leave.

An employee of a State agency who is a disaster service volunteer of the American Red Cross may be granted leave from his work with pay for a time not to exceed 15 work days in any 12-month period to participate in specialized disaster relief services for the American Red Cross. To be granted leave, the request for the services of that employee must come from the American Red Cross. The decision to grant the employee leave rests in the sole discretion of the employing State agency based on the work needs of that agency. Employees granted leave pursuant to this Article shall not lose seniority, pay, vacation time, sick time, or earned overtime accumulation. The State agency shall compensate an employee granted leave under this Article at the regular rate of pay for those regular work hours during which the employee is absent from his work. Leave under this Article shall be granted only for services related to a disaster occurring within the United States.

The State of North Carolina shall not be liable for workers compensation claims arising from accident or injury while the State employee is on assignment as a disaster service volunteer for the American Red Cross. Duties performed while on disaster leave shall not be considered to be a work assignment by a state agency. The employee is granted leave based on the need for the employee's area of expertise. Job functions although similar or related are performed on behalf of and for the benefit of the American Red Cross. (1993, c. 13, s. 1; 2001-508, s. 6.)

§ 166A-33: Reserved for future codification purposes.

§ 166A-34: Reserved for future codification purposes.

§ 166A-35: Reserved for future codification purposes.

§ 166A-36: Reserved for future codification purposes.

§ 166A-37: Reserved for future codification purposes.

§ 166A-38: Reserved for future codification purposes.

§ 166A-39: Reserved for future codification purposes.

Article 4.

Emergency Management Assistance Compact.

§ 166A-40. Title of Article; entering into Compact.

(a) This Article may be cited as the Emergency Management Assistance Compact.

(b) The Emergency Management Assistance Compact, hereinafter "Compact", is hereby enacted into law and entered into by this State with all other states legally joining therein, in the form substantially as set forth in this Article. This Compact is made and entered into by and between the party states which enact this Compact. For the purposes of this Article, the term "states" means the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all United States territorial possessions and the term "party states" means the participating member states which enact and enter into this Compact. (1997-152, s. 1.)

§ 166A-41. Purposes and authorities.

(a) The purpose of this Compact is to provide for mutual assistance between the party states in managing any emergency or disaster that is duly declared by the governor of the affected state or states, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

(b) This Compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this Compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states. (1997-152, s. 1; 2009-281, s. 1.)

§ 166A-42. General implementation.

(a) Each party state recognizes that many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this Compact. Each party state further recognizes that there will be emergencies that require immediate access and present procedures to apply outside resources to respond to emergencies effectively and promptly. This is because few, if any, individual states have all the resources that they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

(b) The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the federal government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this Compact shall be understood.

(c) On behalf of the governor of each party state, the legally designated state official who is assigned responsibility for emergency management shall be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this Compact. (1997-152, s. 1.)

§ 166A-43. Party state responsibilities.

(a) It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this Article. In formulating the plans, and in carrying them out, the party states, insofar as practicable, shall:

(1) Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party state might jointly suffer, whether due to natural

disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

(2) Review the party states' individual emergency plans and develop a plan that will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

(3) Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

(4) Assist in warning communities adjacent to or crossing the state boundaries.

(5) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment services, and resources, both human and material.

(6) Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

(7) Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

(b) The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this Compact shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, including fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

(3) The specific place and time for staging of the assisting party's response and a point of contact at that location.

(c) There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the federal government, with free exchange of information, plans, and resource records relating to emergency capabilities. (1997-152, s. 1.)

§ 166A-44. Limitations.

(a) Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this Compact in accordance with the terms hereof; provided that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

(b) Each party state shall afford to the emergency forces of any party state while operating within its state limits under the terms and conditions of this Compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as

needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect, or loaned resources remain in the receiving state or states, whichever is longer. (1997-152, s. 1.)

§ 166A-45. Licenses and permits.

Whenever any person holds a license, certificate, or other permit issued by any party state evidencing the meeting of qualifications for professional, mechanical, or other skills, and when assistance is requested by the receiving party state, the person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving skill to meet a declared emergency or disaster, subject to any limitations and conditions the governor of the requesting state may prescribe by executive order or otherwise. (1997-152, s. 1.)

§ 166A-46. Liability.

Officers or employees of a party state rendering aid in another state pursuant to this Compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this Compact shall be liable for any act or omission occurring as a result of a good faith attempt to render aid or as a result of the use of any equipment or supplies used in connection with an attempt to render aid. For the purposes of this Article, "good faith" does not include willful misconduct, gross negligence, or recklessness. (1997-152, s. 1; 2007-484, s. 24.)

§ 166A-47. Supplementary agreements.

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies. (1997-152, s. 1.)

§ 166A-48. Compensation.

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of the forces in case the members sustain injuries or are killed while rendering aid pursuant to this Compact, in the same manner and on the same terms as if the injury or death were sustained within their own state. (1997-152, s. 1.)

§ 166A-49. Reimbursement.

Any party state rendering aid in another state pursuant to this Compact shall be reimbursed by the party state receiving the aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with the requests; provided, that any aiding party state may assume in whole or in part the loss, damage, expense, or other cost, or may loan the equipment or donate the services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. (1997-152, s. 1.)

§ 166A-50. Evacuation.

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant shall be worked out and maintained between the party states and the emergency management or services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting the evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of the evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. The plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. The expenditures shall be reimbursed as agreed by the party state from which the evacuees come and that party state shall assume the responsibility for the ultimate support of repatriation of the evacuees. (1997-152, s. 1.)

§ 166A-51. Effective date.

(a) This Compact shall become operative immediately upon its enactment into law by any two states; thereafter, this Compact shall become effective as to any other state upon its enactment by the state.

(b) Any party state may withdraw from this Compact by enacting a statute repealing the same, but no withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of the withdrawal to the governors of all other party states. The action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

(c) Duly authenticated copies of this Compact and of any supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the federal government. (1997-152, s. 1.)

§ 166A-52. Validity.

If any provision of this Compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this act and the applicability thereof to other persons and circumstances shall not be affected thereby. (1997-152, s. 1.)

§ 166A-53. Additional provisions.

Nothing in this Compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under section 1385 of Title 18, United States Code. (1997-152, s. 1; 2009-281, s. 1.)

§ 166A-54. Reserved for future codification purposes.

§ 166A-55. Reserved for future codification purposes.

§ 166A-56. Reserved for future codification purposes.

§ 166A-57. Reserved for future codification purposes.

§ 166A-58. Reserved for future codification purposes.

§ 166A-59. Reserved for future codification purposes.

Article 5.

Emergency Management Certification Program.

§ 166A-60. Emergency Management Certification Program authority; purpose.

The Division of Emergency Management in the Department of Public Safety shall establish, as a voluntary program, an Emergency Management Certification Program as provided for in this Article. The purpose of the Program is to strengthen and enhance the professional competencies of emergency management personnel in State and local emergency management agencies. (2009-192, s. 2; 2011-145, s. 19.1(g).)

§ 166A-61. Program standards and guidelines.

(a) The Division shall establish standards and guidelines for administration of the Program, including:

(1) Minimum educational and training standards that must be met in order to qualify for Type IV (entry), Type III (basic), Type II (intermediate), and Type I (advanced) emergency management certification.

(2) Levels of education or equivalent experience that may be met in order to qualify for the certifications provided for in subdivision (1) of this subsection.

(3) Levels of education or equivalent experience for instructors who participate in programs or courses of instruction.

(4) Curricula, syllabi, and other educational materials.

(5) Mode(s) of delivery of educational and training programs.

(b) In developing the Program, the Division may consult and cooperate with political subdivisions, agencies of the State, other governmental agencies, universities, colleges, community colleges, and other institutions, public or private, concerning the development of the Program and a systematic career development plan, including conducting and stimulating research by public and private agencies designed to improve education and training in the administration of emergency management.

(c) The Division shall study and make reports and recommendations to the Secretary of Public Safety and other appropriate agencies and officials concerning compliance with federal guidance, training, educational, technical assistance needs, and equipment needs of State and local emergency management agencies. (2009-192, s. 2; 2011-145, s. 19.1(g).)

§ 166A-62. Emergency Management Training and Standards Advisory Board.

(a) The Secretary of Public Safety shall establish and appoint the Emergency Management Training and Standards Advisory Board to provide oversight of training and certification programs established pursuant to this Article.

(b) The composition of the Board shall include emergency management subject matter experts representative of the State, its political subdivisions, and private industry.

(c) The duties of the Board shall include:

(1) Oversight of the Emergency Management Certification Program.
(2) Review of applications for certification.
(3) Issuance of certifications at least semiannually.

(d) The Board shall meet at least semiannually and at other times at the discretion of the Secretary. (2009-192, s. 2; 2011-145, s. 19.1(g).)

§ 166A-63. Issuance of certification; reciprocity; renewal.

(a) The Emergency Management Training and Standards Advisory Board shall issue documentation of certification, in a form and manner prescribed by the Division, to each applicant within North Carolina demonstrating successful completion of the requirements for the level of certification sought by the applicant.

(b) The Board may issue documentation of certification to any person in another state or territory if the person's qualifications were, at the date of registration or certification, substantially equivalent to the requirements established pursuant to this Article.

(c) Every person certified pursuant to this Article who desires to maintain certification shall apply for renewal of certification within five years of the date of original certification or certification renewal.

(d) Renewal of Type I (advanced) certification is subject to completion of at least 24 hours of continuing education requirements as established by the Board.

(e) A certification that is not renewed in accordance with this section automatically expires. The Board may approve reinstatement of an expired certification upon good cause shown by the applicant.

(f) Certifications that have been expired for more than five years shall not be reinstated. (2009-192, s. 2.)

EXHIBIT 9

ALEXANDER COUNTY EMERGENCY MANAGEMENT ORDINANCE

The Town of Taylorsville and The County of Alexander ordains: The Alexander County Emergency Management Ordinance.

Section 1. Short Title:

This Ordinance shall be known and may be cited and referred to as the "Emergency Management Ordinance for the Town of Taylorsville and the County of Alexander".

Section 2. Intent and Purpose:

(1) It is the intent and purpose of this Ordinance to establish an office that will ensure the complete and efficient utilization of all of the Town of Taylorsville and the County of Alexander's resources to combat disaster resulting from enemy actions or other disasters as defined herein.

(2) The County of Alexander Office of Emergency Management will be the coordinating agency for all activity in connection with Emergency Management; it will be the instrument through which the Town of Taylorsville Council and the Alexander County Board of Commissioners may exercise the authority and discharge the responsibilities vested in them during disaster emergencies.

(3) This Ordinance will not relieve any Town or County Department of the moral responsibilities or authority given to it in the Town or County Charter or by local ordinances, nor will it adversely affect the work of any volunteer agency organized for relief in disaster emergencies.

Section 3. Definitions:

(1) The following definitions shall apply in the interpretation of this Article:

(a) "Emergency Management" is the basic government functions of maintaining the public peace, health and safety during an emergency. This term shall include plans and preparations for protection and relief, recovery and rehabilitation from effects of an attack by the forces of an enemy nation or the agents thereof, or a disaster as defined herein. It shall not, however, include any activity that is the primary responsibility of the military forces of the United States.

(b) "Attack" shall mean direct or indirect assault against the Town of Taylorsville and the County of Alexander, its government, its environs, or of the nation, by the forces of a hostile nation or the agents thereof, including assault by bombing, conventional or nuclear, chemical or biological warfare, terrorism or sabotage.

(c) "Disaster" includes but is not limited to actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic, accident, chemical spill or other impending or actual calamity endangering or threatening to endanger health, life or property of constituted government.

(d) "Emergency Management Forces" shall mean the employees, equipment and facilities of all Town and County departments, boards, councils, institutions and commissions; and in addition, it shall include all volunteer personnel, equipment and facilities contributed by or obtained from, volunteer persons or agencies.

(e) "Volunteer" shall mean contributing a service, equipment or facilities to the Emergency Management Agency without remuneration.

(f) "Emergency Management Volunteer" shall mean any person duly registered, identified and appointed by the Coordinator of the Emergency Management Agency and assigned to participate in the Emergency Management Activity.

(g) "Coordinator" shall mean the Coordinator of the Alexander County Emergency Management Agency, as described in this Ordinance.

(h) "Regulations" shall include plans, programs and other emergency procedures deemed essential to emergency management.

Section 4. Organization and Appointments:

(1) The organization shall consist of the following:

(a) An agency of Emergency Management within the Alexander County government under the direction of the Alexander County Board of Commissioners. The agency head of the Emergency Management Agency shall be known as the Coordinator, and such assistants and other employees as are deemed necessary for the proper functioning of the agency will be employed.

(b) The employees and resources of all Town of Taylorsville and Alexander County departments, boards, institutions, and councils shall participate in the Emergency Management activities. Duties assigned to Town or County departments shall be the same as or similar to the normal duties of the department, where possible.

(c) Volunteer personnel and agencies offering service to, and accepted by the Town and

County.

(2) The Alexander County Board of Commissioners shall employ a Coordinator of the Alexander County Emergency Management Agency who shall be a person well versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety and welfare in the event of danger from enemy action or disaster as defined in this Ordinance.

(3) The Coordinator shall designate Deputy Coordinators to assume the emergency duties of the Coordinator in the event of his absence or inability to act.

Section 5. Day to Day Duties and Responsibilities of the Coordinator:

(1) The Coordinator shall be responsible to the Alexander County Board of Commissioners in regard to all phases of Emergency Management activity. The Coordinator shall be responsible for the planning, coordination and operation of the Emergency Management activities in Alexander County. The Coordinator shall maintain liaison with the State and Federal authorities and the authorities of nearby political subdivisions so as to insure the most effective operation of the Emergency Management plans. The Coordinator's duties shall include, but not be limited to, the following:

(a) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town of Taylorsville and the County of Alexander for Emergency Management purposes.

(b) Development and coordination of plans for the immediate use of all facilities, equipment, manpower and other resources of the County for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety, and welfare.

(c) Negotiating and concluding agreements with owners or persons in control of building or other property for the use of such building or other property for Emergency Management purposes and designating suitable buildings as public shelters.

(d) Through public informational programs, educating the populace as to actions necessary and required for the protection of their persons and property in case of enemy attack or disaster as defined herein, either impending or present.

(e) Conducting public practice alerts to insure the efficient operation of the Emergency Management forces and to familiarize residents with Emergency Management regulations, procedures and operations.

(f) Coordinating the activity of all other public and private agencies engaged in any Emergency Management activities.

Section 6. Emergency Management Plans:

(1) Comprehensive Emergency Management plans shall be adopted and maintained by resolution of the Taylorsville Town Council and Alexander County Board of Commissioners. In the preparations of these plans as it pertains to city and county organization, it is intended that the services, equipment and facilities and personnel of all existing departments and agencies shall be utilized to the fullest extent. When approved, it shall be the duty of all departments and agencies to perform the functions assigned by these plans and to maintain their portions of the plans in a current state of readiness at all times. These plans shall have the effect of law whenever a disaster, as defined in this Ordinance, has been proclaimed.

(2) The Coordinator shall prescribe in the emergency plans those positions within the disaster organization, in addition to his own, for which lines of succession are necessary. In each instance, the responsible person will designate and keep on file with the Coordinator a current list of three (3) persons as successors to his position. The list will be in order of succession and will nearly as possible designate persons best capable of carrying out all assigned duties and functions.

(3) Each service chief and department head assigned responsibility in the Plans shall be responsible for carrying out all duties and functions assigned therein. Duties will include the organization and training of assigned employees and, where needed, volunteers. Each chief shall formulate the Standing Operating Guidelines to implement the plans for his service.

(4) Amendments to these Plans shall be submitted to the Coordinator. If approved, the Coordinator will then submit the amendments to the Taylorsville Town Council and the Alexander County Board of Commissioners with his recommendation for their approval. Such amendments shall take effect 30 days from the date of approval.

(5) When a required competency or skill for a disaster function is not available within government, the Coordinator is authorized to seek assistance from persons outside of government. The assignment of duties, when of a supervisory nature, shall also include the granting of authority for the persons so assigned to carry out such duties prior to, during, and after the occurrence of a disaster. Such services from persons outside of government may be accepted by local government on a volunteer basis. Such citizens shall be enrolled as Emergency Management Volunteers.

Section 7. No Municipal or Private Liability:

(1) This Ordinance is an exercise by the Town of Taylorsville and the County of Alexander of its governmental functions for the protection of the public peace, health, and safety, and neither the Town of Taylorsville and the County of Alexander nor agents and representatives of same, or any individual, receiver, firm, partnership, corporation, association, or trustee, or any of the agents thereof in good faith carrying out, complying with or attempting to comply with

any order, rule or regulation promulgated pursuant to the provisions of this Ordinance, shall be liable for any damage sustained to persons or property as the result of said activity.

(2) Any person owning or controlling real estate or other premises who voluntarily and without compensation grants the Town of Taylorsville and the County of Alexander the right to inspect, designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending or practice disaster situation shall not be civilly liable for the death of, or injury to, any persons on or about such real estate or premises under such license, privilege or other permission; or for loss of, or damage to, the property of such person.

Section 8. Violations:

It shall be a misdemeanor for any person to violate any of the provisions of this Ordinance or plans issued pursuant to the authority contained herein, or to willfully obstruct, hinder or delay any member of the Emergency Management organization as herein defined in the enforcement of the provisions of this Ordinance or any plan issued here under.

Section 9. Severability:

Should any provision of this Ordinance be declared invalid for any reason, such declaration shall not affect the validity of other provisions, or of this Ordinance as a whole, it being the legislative intent that the provisions of this Ordinance shall be severable and remain valid notwithstanding such declaration.

Section 10. Conflicting Ordinances, Orders, Rules and Regulations Suspended:

At all times when the orders, rules and regulations made and promulgated pursuant to this Ordinance shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations insofar as the latter may be inconsistent therewith.

Section 11. Effective Date:

This Ordinance took effect on the 7th day of November, 1988 and has been duly revised and adopted by Alexander County Board of Commissioners and Town of Taylorsville whose signatures appear below.

_____	_____
Larry Yoder	**George Holleman**
Chairman, Alexander County Board of Commissioners	**Mayor, Town of Taylorsville**
ATTEST:	**ATTEST:**

_____	_____
Jamie M. Starnes	**Yolanda Prince**
Clerk to the Board	**Clerk to the Board**
Alexander County	**Town of Taylorsville**
Date:_____	**Date:_____**

(SIGNATURES ON FILE, April 2014)

EXHIBIT 10 (follows)

Memorandum of Understanding

Between

The American Red Cross

and

The State of North Carolina

I. Purpose

The purpose of this Memorandum of Understanding ("MOU") is to define a working relationship between The American Red Cross (hereinafter "Red Cross") and The State of North Carolina, its agencies, counties, and municipalities (hereinafter "the State of North Carolina"), in preparing for and responding to disasters. This MOU provides the broad framework for cooperation and support between the Red Cross and the State of North Carolina in assisting individuals and families who have been impacted by disaster and providing other humanitarian services.

II. Parties

A. State of North Carolina

1. Nature and scope of activities

Government responsibilities in disaster remain the same as in normal times – protection of life, property, public health and welfare, and the maintenance and repair of public property. Disaster in general increases but does not change the responsibility of government.

The State of North Carolina will coordinate its activities in disaster situations and disaster preparedness with those of Federal and local governments, other states and localities, and private agencies. Each government entity will have financial and administrative responsibility for its activities in disasters. Among the activities will be police protection, maintaining law and order in the disaster area, warning, rescue and evacuation, safeguarding public health and sanitation including the water supply, the control of communicable diseases, the usual community welfare services for dependent persons, and such assistance in the restoration of the community as is consistent with laws and regulations of the State of North Carolina. Additional items may include removal of debris, reopening public buildings, and restoration of public transportation and communications facilities.

Further, the State of North Carolina will carry out such preparedness measures as necessary to meet its responsibilities, including a disaster management system embodying all aspects of pre-disaster preparedness, disaster operations and post-disaster response.

2. Authority

General Statutes of North Carolina Chapter 166A, North Carolina Emergency Management Act, as amended.

B. American Red Cross

1. Services for people affected by disasters

Founded in 1881, the American Red Cross is the nation's premier emergency response organization. As part of a worldwide movement that offers neutral and impartial humanitarian care, the American Red Cross is the community-based organization that mobilizes people to aid victims of disasters with the aim of preventing and relieving suffering. The Red Cross provides disaster services without regard to race, color, national origin, religion, gender, age, disability, sexual orientation, citizenship or veteran status. It follows the Fundamental Principles of the International Red Cross and Red Crescent Movement. The Red Cross is closely integrated into community response efforts, including the efforts of federal, state and local government and non-government organizations. Our goal is to work with all partners to lead a well-integrated, effective and efficient response to every disaster.

The Red Cross provides disaster services pursuant to its Bylaws and other internal policies and procedures as well as its Congressional Charter (USC 36 §300101-300111). In the Charter, Congress authorized the Red Cross "to carry out a system of national and international relief in time of peace, and apply that system in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry out measures for preventing those calamities."

Following a disaster, whether natural or human-made, the Red Cross may provide some or all of the following services:

Food, Shelter and Emergency Supplies
During a disaster, our first priority is to ensure that people have a safe place to stay, food, and emergency supplies. Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community

Welfare Information
Disasters often disrupt regular communication channels and can separate families. Through the Red Cross' nationwide network of chapters, family members may request welfare information regarding their loved ones. The Red Cross "Safe and Well" Web site enables people within a disaster area to let their families and friends outside of the affected region know that they are all right. Clients register on *Safe and Well* at www.redcross.org/safeandwell . During large-scale disasters, individuals without internet access can call 1-800-RED-CROSS to register.

Client Casework and Recovery Planning and Assistance
Red Cross provides individual client services through casework to people with disaster-related needs, with particular attention to those who have experienced significant damage or loss of their homes. This casework process helps the worker to assess the client's immediate needs, and connect the client with items, which may include and referrals to local resources and/or financial assistance to meet those needs. The caseworker also engages the client in a brief planning process which can help identify action steps for the client to follow in the first few days or weeks after a disaster. Red Cross caseworkers protect client confidentiality and work closely with other organizations and groups to ensure clients have access to all available resources.

Disaster Health and Mental Health Services
After an emergency, injuries can ensue, essential prescription medicines lost, and the shock and stress of sudden loss can overwhelm a person's normal coping skills. The Red Cross deploys licensed health and mental health professionals who are trained and equipped to provide assistance at the time of a disaster. Disaster health services professionals can provide emergency first aid and medical assessment, triage and replacement of emergency medications with item distribution, financial assistance or referrals to community partners. Disaster mental health professionals provide mental health assessments, crisis intervention and a sympathetic ear to those in need.

2. Services related to the National Response Framework

The American Red Cross is a co-lead for the mass care component of Emergency Support Function #6 of the National Response Framework. In this role, the Red Cross engages in a variety of activities to support states in their planning, coordinating and executing of mass care programs and strategies. The Red Cross also takes a leadership role in working with other non-governmental organizations and private companies that provide services during a disaster.

3. Organization

The American Red Cross is a single corporation, chartered by the United States Congress to provide humanitarian services. Its national headquarters, located in Washington, D.C., is responsible for implementing policies and procedures that govern Red Cross activities and provides administrative and technical oversight and guidance to the chartered units, which include chapters and blood services regions. Each chapter has certain authority and responsibility for carrying out Red Cross disaster preparedness and response activities, delivering local Red Cross services, and meeting corporate obligations within the territorial jurisdiction assigned to it. Each chapter is familiar with the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter also formulates cooperative plans and procedures with local government agencies and private organizations for relief activities should a disaster occur.

Through its nationwide organization, the Red Cross coordinates its total resources for use in large disasters. In order to provide these services, the Red Cross may call on the Federal, state or local government for assistance when voluntary contributions are not sufficient to meet community needs.

III. Cooperative Actions

The Red Cross and the State of North Carolina will coordinate their respective disaster relief activities to maximize services to the community and avoid duplication of efforts in the following ways:

1. Maintain close coordination, liaison, and support at all levels with conferences, meetings, and other means of communication. Include a representative of the other party in appropriate committees, planning groups and task forces formed to mitigate, prepare for, respond to, and recover from disasters and other emergencies. Develop joint Standard

Operating Procedures for notification of disaster and emergency situations.

2. During disasters and emergencies, keep each other informed of the human needs created by the events and the services they are providing. Share current data regarding disasters, to include statistical information, historical information, emerging needs and trends, damage assessments, among others, and disaster declarations, and service delivery.

3. During a disaster or emergency situation the Red Cross will, as appropriate at the request of the State of North Carolina, provide liaison personnel to the State Emergency Operations Center and any district Emergency Operations Centers during a disaster. The State of North Carolina will provide work space and, whenever possible, other required support, such as a computer, e-mail access and a designated phone line for the Red Cross liaison personnel assigned to the Emergency Operations Centers.

4. The State of North Carolina will support the Red Cross in the use of the American Red Cross National Shelter System (NSS) and the Red Cross will coordinate shelter information sharing and reporting with the State of North Carolina.

5. The State of North Carolina will facilitate the Red Cross's use of state-owned facilities for shelters and service delivery sites wherever possible. The terms and conditions of such use will be set forth in a separate agreement.

6. Work together to develop plans and secure resources to facilitate delivery of services to people with disabilities and/or functional and access needs during a disaster.

7. Actively participate in reviewing and carrying out responsibilities outlined in the state and local emergency operations plans.

8. During the time of disaster and readiness, keep the public informed of the parties' cooperative efforts through the public information offices of the Red Cross and the State of North Carolina.

9. The State of North Carolina recognizes that the Red Cross is dependent upon voluntary public financial donations and will encourage residents to support Red Cross disaster relief with financial contributions. In accordance with applicable laws and regulations, the State of North Carolina will support the Red Cross and work together, as appropriate, to acquire necessary resources and identify funding sources that increase state and Red Cross capacity to respond to disasters and emergencies.

10. Advocate for programs and public policy/decisions, when appropriate, designed to mitigate disaster damage and loss of life in the State of North Carolina.

11. Encourage state residents to support the needs of hospital patients with blood donations when appropriate.

12. Actively seek to determine other areas, projects, and services within the Red Cross and the State of North Carolina where cooperation and support will be mutually beneficial

with jointly defined goals and objectives.

13. Use or display the name, emblem, or trademarks of the American Red Cross or the State of North Carolina only in the case of defined projects and only with the prior express written consent of the other organization.

14. Make training, educational and other developmental opportunities available to the other party's personnel and explore joint training and exercises. Encourage all staff and volunteers to engage in training, exercises, and disaster response activities, as appropriate

15. Explore opportunities for collaboration to provide community, family, and citizen disaster preparedness within the State of North Carolina.

16. Allow the use of each other's facilities, as available and if agreed upon in writing, for the purpose of preparedness training, meetings and response and recovery activities.

17. Widely distribute this MOU within the Red Cross' and the State of North Carolina departments and administrative offices and urge full cooperation.

18. The Disaster Services Volunteer Leave Act (GS 166A-30) authorizes state employees who are volunteers of the American Red Cross to take up to 15 work days in any 12-month period to respond to disasters. The State of North Carolina, in cooperation with the American Red Cross shall annually inform each state agency of the provisions of the Disaster Service Volunteer Leave Act. The State of North Carolina will fully support the provisions of this law and the release of personnel, consistent with the operating needs of its agencies.

19. The Red Cross will support the State of North Carolina in integrating the efforts of the non-governmental organizations (NGOs) that provide mass care services during response operations.

20. Jointly develop Standard Operating Procedures (SOPs) that standardize recurring tasks and responsibilities for each Emergency Support Function the Red Cross is identified in the State of North Carolina Emergency Operations Plan as a support agency.

VIII. Periodic Review

The parties will, on an annual basis, on or around the anniversary date of this MOU, jointly evaluate their progress in implementing this MOU and revise and develop new plans or goals as appropriate.

IX. Term and Termination.

This MOU is effective as of July 1, 2012. It expires on July 31, 2017. Six months prior to expiration, the parties will meet to review the progress and success of the cooperative effort. In

connection with such review, the parties may decide to extend this MOU for an additional period not exceeding five years, and if so shall confirm this in a signed writing. This MOU may be terminated by written notification from either party to the other at any time and for any reason or for no reason.

X. Miscellaneous

This MOU does not create a partnership or a joint venture and does not create any financial commitments from one party to the other. Neither party has the authority to bind the other to any obligation. It is not intended that this MOU be enforceable as a matter of law in any court or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

Signature page follows.

State of North Carolina

By: _____

Name: Beverly Eaves Perdue
Title: Governor

Date 6/26/12

The American Red Cross

By: _____

Name: Gail McGovern
Title: President and CEO

Date: 6/6/12

State of North Carolina

By: _____

Name: H. Douglas Hoell, Jr.
Title: Director, NC Division of Emergency Management

Date 6-15-12

The American Red Cross

By: _____

Name: Barry Porter
Title: Regional Executive Director State Relations Representative

Date: 6/12/12

EXHIBIT 11 (follows)

NORTH CAROLINA STATWIDE EMERGENCY MANAGEMENT MUTUAL AID AND ASSISTANCE AGREEMENT

REVISION-JANUARY 2009

THIS AGREEMENT IS ENTER3ED INTO BETWEEN THE NRTH CAROLINA DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY, AND IT'S DIVISION OF EMERGENCY MANAGEMENT OF THE STATE OF NORTH CAROLINA AND BY EACH OF THE ENTITIES THAT EXECUTES AND ADOPTS THE UNDERSTANDINGS, COMMITMENTS, TERMS AND CONDITIONS CONTAINED HEREIN:

WHEREAS, the State of North Carolina is geographically vulnerable to a variety of natural disasters,

WHEREAS, Chapter 166A of the North Carolina General Statutes, entitled the North Carolina Emergency Management Act, recognizes this vulnerability and provides that its intended purposes are to:

(1) Reduce vulnerability of people and property of this State to damage, injury, and loss of life and property;
(2) Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons;
(3) Provide for the rapid and orderly rehabilitation of persons and restoration of property; and
(4) Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery;

WHEREAS, in addition to the State, the Federal Emergency Management Agency (FEMA) has recognized the importance of the concept of coordination between the State and Local Governments;

WHEREAS, under Chapter 166A and other chapters of the North Carolina General Statutes, entities entering into mutual aid and assistance agreements may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel and services; and

WHEREAS, the entities which have chosen to become signatories to this Agreement wish to provide mutual aid and assistance amongst one another at the appropriate times; THEREFORE, pursuant to G.S. § 116A-10(b), these entities agree to enter into this Agreement for reciprocal emergency management aid and assistance, with this Agreement embodying the understandings, commitments, terms, and conditions for said aid and assistance, as follows:

Section I. **DEFINITIONS**

"AGREEMENT" means this document, the North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement.

"AID AND ASSISTANCE" includes personnel, equipment, facilities, services, supplies, and other resources.

"AUTHORIZED REPRESENTATIVE" means a party's employee who has been authorized, in writing by that party, to request, to offer, or to otherwise provide assistance under the terms of the Agreement. The list of Authorized Representatives for each party executing this Agreement shall be attached to the executed copy of this Agreement. (In the event of a change in personnel, unless otherwise notified the presumption will be that the successor to that position will be the authorized representative).

"DISASTER" means an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, resulting from any natural or man-made accidental, military or paramilitary cause.

"LOCAL AGENCY" means a county agency charged with coordination of all emergency management activities for its geographical limits pursuant to G.S. § 166A-7.

"PARTY" means a governmental entity which has adopted and executed this Agreement.

"PROVIDER" means the party which has received a request to furnish aid and assistance form another party in need (the Recipient).

"RECIPIENT" means the party setting forth a request for aid and assistance to another party (the Provider).

Section II. **INITIAL RECOGNITION OF PRINCIPLE BY ALL PARTIES; AGREEMENT PROVIDES NO RIGHT OF ACTION FOR THIRD PARTIES**

As this is a reciprocal contract, it is recognized that any party to this Agreement may be requested by another party to be a Provider. It is mutually understood that each party's foremost responsibility is to it's own citizens. The provisions of this Agreement shall not be construed to impose an unconditional obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own

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shall then contact other parties on behalf of Recipient to coordinate the provision of mutual aid and assistance. Recipient shall be responsible for the costs and expenses incurred by any Provider in providing aid and assistance pursuant to Section VII of this Agreement.

(ii) REQUESTS MADE DIRECTLY TO PROVIDER:
Recipient may directly contact Provider's authorized representative, setting forth the information in paragraph B of this Section (Section III). All communications shall be conducted directly between Recipient and Provider. Recipient shall be responsible for the costs and expenses incurred by any Provider in providing aid and assistance pursuant to the provisions of this Agreement as noted in Section VII of this Agreement. Provider and recipient shall be responsible for keeping Local Agencies advised of the status of response activities, in a timely manner.

(iii) RECORD OF REQUESTS TO BE PROVIDED:
A record of the request for assistance shall be provided by the Recipient to the Director of the Division of Emergency Management in the NC Department of Crime Control and Public Safety, in a timely manner.

B. REQUIRED INFORMATION:
Each request for assistance shall be accompanied by the following information:

1. *Stricken Area and Status*: A general description summarizing the condition of the community (i.e. whether the disaster is imminent, in progress, or has already occurred) and of the damage sustained to date.
2. *Services:* Identification of the service function(s) for which assistance is needed and the particular type of assistance needed.
3. *Infrastructure Systems:* Identification of the type(s) of public infrastructure system for which assistance is needed (water and sewer, storm water systems, streets) and the type of work assistance needed.
4. *Aid and Assistance:* The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed.

   Provider's Traveling Employee Needs : Unless otherwise specified by Recipient, it is mutually understood that Recipient will provide for the basic needs of Provider's

traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's personnel, including without limitations transportation expenses for travel to and from the stricken area. Further, Recipient shall house and feed Provider's personnel at its (Recipient's) sole cost and expense. If Recipient cannot provide such food and/or housing at the disaster area, Recipient shall specify in its request for assistance that self-contained personnel are needed.

5. *Facilities:* The need for sites, structures, or building outside Recipient's geographical limits to serve as relief centers or staging areas for incoming emergency goods and services.
6. *Meeting Time and Place:* An estimated time and a specific place for a representative of Recipient to meet the personnel and resources of any Provider.

C. STATE AND FEDERAL ASSISTANCE
Recipient shall be responsible for coordinating requests for state or federal assistance wit its (Recipient's) Local Agency.

Section IV. **PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE**

When contacted by the Recipient/Local Agency, Provider's authorized representative shall assess Provider's own local situation in order to determine available personnel, equipment and other resources. If Provider's authorized representative determines that Provider has available resources, Provider's authorized representative shall so notify the Recipient/Local Agency (whichever communicated the request). Provider shall complete a written acknowledgment, whether on the request from received from Recipient or on another form, regarding the assistance to be rendered (or a rejection of the request) and shall transmit it by the most efficient practical means to the recipient/Local Agency for a final response. Provider's acknowledgement shall contain the following information:

1. In response to the items contained in the request, a description for the personnel, equipment, and other resources available.
2. The projected length of time such personnel, equipment, and other resources will be available to serve Recipient, particularly if the period is projected to be shorter than one week (as provided in the "Length of Time for Aid and Assistance" section (Section VI) of this Agreement).

3. The estimated time when the assistance provided will arrive at the location designated by the Authorized Representative of the Requesting Party; and
4. The name of the person(s) to be designated as Provider's supervisory personnel (pursuant to the "Supervision and Control" section (Section V) of this Agreement.

When a request has been submitted to the Local Agency, the Local Agency shall notify Recipient's authorized representative and forward the information from Provider. The Recipient/Local Agency shall respond to Provider's written acknowledgment by executing and returning a copy of the form to Provider by the most efficient practical means, maintaining a copy for it's file.

Section V. **SUPERVISION AND CONTROL**

Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to Recipient. As soon as practicable, Recipient shall assign work tasks to Provider's supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordinating communications between Provider's supervisory personnel and Recipient. Recipient shall provide necessary credentials to Provider's personnel authorizing them to operate on behalf of the Recipient.

Based on such assignments set forth by Recipient, Provider's supervisory personnel shall:

1. have the authority to assign work and establish work schedules for Provider's personnel. Further, direct supervision and control of Provider's personnel, equipment, and other resources shall remain with Provider's supervisory personnel. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operation units, and if this is not possible, Provider shall notify Recipient accordingly;
2. maintain daily personnel time records, material records, and a log of equipment hours;
3. shall report work progress to Recipient at mutually agreed upon intervals.

Section VI. **LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL**

Unless otherwise provided, the duration of Provider's assistance shall be for an initial period of seven days, starting from the time of arrival. Thereafter, assistance may be extended in daily or weekly increments as the situation warrants, for a period agreed upon by the authorized representatives of Provider and Recipient.

As noted, Section II of this Agreement, Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notification to Recipient of its (Provider's) intent to terminate mission, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

Section VII. **REIMBURSEMENTS**

Except as otherwise provided below, it is understood that Recipient shall pay to Provider all documented costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient. The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with the following provisions, unless otherwise agreed in writing by Recipient and Provider. Recipient shall be ultimately responsible for reimbursement of all eligible expenses. Provider shall submit reimbursement documentation to Recipient on the forms shown in Appendix B.

A. *Personnel:* During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules and regulations. Recipient shall reimburse Provider for all direct and indirect payroll costs and expenses including travel expenses incurred during the period of assistance, including, but not limited to employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP. However, as stated in Section IX of this Agreement; Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's personnel under the terms of the North Carolina Worker' Compensation Act (Chapter 97 of the North Carolina General Statutes).
B. *Equipment:* Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For thos instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA) , the FEMA-eligible direct

costs shall be determined in accordance with 44-C.F.R. 206.228. Provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition. At the request of Provider, fuels, miscellaneous supplies, and minor repairs may be provided by Recipient, if practical. The total equipment charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

C. *Materials and Supplies:* Provider shall be reimbursed for all materials and supplies furnished by it and usd or damaged during the period of assistance, except for the costs of equipment, fuel and maintenance materials, labor, and supplies, which shall be included in the equipment rate established in subsection B of this section (Section VII), unless such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used by them during the period of assistance. The measure of reimbursement shall be determined in accordance with 44 C.F.R. 206.228 In the alternative, the parties may agree that Recipient will replace, with like kind and quality as determined by Provider, the materials and supplies used or damaged. If such an agreement is made, it shall be reduced to writing and transmitted to the North Carolina Division of Emergency Management.

D. *Record Keeping:* Recipient and NC Division of Emergency Management personnel shall provide information, directions, and assistance for record keeping to Provider's personnel. Provider shall maintain records and submit invoices for reimbursement by Recipient or the NC Division of Emergency Management using the format used or required by FEMA publications, including 44 C.F.R. part 13 and applicable Office of Management and Budget (OMB) Circulars.

E. *Payment; Other Miscellaneous Matters as to Reimbursements:* The reimbursable costs and expenses with an itemized notices shall be forwarded as soon as practicable after the costs and expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 C.F.R. part 206. Recipient shall pay the bill or advise of any disputed items, not later than sixty (60) days following the billing date. This shall not preclude Provider or Recipient from assuming or donating, in whole or in party, the costs and expenses associated with any loss, damage, or use of personnel, equipment, and resources provided to Recipient.

Section VIII. **RIGHTS AND PRIVELEGS OF PROVIDER'S EMPLOYEES**

Pursuant to G.S. § 166A-14, whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Provider.

Section IX. **PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKERS' COMPENSATION POLICY**

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees under the terms of the North Carolina Workers' Compensation Act, Chapter 97 of the General Statutes, due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers' compensation benefits to its own respective employees pursuant to G.S. § 97-51.

Section X. **IMMUNITY**

Pursuant to G.S. § 166A-14, all activities performed under this Agreement are hereby declared to be governmental functions. Neither the parties to this Agreement, nor, except in cases of willful misconduct, gross negligence, or bad faith, their personnel complying with or reasonably attempting to comply with this Agreement or any ordinance, order, rule or regulation enacted or promulgated pursuant to the provisions of this Agreement shall be liable for the death of or injury to persons, or for damage to property as a result of any such activity.

Section XI. **PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS FROM LIABILITY**

Each party (as indemnitor) agrees to protect, defend, indemnify, and hold the other party (as indemnitee), and its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of indemnitor's negligent acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defind any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in

what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement. Notwithstanding the foregoing, to the extent that each party does not purchase insurance, it shall not be deemed to have waived its governmental immunity by law.

Section XII. **ROLE OF THE DIVISION OF EMERGENCY MANAGEMENT**

Under this Agreement, the responsibilities of the NC Division of Emergency Management are:

1) to serve as the central depository for executed agreements, to maintain a current listing of entities with their authorized representatives and contact information, and to provide this listing to each of the entities on an annual basis;
2) to coordinate the provisions of mutual aid and assistance to a requesting party, pursuant to the provisions of this Agreement;
3) to keep a record of all requests for assistance and acknowledgments;
4) to report on the status of ongoing emergency or disaster-related mutual aid and assistance as appropriate;
5) if the parties so designate, to serve as the eligible entity for requesting reimbursement of eligible costs from FEMA, and provide information, directions, and assistance for record keeping pursuant thereto.

Section XIII. **AMENDMENTS**

Manner: This Agreement may be modified at any tiem upon the mutual written consent of the Recipient and Provider.

Addition of Other Entities: Additional entities may become parties to this Agreement upon:

1) acceptance and execution of this Agreement
2) sending said executed copy of the Agreement to the NC Division of Emergency Management.

Section XIV. **INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION**

This Agreement shall be binding for not less than one (1) year from its effective date, unless terminated upon at least sixty (60) days advance written notice by a party as set forth below. Thereafter, this Agreement shall continue to be binding upon the parties in subsequent years, unless canceled by written notification served personally or by registered mail upon the Director of NC Division of Emergency Management, which shall provide copies to all other parties. The withdrawal shall not be effective until sixty (60) days after notice

thereof has been sent by the Director of the NC Division of Emergency Management to all other parties. A party's withdrawal from this Agreement shall not affect a party's reimbursement obligations or any other liability or obligation under the terms of this Agreement incurred hereunder. Once the withdrawal is effective, the withdrawing entity shall no longer be a party to this Agreement, but this Agreement shall continue to exist among the remaining parties.

Section XV. **HEADINGS**

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

Section XVI. **SERABILITY: EFFECT ON OTHER AGREEMENTS**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the reminder of this Agreement. Each of the parties declares that it would have entered into this Agreement, irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been so declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

In the event that parties to this Agreement have entered into other mutual aid and assistance contracts, for example pursuant to Chapter 160A of the North Carolina General Statutes, those parties agree that to the extent a request for mutual assistance is made pursuant to this agreement, those other mutual aid and assistance contracts are superseded by this Agreement.

Section XVII. **EFFECTIVE DATE**

This Agreement shall take effect upon its approval by the entity seeking to become a signatory to this Agreement and upon proper execution hereof.

IN WITNESS WHEREOF, each of the parties have caused this North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement to be duly executed in its name and behalf by its chief executive officer, who has signed accordingly with seals affixed and attested with concurrence of a majority of its governing board, as of the date set forth in this Agreement.

EMERGENCY MANAGEMENT DIVISION
DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY

BY: Gerald A Rudisill, Jr. for RFY
Rueben F. Young, Secretary
Department of Crime Control & Public Safety
DATE: 12/2/11

WITNESS: _____

BY: _____
H. Douglas Hoell, Jr., Director
Emergency Management Division
DATE: 12-2-11

WITNESS: Kathy R Brewer

BY: Richard French
Richard French, Manager
Alexander County
DATE: 9/27/2011

WITNESS: _____

APPROVED AS TO PROCEDURES:
BY: Marvin Mervin
Marvin Mervin, Controller
Department of Crime Control and Public Safety
DATE: 12/2/11

EXHIBIT 12 (ICS Forms)

See: *http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm (select ICS Forms)*
If no internet access, paper copies are located under EXHIBIT 12 in ALEXANDER COUNTY EMERGENCY OPERATING PLAN (*hardcopy manual*)

EXHIBIT 13 (FOLLOWS)

THE HAZARDOUS CHEMICALS RIGHT TO KNOW ACT

North Carolina General Statutes
Chapter 95, Article 18
WITH REVISIONS THROUGH MARCH 2007

Occupational Safety and Health Division
1101 Mail Service Center
Raleigh, North Carolina 27699-1101
1-800-NC-LABOR (1-800-625-2267)
Cherie K. Berry
Commissioner of Labor

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Introduction

This publication contains the North Carolina Hazardous Chemical Right To Know Act ("Right to Know Act")(Chapter 95, Article 18 of the North Carolina General Statutes). It is intended for use by employers, employees, citizens and emergency responders to inform them of their rights and responsibilities regarding hazardous chemical storage. The Right to Know Act requires all employers who "manufacture, process, use, store, or produce" hazardous chemicals to maintain a list of each hazardous chemical stored in the facility in quantities of 55 gallons or 500 pounds; including Material Safety Data Sheets ("MSDS"). Further, the Act requires the employer to provide this information to any person or fire marshal that requests it in writing. Specific exemptions to the provisions of the Right to Know Act are provided for employers transporting chemicals into or through the state, chemicals stored for personal use, retail food sales establishments, food additives that are covered by the Federal Food, Drug, and Cosmetic Act, laboratories under supervision of technically qualified persons, any farming operation that employs less than 10 employees, any distilled spirits, tobacco, untreated wood products, and medicines used in healthcare facilities and laboratories for patient care. Enforcement of the provisions of the Right to Know Act is assigned to the Occupational Safety and Health Division of the North Carolina Department of Labor. Any person that believes that an employer is not in compliance with the requirements of the Right to Know Act are encouraged to avail themselves of the services provided by the Occupational Safety and Health Division.

We encourage and solicit public comments concerning these laws. Please direct your comments and questions to the Occupational Safety and Health Division, N.C. Department of Labor, 1101 Mail Service Center, Raleigh, North Carolina 27699-1101.

Cherie K. Berry
Commissioner of Labor
March 2007

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N.C. GENERAL STATUTES
CHAPTER 95 – DEPARTMENT OF LABOR
ARTICLE 18 – HAZARDOUS CHEMICALS RIGHT TO KNOWACT
(*Revised as of March 2007*)

Part 1. General Provisions.

§ 95-173. Short title.

This Article shall be cited as the Hazardous Chemicals Right to Know Act. (1985, c. 775, s. 1.)

§ 95-174. Definitions.

(a) "Chemical manufacturer" shall mean a manufacturing facility classified in Standard Industrial Classification (SIC) Codes 20 through 39 where chemicals are produced for use or distribution in North Carolina.

(b) "Chemical name" shall mean the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC), or the Chemical Abstracts Service (CAS) rules of nomenclature or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

(c) "Common name" shall mean any designation or identification such as a code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.
(d) "Distributor" shall mean any business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to purchasers.
(e) "Employee" shall mean any person who is employed by an employer under normal operating conditions.
(f) "Employer" means a person engaged in business who has employees, including the State and its political subdivisions but excluding an individual whose only employees are domestic workers or casual laborers who are hired to work at the individual's residence.
(g) "Facility" shall mean one or more establishments, factories, or buildings located at one contiguous site in North Carolina.
(h) "Fire Chief" shall mean Fire Chief or Fire Marshall, or Emergency Response Coordinator in the absence of a Fire Chief or Fire Marshall for the appropriate local fire department.
(i) Repealed by Session Laws 1987, c. 489, s. 1.
(j) "Fire Department" shall mean the fire department having jurisdiction over the facility.
(k) "Hazardous chemical" shall mean any element, chemical compound or mixture of elements and/or compounds which is a physical hazard or health hazard as defined in subsection (c) of the OSHNC Standard or a hazardous substance as defined in standards adopted by the Occupational Safety and Health Division of the North Carolina Department of Labor in Title 13, Chapter 7 of the North Carolina Administrative Code (13 NCAC 7).
(l) "Hazardous Substance List" shall mean the list required by G.S. 95-191.
(m) "Hazardous substance trade secret" means any formula, plan, pattern, device, process, production information, or compilation of information, which is not patented, which is known only to the employer, the employer's licensees, the employer's employees, and certain other individuals, and which is used or developed for use in the employer's business, and which gives the employer possessing it the opportunity to obtain a competitive advantage over businesses
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who do not possess it, or the secrecy of which is certified by an appropriate official of the federal government as necessary for national defense purposes. The chemical name and Chemical Abstracts Service number of a substance shall be considered a trade secret only if the employer can establish that the identity or composition of the substance cannot be readily ascertained without undue expense by analytical techniques, laboratory procedures, or other lawful means available to a competitor.
(n) "Label" shall mean any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
(o) "Manufacturing facility" shall mean a facility classified in SIC Codes 20 through 39 which manufactures or uses a hazardous chemical or chemicals in North Carolina.
(p) "Material Safety Data Sheets" or "MSDS" shall mean chemical information sheets adopted by the Occupational Safety and Health Division of the North Carolina Department of Labor in Title 13, Chapter 7 of the North Carolina Administrative Code (13 NCAC 7).
(q) "Nonmanufacturing facility" shall mean any facility in North Carolina other than a facility in SIC Code 20 through 39, the State of North Carolina (and its political subdivisions) and volunteer emergency service organizations whose members may be exposed to chemical hazards during emergency situations.

(r) "OSHNC Standard" shall mean the current Hazard Communication Standard adopted by the Occupational Safety and Health Division of North Carolina Department of Labor in Title 13, Chapter 7 of the North Carolina Administrative Code (13 NCAC 7).
(s) "Storage and Container" shall have the ordinary meaning however it does not include pipes used in the transfer of substances or the fuel tanks of self propelled internal combustion vehicles. (1985, c. 775, s. 1; 1987, c. 489, ss. 1, 2; 1998-217, ss. 28-30.)
§§ 95-175 through 95-190. Reserved for future codification purposes.
Part 2. Public Safety and Emergency Response Right to Know.
§ 95-191. Hazardous Substance List.
(a) All employers who manufacture, process, use, store, or produce hazardous chemicals, shall compile and maintain a Hazardous Substance List which shall contain the following information for each hazardous chemical stored in the facility in quantities of 55 gallons or 500 pounds, whichever is greater:
(1) The chemical name or the common name used on the MSDS or container label;
(2) The maximum amount of the chemical stored at the facility at any time during a year, using the following ranges:
Class A, which shall include quantities of less than 55 gallons or 500 pounds;
Class B, which shall include quantities of between 55 gallons to 550 gallons, and quantities of between 500 pounds and 5,000 pounds; and
Class C, which shall include quantities of between 550 gallons and 5500 gallons, and quantities between 5,000 pounds and 50,000 pounds; and
Class D, which shall include quantities of greater than 5500 gallons or 50,000 pounds; and
(3) The area in the facility in which the hazardous chemical is normally stored and to what extent the chemical may be stored at altered temperature or pressure.
(b) The Hazardous Substance List shall be updated quarterly if necessary, but not less often than annually; however, if a chemical is deleted from, or added to, the Hazardous
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Substance List, or if the quantity changes sufficiently to cause the chemical to be in a different class as defined in subsection (a) of this section, the employer shall update the Hazardous Substance List to reflect those changes as soon as practicable, but in any event within 30 days of such change.
(b1) In lieu of the information required by subdivisions (a)(1) through (a)(3), employers may substitute the information specified in section 312(d)(2) of the Superfund Amendments and Reauthorization Act of 1986, P.L. 99-499.
(c) The Hazardous Substance List may be prepared for the facility as a whole, or for each area in a facility where hazardous chemicals are stored, at the option of the employer but shall include only chemicals used or stored in North Carolina. (1985, c. 775, s. 1; 1987, c. 489, s. 3.)
§ 95-192. Material safety data sheets.
(a) Chemical manufacturers and distributors shall provide material safety data sheets (MSDS's) to manufacturing and nonmanufacturing purchasers of hazardous chemicals in North Carolina for each hazardous chemical purchased.
(b) Employers shall maintain the most current MSDS received from manufacturers or distributors for each hazardous chemical purchased. If an MSDS has not been provided by the

manufacturer or distributor for chemicals on the Hazardous Substance List at the time the chemicals are received at the facility, the employer shall request one in writing from the manufacturer or distributor within 30 days after receipt of the chemical. If the employer does not receive an MSDS within 30 days after his written request, he shall notify the Commissioner of Labor of the failure by manufacturer or distributor to provide the MSDS. (1985, c. 775, s. 1.)

§ 95-193. Labels.

Existing labels on incoming containers of hazardous chemicals shall not be removed or defaced. All containers of hazardous substances must be clearly designated as hazardous. (1985, c. 775, s. 1.)

§ 95-194. Emergency information.

(a) An employer who normally stores at a facility any hazardous chemical in an amount of at least 55 gallons or 500 pounds, whichever is greater, shall provide the Fire Chief of the Fire Department having jurisdiction over the facility, in writing, (i) the name(s) and telephone number(s) of knowledgeable representative(s) of the employer who can be contacted for further information or in case of an emergency and (ii) a copy of the Hazardous Substance List.

(b) Each employer shall provide a copy of the Hazardous Substance List to the Fire Chief. The employer shall notify the Fire Chief in writing of any updates that occur in the previously submitted Hazardous Substance List as provided in G.S. 95-191(b).

(c) The Fire Chief or his representative, upon request, shall be permitted on-site inspections at reasonable times of the chemicals located at the facility on the Hazardous Substance List for the sole purpose of preplanning Fire Department activities in the case of an emergency and insuring by inspection the usefulness and accuracy of the Hazardous Substance List and labels.

(d) Employers shall provide to the Fire Chief, upon written request of the Fire Chief, a copy of the MSDS for any chemical on the Hazardous Substance List.

(e) Upon written request of the Fire Chief, an employer shall prepare an emergency response plan for the facility that includes facility evacuation procedures, a list of emergency equipment available at the facility, and copies of other emergency response plans, such as the contingency plan required under rules governing the management of hazardous waste adopted

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pursuant to Article 9 of Chapter 130A of the General Statutes. A copy of the emergency response plan or any prefire plan or emergency response plan required under applicable North Carolina or federal statute or rule or regulation shall, upon written request by the Fire Chief, be given to the Fire Chief.

(f) The Fire Chief shall make information from the Hazardous Substance List, the emergency response plan, and MSDS's available to members of the Fire Department having jurisdiction over the facility and to personnel responsible for preplanning emergency response, police, medical or fire activities, but shall not otherwise distribute or disclose (or allow the disclosure of) information not available to the public under G.S. 95-208. Such persons receiving such information shall not disclose the information received and shall use such information only for the purpose of preplanning emergency response, police, medical or fire activities.

(g) Any knowing distribution or disclosure (or permitted disclosure) of any information referred to in subsection (f) of this section in any manner except as specifically permitted under that subsection (f) shall be punishable as a Class 1 misdemeanor. Restrictions concerning confidentiality or nondisclosure of information under this Article 18 shall be exemptions from the Public Records Act contained in Chapter 132 of the General Statutes, and such information

shall not be disclosed notwithstanding the provisions of Chapter 132 of the General Statutes. (1985, c. 775, s. 1; 1987, c. 489, ss. 4-6; 1993, c. 539, s. 672; 1994, Ex. Sess., c. 24, s. 14(c); 2002-165, s. 1.2.)

§ 95-195. Complaints, investigations, penalties.

(a) Complaints of violations of this Part shall be filed in writing with the Commissioner of Labor. Such complaints received in writing from any Fire Chief relating to alleged violations of this Part shall be investigated in a timely manner by the Commissioner of Labor or his designated representative.

(b) Duly designated representatives of the Commissioner of Labor, upon presentation of appropriate credentials to the employer, shall have the right of entry into any facility at reasonable times to inspect and investigate complaints within reasonable limits, and in a reasonable manner. Following the investigation, the Commissioner shall make appropriate findings. Either the employer or the person complaining of a violation may request an administrative hearing pursuant to Chapter 150B of the General Statutes. This request for an administrative hearing shall be submitted to the Commissioner of Labor within 14 days following the Commissioner making his findings. The Commissioner shall within 30 days of receiving the request hold an administrative hearing in accordance with Article 3 of Chapter 150B of the General Statutes.

(c) If the Commissioner of Labor finds that the employer violated this Article, the Commissioner shall order the employer to comply within 14 days following receipt of written notification of the violation. Employers not complying within 14 days following receipt of written notification of a violation shall be subject to civil penalties of not more than one thousand dollars ($1,000) per violation imposed by the Commissioner of Labor. There shall be a separate offense for each day the violation continues. The clear proceeds of civil penalties provided for in this section shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with G.S. 115C-457.2.

(d) Any order by the Commissioner under subsection (b) or (c) of this section shall be subject to judicial review as provided under Article 4 of Chapter 150B of the General Statutes. (1985, c. 775, s. 1; 1987, c. 489, s. 7; 1998-215, s. 112.)

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§ 95-196. Employee rights.

No employer shall discharge, or cause to be discharged, or otherwise discipline or in any manner discriminate against an employee at the facility because the employee has assisted the Commissioner of Labor or his representative or the Fire Chief or his representative who may make or is making an inspection under G.S. 95-194(c) or G.S. 95-195(b), or has testified or is about to testify in any proceeding under this Article, or has used the provisions of G.S. 95-208. (1985, c. 775, s. 1.)

§ 95-197. Withholding hazardous substance trade secret information.

(a) An employer who believes that all or any part of the information required under G.S. 95-191, 95-192, 95-194(b) or 95-194(d) is a hazardous substance trade secret may withhold the information, provided that (i) hazard information on chemicals the identity of which is claimed as a hazardous substance trade secret is provided to the Fire Chief who shall hold it in confidence and (ii) the employer claims that the information is a hazardous substance trade secret.

(b) Any person in North Carolina may request in writing that the Commissioner of Labor review in camera an employer's hazardous substance trade secret claim. If the Commissioner of Labor finds that the claim is other than completely valid, this finding shall be appealable under

subsection (d) of this section. If the Commissioner of Labor finds that the claim is valid, he shall then determine whether the nonconfidential information is sufficient for the Fire Chief to fulfill the responsibilities of his office. If the Commissioner of Labor finds that the information is not sufficient, he shall direct the employer to supplement the information with such other information as will provide the Fire Chief with sufficient information to fulfill the responsibilities of his office, but this finding shall be appealable under subsection (d) of this section.

(c) The Commissioner of Labor and the Fire Chief shall protect from disclosure any or all information coming into either or both of their possession when such information is marked by the employer as confidential, and they shall return all information so marked to the employer at the conclusion of their determination by the Commissioner of Labor. Any person who has access to any hazardous substance trade secret solely pursuant to this section and who discloses it knowing it to be a hazardous substance trade secret to any person not authorized to receive it shall be guilty of a Class I felony, and if knowingly or negligently disclosed to any person not authorized, shall be subject to civil action for damages and injunction by the owner of the hazardous substance trade secret, including, without limitation, actions under Article 24 of Chapter 66 of the General Statutes.

(d) The employer, Fire Chief, or person making the original request who is an aggrieved party shall have 30 days after receipt of notification by the Commissioner of his findings under subsection (b) to request an administrative hearing on the determination. Any such hearing shall be held in a manner similar to that provided for in G.S. Chapter 150B, Article 3 and the decision upon the request of any aggrieved party shall be subject to the judicial review provided for by G.S. Chapter 150B, Article 4, provided that these administrative and judicial hearings shall be conducted in camera to assure the confidentiality of the information being reviewed. (1985, c. 775, s. 1; 1987, c. 827, s. 1; 1993, c. 539, s. 1290; 1994, Ex. Sess., c. 24, s. 14(c).)

§ 95-198. Medical emergency and nonemergency situations.

(a) Where a treating health care provider determines that a medical emergency exists and the specific chemical identity of a hazardous chemical is necessary for emergency or first-aid treatment, the chemical manufacturer, importer, or employer shall immediately disclose the specific chemical identity of a hazardous substance trade secret substance to that treating

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physician or nurse, regardless of the existence of written statement of need or a confidentiality agreement. The chemical manufacturer, importer, or employer may require a written statement of need and a confidentiality agreement as soon as circumstances permit. The confidentiality agreement (i) may restrict the use of the information to the health purposes indicated in a written statement of need; (ii) may provide for appropriate legal remedies in the event of a breach of the agreement, including stipulation of a reasonable pre-estimate of likely damages; and (iii) may not include requirements for the posting of a penalty bond. The parties are not precluded from pursuing noncontractual remedies to the extent permitted by law.

(b) In nonemergency situations, a chemical manufacturer, importer, or employer shall, upon request, disclose a specific chemical identity, otherwise permitted to be withheld under this section, to a responsible party, as defined in the standards adopted in Title 13, Subchapter 7F of the North Carolina Administrative Code (13 NCAC 7F), providing medical or other occupational health services to exposed persons if the request is in writing and states the medical need for the information. The employer may require that the responsible party sign a confidentiality agreement prior to release of the information. The parties are not precluded from pursuing

noncontractual remedies to the extent permitted by law.
(c) If the chemical manufacturer, importer or employer denies a written request for hazardous substance trade secret release, or does not provide this information within 30 days, the Department of Labor shall initiate the trade secret claim determination process under G.S. 95-197. (1985, c. 775, s. 1; 1998-217, s. 31.)
§§ 95-199 through 95-207. Reserved for future codification purposes.
Part 3. Community Right to Know.
§ 95-208. Community information on hazardous chemicals.
(a) Any person in North Carolina may request in writing from the employer a list of chemicals used or stored at the facility. The request shall include the name and address of the person making the request and a statement of the purpose for the request. If the person is requesting the list on behalf of or for the use of an organization, partnership, or corporation, he shall also disclose the name and business address of such organization, partnership, or corporation. The request may include, at the option of the employer, a statement to the effect that the information will be used only for the purpose stated. The employer shall furnish to the person making the request a list containing, at a minimum, all chemicals included on the Hazardous Substance List, the class of each chemical as defined in G.S. 95-191(a)(2), and an MSDS for each chemical for which an MSDS is available and is requested. Whenever an employer has withheld a chemical under the provisions of G.S. 95-197 from the information provided under G.S. 95-208, the employer must state that the information is being withheld and, upon request, must provide the MSDS for the chemical. Additional information may be furnished to the person making the request at the option of the employer. The employer shall provide, at a fee not to exceed the cost of reproducing the materials, the materials requested within 10 working days of the date the employer receives the written request for information.
(b) If the employer fails or refuses to provide the information required under subsection (a) of this section, the person requesting the information may request in writing that the Commissioner of Labor review the request. The Commissioner of Labor may conduct an investigation in the same manner as provided in G.S. 95-195(b). Following the investigation, the Commissioner shall make appropriate findings. Either the employer or the person making the initial request may request an administrative hearing pursuant to Chapter 150B of the General Statutes. This request for an administrative hearing shall be submitted to the Commissioner of
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Labor within 30 days following the Commissioner making his findings. The Commissioner of Labor shall within 30 days of receiving the request hold an administrative hearing to consider the request for information under subsection (a) of this section. This hearing shall be held as provided for in G.S. Chapter 150B, Article 3. If the Commissioner of Labor finds that the request complies with the requirements of subsection (a) of this section, the Commissioner of Labor shall direct that the employer provide to the person making the request a list containing, at a minimum, all chemicals used or stored at the facility included on the Hazardous Substance List, the class of each chemical as defined in G.S. 95-191(a)(2), and an MSDS for each chemical for which an MSDS is available and is requested and may in his discretion assess civil penalties as provided in G.S. 95-195(c); provided that it shall be a defense to such disclosure if the employer proves that the information has been requested directly or indirectly by, or in behalf of, a competitor of the employer, or that such information is a Hazardous Substance Trade Secret, or that the request did not comply with the requirements of subsection (a) of this section.
(c) Any order by the Commissioner of Labor under subsection (b) of this section shall be

subject to judicial review as provided under G.S. Chapter 150B, Article 4. (1985, c. 775, s. 1; 1987, c. 827, s. 1.)

§§ 95-209 through 95-215. Reserved for future codification purposes.

Part 4. Implementation.

§ 95-216. Exemptions.

Notwithstanding any language to the contrary, the provisions of this Article shall not apply to chemicals in or on the following:

(1) Hazardous substances while being transported in interstate commerce into or through this State;

(2) Products intended for personal consumption by employees in the facilities;

(3) Retail food sale establishments and all other retail trade establishments in Standard Industrial Classification Codes 53 through 59, exclusive of processing and repair areas, except that the employer must comply with the provisions of G.S. 95-194(a)(i);

(4) Any food, food additive, color additive, drug or cosmetic as such terms are defined in the Federal Food, Drug and Cosmetic Act (21 U.S.C. 301 et seq.);

(5) A laboratory under the direct supervision or guidance of a technically qualified individual provided that:

a. Labels on containers of incoming chemicals shall not be removed or defaced;

b. MSDS's received by the laboratory shall be maintained and made accessible to employees and students;

c. The laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes; and

d. The laboratory operator complies with the provisions of G.S. 95-194(a)(i);

(6) Any farming operation which employs 10 or fewer full-time employees, except that if any hazardous chemical in an amount in excess of 55 gallons or 500 pounds, whichever is greater, is normally stored at the farming operation, the employer must comply with the provisions of G.S. 95-194(a)(i); and

(7) Any distilled spirits, tobacco, and untreated wood products; and

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(8) Medicines used directly in patient care in health care facilities and health care facility laboratories. (1985, c. 775, s. 1; 1987, c. 489, s. 8.)

§ 95-217. Preemption of local regulations.

It is the intent of the General Assembly to prescribe this uniform system for the disclosure of information regarding the use or storage of hazardous chemicals. To that end, all units of local government in the State are preempted from exercising their powers to require disclosure, directly or indirectly, of information regarding the use or storage of hazardous chemicals by employers to any members of the public, or to any branch or agent of State or local government in any manner other than as provided for in this Article. This section does not preempt the enforcement of the provisions of any nationally recognized fire code that may be adopted by a unit of local government. (1985, c. 775, s. 1; 1987, c. 489, s. 9.)

§ 95-218. Severability.

The provisions of this Article are severable, and if any phrase, clause, sentence, or provision of this Article, or the application of any such phrase, clause, sentence or provision to any person,

business entity or circumstances, other than those to which it was held invalid shall not be affected thereby. (1985, c. 775, s. 1.)

§§ 95-219 through 95-221. Reserved for future codification purposes.

EXHIBIT 14 (FOLLOWS)

FY 2006
Superfund Amendments and Reauthorization Act (SARA), Title III
Implementation of Hazardous Materials Training for Tribal Nations
(CFDA No. 97.020)

I. Purpose: SARA, Title III provides funding for training in emergency planning, preparedness, mitigation, response, and recovery capabilities associated with hazardous chemicals. Individuals who would be eligible for this training include public officials, fire and police personnel, medical personnel, first responders, and other tribal response and planning personnel. Funding is available to federally recognized Tribal Nations.

II. Authorities: Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, Section 305(a), Emergency Training; Homeland Security Act of 2002, Codified in 6 U.S. Code, Public Law 107-296.

III. Objectives and Processes: Title III of SARA addresses concerns about emergency preparedness for hazardous chemicals. It establishes requirements for federal, Tribal/State, local governments, and industry, regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals. This legislation emphasizes:

a) helping communities meet their responsibilities in preparing to handle chemical emergencies; and

b) increasing public knowledge and access to information on hazardous chemicals present in their communities.

IV. Funding Uses:

This Program provides funding for education and training in emergency planning, preparedness, mitigation, response, and recovery capabilities associated with hazardous chemicals. Possible training sources for this program include federal training activities and conferences, State training programs, private sector training, university training centers, and other training sources. Funding may also be used to pay contractual services acquired for the specific purpose of training and educating the tribes. Training programs should include a number of subjects and a range of levels of complexity to meet the varying needs of as many Tribal governments as possible.

V. FY 2006 Emphasis:

Section 305(a) training funds are intended to improve emergency planning, emergency notification, hazardous chemical reporting, preparedness, mitigation, response, and recovery capabilities in support of Title III. Work activities should address the most important of the Tribe's needs and be able to show progress toward meeting those needs.

VI. Grantee Eligibility

SARA Title III requires the establishment of State Emergency Response Commissions to oversee hazardous materials planning and preparedness at the State level. This program recognizes Tribal responsibility as equal to States in terms of the protection of lives and property from chemical hazards. Federally recognized Tribal Nations, therefore, fall under the same requirements as the States. In order to meet these responsibilities, some Tribal Nations have elected to enter into agreements with States and work as part of the State system, either as a local emergency planning committee (LEPC's) or as members of LEPC's. These Tribal Nations should continue to work with States to address their training needs under State programs.

Tribal nations that chose to act independently are required by SARA to form Tribal Emergency Response Commission (TERC's) and designate an LEPC or LEPC's. Even if a TERC has not been officially formed, Tribal Nations may apply.

Pursuant to Homeland Security Directive (HSPD)-5, as of FY05, receipt of federal preparedness funds is conditioned upon applicant's/grantee's adoption of the National Incident Management System (NIMS).

VII. Application Information

Participating Tribal Nations must submit an application that includes the following:

A. SF 424, Application for Federal Assistance

B. FEMA Form 20-20, Budget Information – Nonconstruction Programs and budget narrative identifying projected costs.

C. A copy of the Indirect Cost Rate approval by the Tribal Nations' cognizant Federal agency.

D. A program narrative that includes an acceptable work plan, with the following elements:

- Narrative description of requested background and proposed program information, including a description of the overall long-range training objective(s).
- Titles of courses/activities to be funded.
- Projected number of participants, and level of training they will receive.
- Percentage of the long-range objective that will be attained by this funding
- Prioritization of training if less than 100% of the grant application is approved.
- Activities other than training for which funds will be expended.

- Documentation to support the 20% matching funds requirement.

As part of the program narrative the following background information must be included:

- The population of the Tribal Nation.
- The number of square miles of Tribal lands.
- Identification of the types of hazardous materials present and an estimate of the quantities.
- A description of transportation related chemical hazards, to include highway miles.
- An indication of how many members serve on the TERC, agencies they represent, and their current levels of training. If a TERC has not been formed, state that fact.
- A description of current procedures for response to hazardous materials incidents. Include response capabilities of the Tribe (number of fire departments, police/sheriff offices, hospitals, medical emergency response units, etc.), or cite Memoranda of Understanding with communities.

E. FEMA Form 20-16, Summary Sheet for Assurances and Certifications

VIII. Eligible/Ineligible Costs

Eligible Costs: Travel to courses, hosting courses (including classroom rentals, etc.), course materials, and instructor fees. FEMA Regional PTE Program Officers will assist the Grantees with identifying appropriate training activities.

Ineligible Costs: The purchase of equipment, salaries, combining of the Hazardous Materials Transportation Act funds with 305(a) funds, and attending Emergency Management Institute (EMI), or the National Fire Academy (NFA) courses (since separate funds are available for that training) are ineligible costs.

IX. Matching Requirement

SARA Title III requires a 20 percent non-Federal cost share. This total may be provided as a cash match, a third party in-kind contribution, or any combination of the two. The Federal contribution can be no more that 80 percent of the total cost of the funded activity. Therefore, if FEMA provides a $4,000 grant; the total cost of the program must be at least $4,000 divided by .80 or $5,000. The value of the non-Federal contribution must be at least 20 percent of $5,000, which is $1,000.

X. Reporting Requirements

A. Performance Reports:

1. The grantee will submit a semi-annual performance report to the FEMA Regional Assistance Officer (AO) within thirty days following the end of the reporting

Period. Due dates are April 30 and October 30. This report must include the following information:

- List of courses/training activities delivered (with course/activity hours.)
- Total number of participants trained in each training activity.

2. A final performance report must be prepared within 90 days following the grant period. This report must contain the final number of people trained under this program, the number of training activities conducted, the level of training provided, and a narrative explanation of accomplishments under this program.

B. Financial Reports:

1. Financial Status Report: A semi-annual and final financial report, Financial reports, FEMA Form 20-10, Financial Status Report, will be submitted to the FEMA Regional Office within 30 days after the end of reporting period. Reporting dates are April 30 and October 30. Final financial reports are due 90 days after the close of the grant.

2. PMS Report: If the Grantee uses the Department of Health and Human Services (HHS) payment system, Smartlink, the Grantee shall submit a copy of the PMS 272 report to the FEMA Regional office as they are filed with HHS.

EXHIBIT 15

SAMPLE – VEHICLE PASS

VEHICLE PASS

TEMPORARY PASS

_____

DRIVER'S NAME

_____ _____

SOCIAL SECURITY NO. DRIVER'S LICENSE NO.

_____ _____

VEHICLE TYPE VEHICLE LICENSE NO.

THE DRIVER OF THIS VEHICLE IS AUTHORIZED TO ENTER OR REMAIN IN THE EMERGENCY AREA DURING THE FOLLOWING PERIOD:

FROM: _____ _____

DATE TIME

TO: _____ _____

DATE TIME

_____ _____

AUTHORIZED SIGNATURE TITLE

1. This is a temporary pass to enter or remain in the emergency area on official business or duty during the specified period ONLY.
2. The authorized person must carry this pass at all times while in the emergency area.
3. This pass shall be surrendered to the issuing authority upon exit from the emergency area.

THIS PASS WILL BE ISSUED TO THE DRIVER OF THE VEHICLE ENTERING THE EMERGENCY AREA. IN ADDITION, THE DRIVER WILL BE ISSUED IDENTIFICATION TO BE POSTED PROMINENTLY IN THE UPPER CENTER OF WINDSHIELD (BEHIND REAR VIEW MIRROR) AND REMAIN ON THE VEHICLE WHILE IT IS IN THE EMERGENCY AREA. ISSUING AUTHORITIES WILL MAINTAIN A RECORD OF ALL PASSES ISSUED AND SURRENDERED.

EXHIBIT 16

Alexander County
Dam Information
(Stats)

Dam Hazard Potential	Name	Ht	Lgth	Material	Spillway Style	Approx Elevation	Lat	Long	Drainage Area (ac)	Last Insp
Intermediate	Adams Pond	20					35.917	-81.144	203	4/14/2003
Low	Alexander Water Corp	2	40	Concrete	Gravity Overflow	859	35.896	-81.055		3/28/2000
	Alspaugh	35	150	Concrete, plastered rock base	Gravity Overflow w/ undershot gates	934				
High	Bowman's Dam	14	250	Earthen	N/A	1010	35.83306	-81.26		3/19/2003
Low	Broyhill Pond Dam	17					35.91	-81.114		12/11/2001
High	Cy Pursur	16	295	Earthen	N/A	1170	35.93444	-81.2675		3/19/2003
Low	Daniel	13	180	Earthen	N/A	998	35.9025	-81.03944	0	3/5/1998
High	Davis Pond	8/22	370	Earthen	N/A	1134	35.91472	-81.1625		3/14/2001
Low	Fox Lake	24	250	Earthen	N/A	1010	35.859	-81.291	48	3/28/2000
Low	Gwaltney	18	185	Earthen	N/A	1206	35.97861	-81.04167		12/11/2001
	Hammer Cow Pond	17	195	Earthen	N/A	958				
	Harry Gant's Dam	12	240	Earthen	N/A	1034				
Low	Hughes Pond	22					36.005	-81.15861		3/5/1998
Low	Icard	20/58	280	Concrete	Gravity Overflow	934	35.81639	-81.34028	27072	12/29/2003
Low	Icenhour	24	275	Earthen	N/A	1130	35.85139	-81.22	30	7/18/2000
Low	Jennings	18	200	Earthen	N/A	1142	35.937	-81.166	0	3/28/2000
Low	Lackey Pond	15	525	Earthen	N/A	1026	35.977	-81.088		1/31/2000
Low	Lane	28					35.91139	-81.17333		2/15/2009
Low	Lail Pond	15	300	Earthen	N/A	1134	35.90389	-81.29417		12/10/2001
	Liledoun	35	250	Concrete	Gravity Overflow w/ undershot gates	993				
	Linney's Mill	8	60	Concrete	Gravity Overflow w/ headrace	1112				
Low	Little River I	25	290	Earthen	N/A	1126	35.893	-81.236	145	12/29/2009

Alexander County
Dam Information

High	Little River 2	23	190	Earthen	N/A	1122	35.891	-81.237	1062	4/24/2000
High	Little's Trout Pond	26					35.98556	-81.32833	436	4/29/2003
Low	Lorenzen & Carpenter	13	265	Earthen	N/A	1042	35.91472	-81.21861	160	12/11/2001
High	McCurdy	16	375	Earthen	N/A	1130	35.98901	-81.10514	75	12/11/2003
Low	Millersville	35	150	Concrete	Buttrested Overflow w/ head and tail race	889	35.85	-81.182		7/18/2000
High	Moretz	31	250	Concrete	Arch Overflow	973	35.846	-81.279	0	3/19/2003
Low	North State	22	200	Concrete	Gravity Overflow w/ tailrace	872	35.848	-81.173		7/18/2000
	Oxford	122	1200	Concrete plastered rock base	Gravity Overflow	846				
Low	Patterson	14	260	Earthen	N/A	1010	35.928	-81.094		7/18/2000
Low	Pennell Pond	11	290	Earthen	N/A	1198	35.95778	-81.25972		12/11/2001
Low	Poole Pond	22-Aug	190	Earthen	N/A	886	35.83528	-81.13556	241	7/18/2000
High	Rink	10-48	290	Concrete	Arch Overflow	967	35.8306	-81.264	34112	4/14/2003
Low	Rogers- Lower	16/38	365	Earthen	N/A	1118	35.911	-81.144	38	3/20/2002
Intermediate	Rogers- Upper	4/22	315	Earthen	N/A	1170	35.91	-81.146	62	3/20/2002
Low	Shearin	13	400	Earthen	N/A	1238	35.988	-81.223		3/28/2000
	Shoals- Upper	12	175	Concrete	Gravity Overflow	1022				
Intermediate	Smith Pond	17	450	Earthen	N/A	1114	35.942	-81.037		4/14/2003
High	Third Creek Watershed #7	20/47	350	Earthen	N/A	966	35.8702	-81.068	3098	12/29/2003
Low	Tugman Pond	12	350	Earthen	N/A	902	35.815	-81.11139		7/18/2000
Intermediate	Wildlife Club	20	250	Earthen	N/A	1214	35.9325	-81.27861		3/19/2003
	Unnamed Earthen Dam 1	12	320	Earthen	N/A	1174				
	Unnamed Earthen Dam 2	12	190	Earthen	N/A	1154				
	Unnamed Earthen Dam 3	12	88	Earthen	N/A	1154				
	Unnamed Earthen Dam 4	12	280	Earthen	N/A	902				
Low	Watts Lake	31					36.029	-81.133		4/14/2003

Alexander County
Dam Information
owner info

Name	Owner	Address	City	State	Zip	Phone	Stream	River Basin	Year Built
Adams Pond	Robert Adams	208 Liberty Church Rd	Taylorsville	NC	28681		Glade Creek Trib	Yadkin	
Alexander Water Corp	Alexander Water Corp.	PO Box 168	Stony Point	NC	28678		S. Yadkin River	Yadkin	1945
Alspaugh	William L. Hammer						Lower Little River	Catawba	1919
Bowman's Dam	Nesbit Bowman	366 Nesbit Bowman Ln	Taylorsville	NC	28681		Middle Little River Trib	Catawba	1987
Broyhill Pond Dam	Broyhill Inc	Broyhill Park c/o Martin Broyhill	Alexander	NC		704-758-3111	Bull Branch Trib	Yadkin	
Cy Pursur	Dale Caldwell	PO Box 562	Hudson	NC	28638	828-728-2771	Beaver Branch Trib	Catawba	Post 1940
Daniel	Daniel Lambert/Leroy	113 Hawthorne Dr	Riverdale	GA			Miller Creek Trib	Yadkin	Post 1940
Davis Pond	Larry E. Davis	110 15th Street SE	Taylorsville	NC	28681	828-632-2028	Glade Creek Trib	Catawba	Post 1940
Fox Lake	Gary Fortune						Middle Little River	Catawba	Post 1940
Gwaltney	Glynn Gwaltney/Leck	Rt 1 Box 350	Hiddenite	NC	28636	828-632-2439	Mill Creek Trib	Yadkin	1970
Hammer Cow Pond	William L. Hammer						Lower Little River Trib	Catawba	Post 1941
Harry Gant's Dam	Harry Gant						Lower Little River Trib	Catawba	Post 1940
Hughes Pond	Gordon Hughes	874 Kenwick Dr	Winston-Salem	NC	27106		Grassy Creek Trib	Yadkin	1977
Icard	Duke Energy						Upper Little River	Catawba	1919
Icenhour	Vinson Icenhour	2072 Friendship Church Road	Taylorsville	NC	28681		Lower Little River Trib	Catawba	1988
Jennings	James Jennings/Elizabeth	PO Box 1121	Taylorsville	NC	28681	828-632-7830	Muddy Creek	Catawba	Post 1940
Lackey Pond	John R. Lackey /Vance	PO Box 871	Taylorsville	NC	28681		Beaverdam Creek	Yadkin	Post 1940
Lane	Henry R. Lane	PO Box 218	Taylorsville	NC	28681		Glade Creek Trib	Catawba	
Lail Pond	Rudy Lail	Rt 2 Box 157	Taylorsville	NC	28681	828-632-7271	Duck Creek Trib	Catawba	Post 1940
Liledoun	Carolina Glove Co.						Lower Little River	Catawba	1917
Linney's Mill	William C. Linney						Rocky Creek	Yadkin	1937
Little River 1	Lorraine Piatti						Lower Little River Trib	Catawba	Post 1940

Alexander County
Dam Information

Little River 2	Lorraine Piatti						Lower Little River Trib	Catawba	1958
Little's Trout Pond	Jerry & Lynn Dellinger	2261 Island Ford Rd	Statesville	NC	28625		White Creek Trib	Catawba	1973
Lorenzen & Carpenter	Carolyn Carpenter/Wayne	Rt 2 Box 513	Taylorsville	NC	28681	828-632-2506	Lower Little River Trib	Catawba	1981
McCurdy	Jackie McCurdy/Dale	5530 Old Vashti Road	Taylorsville	NC	28681	828-632-6725	Big Branch Trib	Yadkin	1986
Millersville	Haneline Power, Allen haneline						Lower Little River	Catawba	1919
Moretz	Bruce Massey	702 Millersville Rd	Taylorsville	NC	28681	828-632-3626	Middle Little River	Catawba	1921
North State	Jerome Bolick						Lower Little River	Catawba	1921/1920
Oxford	Duke Energy						Catawba River	Catawba	1927
Patterson	Kenneth T. Patterson/Mrs. A.Q.	Rt 2	Hiddenite	NC	28636	828-632-2469	Greasy Creek Trib	Yadkin	1950
Pennell Pond	David L. Steinmetz						Lambert Creek	Catawba	Post 1940
Poole Pond	Melvin Tucker						Island Creek	Catawba	1978
Rink	Duke Energy	PO Box 1006	Charlotte	NC	28201	704-382-8588	Middle Little River	Catawba	1922/1917
Rogers- Lower	Gary Rogers	PO Box 97	Taylorsville	NC	28680	828-632-6082	Glade Creek Trib	Catawba	Post 1940
Rogers- Upper	Gary Rogers	PO Box 98	Taylorsville	NC	28681	828-632-6083	Glade Creek Trib	Catawba	Post 1940
Shearin	Albert Hartley						Lower Little River Trib	Catawba	Post 1940
Shoals- Upper	Sipe Brothers						Lower Little River	Catawba	1910
Smith Pond	Robert McLain	2855 Sharpe Mill Road	Hiddenite	NC	28636		Snow Creek Trib	Yadkin	Post 1940
Third Creek Watershed #7	Mrs. C.A. Lackey/Jim W	3424 Old Mtn Rd	Hiddenite	NC	28636		Third Creek	Yadkin	1955
Tugman Pond	Larry Goble						Elk Shoals Creek Trib	Catawba	Post 1940
Wildlife Club	Alex. Co. Wildlife Club						Beaver Branch	Catawba	Post 1940
Unnamed Earthen Dam 1	Gary Rogers						Glade Creek Trib	Catawba	Post 1941
Unnamed Earthen Dam 2	Larry E. Davis						Glade Creek Trib	Catawba	Post 1942
Unnamed Earthen Dam 3	Joe James						Lower Little River Trib	Catawba	Post 1943
Unnamed Earthen Dam 4	Nancy Sigmon						Elk Shoals Creek Trib	Catawba	Post 1940
Watts Lake	Don Watts	403 S. Center Street	Taylorsville	NC	28681	828-632-2100	S. Yadkin River Trib	Yadkin	1948

EXHIBIT 17

AMERICAN'S WITH DISABILITIES ACT

-follows-

ADA Best Practices Tool Kit for State and Local Governments

Chapter 7 Addendum 1:

Title II Checklist

(Emergency Management)

PURPOSE OF THIS CHECKLIST: This checklist is designed for use as a preliminary assessment of your emergency management programs, policies, procedures, and shelter facilities. The goal is to look at your programs, policies, procedures, and shelter facilities to see if there are any potential ADA problems.

MATERIALS AND INFORMATION NEEDED: To assess the accessibility of your emergency management programs, policies, procedures, and shelter facilities, you will need:

- a copy of your emergency planning and preparedness documents;
- a copy of materials used to train employees and volunteers who perform emergency management functions;
- a copy of materials distributed to the public on emergency preparedness and emergency management and the procedures used for distribution of such materials;
- a copy of any current contracts or other documents reflecting your relationship with other public entities and/or private organizations to provide any services related to emergency management, such as planning, prevention, preparedness, evacuation, transportation, sheltering, medical services, lodging, housing, response, social services, recovery, clean-up, and remediation;
- a list of notification methods, procedures, materials, and equipment used to communicate information about emergencies to the public, including people with disabilities (in particular, communication with people who are deaf or hard of hearing and people who are blind or have low vision);
- a copy of your policies and procedures on emergency notification, evacuation, transportation, emergency shelters, emergency food and medical supplies, temporary lodging and housing, medical services, social services, and other emergency management services;
- a list of accessible transportation and lodging resources that can be used in an emergency for evacuation, return home following an evacuation, and/or temporary lodging and housing;
- a list of the facilities designated as emergency shelters, including mass care shelters, special needs shelters, and medical shelters;
- eligibility criteria, if any, for participation in emergency management programs, services, and activities, including mass care, special needs, and medical shelters; and

- copies of the "ADA Checklist for Emergency Shelters," located in Addendum 3 to this Chapter and at , and survey tools (metal tape measure, electronic (digital) level, pressure gauge, and digital camera).

General Emergency Management Policies and Procedures

1. If you have a contract or other arrangement with any third party entities, such as the American Red Cross or another local government, to provide emergency planning and/or emergency management or response services, does your contract or other documentation of your arrangement contain policies and procedures to ensure that the third party entities comply with ADA requirements, as outlined in Chapter 7 of this Tool Kit, including Addenda 2 and 3?

Yes

No

N/A

2. Do you have written procedures to ensure that you regularly seek and use input from persons with a variety of disabilities and organizations with expertise in disability issues in all phases of your emergency planning, such as those addressing preparation, notification, evacuation, transportation, sheltering, medical and social services, temporary lodging and/or housing, clean-up, and remediation?

Yes

No

3. Do you seek input and participation from people with disabilities and organizations with expertise on disability issues when you stage emergency simulations and otherwise test your preparedness?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your emergency management program may not be fully accessible to people with disabilities. Here are some steps to ensure that your emergency management programs, policies, and procedures are accessible to people with disabilities.

- If your entity contracts or arranges with third party organizations to help with emergency preparedness or management, formalize in your agreements with those organizations their commitment to compliance with the requirements of Title II of the ADA, as set out in this Chapter, including the Addenda.

- On an ongoing basis, seek and use input from people with different types of disabilities (i.e., mobility, vision, hearing, cognitive, psychiatric, and other disabilities) and organizations with expertise on disability issues regarding all phases of your emergency management plan.
- When you stage simulations or otherwise test the effectiveness of your emergency planning and preparedness, include people with a variety of disabilities in your testing. For example, enlist people with disabilities to role-play during simulation exercises and provide feedback.

Planning for Emergency Notification and Evacuation

This section helps you identify potential ADA-related problems in your plans for the emergency notification and evacuation of people with disabilities. To ensure an accurate assessment of ADA compliance, this checklist should be completed with the input and assistance of those employees and contractors who are involved in your entity's emergency planning, notification, and evacuation programs, services, and activities.

4. For planning purposes, have you determined the extent to which, in an emergency or disaster, people with disabilities who reside or visit your community are likely to need individualized notification, evacuation assistance, and/or transportation, including accessible transportation?

Yes

No

5. Has your emergency planning identified the resources you will use to meet the needs of individuals with disabilities who require individualized notification, evacuation assistance, and/or transportation, including accessible transportation?

Yes

No

6. If your emergency warning systems use sirens or other audible alerts, do you have written procedures to ensure the use of a combination of methods to provide prompt notification of emergencies to persons who are deaf or hard of hearing? (Note: Examples of methods that may be effective in communicating emergencies to people who are deaf or hard of hearing include auto-dialed TTY and taped telephone messages, text messaging, emails, open captioning on emergency broadcasts on local television stations, and dispatching qualified sign language interpreters to assist with emergency announcements that are televised.)

Yes

No

7. Does your plan address the needs of people with disabilities who will require assistance leaving their homes?

Yes

No

8. Do you have written procedures to ensure that your community evacuation plans enable people with a wide variety of disabilities to safely self-evacuate and, for those who cannot self-evacuate, to receive evacuation assistance ? (Note: The plans should address the evacuationneeds of people who have mobility disabilities, people who are blind or have low vision, people who are deaf or hard of hearing, people with cognitive and psychiatric disabilities, people with disabilities who use service animals, and other people with disabilities who reside or visit your community who may need evacuation assistance.)

Yes

No

9. Have you established a voluntary, confidential registry for persons with disabilities to request individualized notification, evacuation assistance, and transportation?

Yes

No

a. If you maintain such a registry, do you have written procedures to ensure that it is voluntary, it has appropriate confidentiality controls, the information in the registry is regularly updated, and outreach to persons with disabilities and organizations with expertise on disability issues is conducted to inform them of its availability?

Yes

No

N/A

10. Does your emergency transportation plan identify accessible transportation resources that will be available to evacuate persons with mobility disabilities, including people who use wheelchairs or scooters, people who use medical equipment, such as oxygen tanks, and people who use service animals? (Accessible transportation consists of wheelchair lift-equipped vehicles.)

Yes

No

11. Do your emergency plans, policies, and procedures provide for people with disabilities to be evacuated and transported to shelters together with their families?

Yes

No

12. Do your emergency management plans, policies, and procedures ensure that people with disabilities are not separated from their service animals during evacuation and transportation?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your emergency management program may not be fully accessible to people with disabilities. Here are some steps to ensure that your emergency notification and evacuation policies, procedures, and programs are accessible to people with disabilities.

- If you use emergency warning systems such as sirens or audible alerts, provide alternate ways to provide prompt notification of emergencies to people who are deaf or hard of hearing. Combine visual and audible alerts to reach a greater audience than either method would reach by itself. Consider using telephone calls with pre-recorded messages, auto-dialed TTY (teletypewriter) messages, text messaging, emails, and direct door-to-door contact with pre-registered individuals. Also use open captioning on emergency broadcasts on local television stations and dispatch qualified sign language interpreters when emergency announcements are televised.
- Adopt policies to ensure that your community evacuation plans enable people with disabilities, including those who have mobility, vision, hearing, cognitive, and psychiatric disabilities, to safely self-evacuate or be evacuated by others.
- Create voluntary, confidential registries of persons with disabilities who may need individualized notification, evacuation assistance, and/or transportation. Establish procedures to ensure that the registries are voluntary, guarantee confidentiality to those who register, and include a process to periodically update the information contained in the registry. Widely publicize the registries, including outreach to people with disabilities, organizations with expertise on disability issues,organizations that provide services to people with disabilities, and paratransit riders. Outreach should explain the purpose of the registries, provide assurances of confidentiality, explain procedures for registering, and include procedures for people who, because of their disabilities, need assistance in registering.
- Identify accessible modes of transportation, such as wheelchair lift-equipped school buses, transit buses, paratransit vans, and taxi cabs that will be available to help evacuate people with disabilities during an emergency. Ensure that your plan addresses the needs of people with disabilities, including those who use wheelchairs, scooters, medical equipment, and service animals as well as those who will need assistance getting from their homes to emergency transportation pickup locations or staging areas.

Training First Responders, Staff, and Volunteers

13. Have the following categories of individuals been trained on the information provided in Chapter 7, including Addenda 2 and 3?

a. Emergency planners, those who designate facilities to be used as shelters, and those who make advance arrangements to address emergency staffing, equipment, medical supplies, food and beverages, and other emergency-related needs?

Yes

No

b. Staff and volunteers who participate in notification activities?

Yes

No

c. First responders and other staff and volunteers who deal with evacuation, transportation, and emergency-related security issues?

Yes

No

d. Shelter staff and volunteers and those who will be involved in routing people to shelters and deciding shelter placements for people with disabilities and their families?

Yes

No

e. Individuals involved in establishing and operating temporary housing or lodging programs?

Yes

No

f. Individuals who will establish and operate emergency-related medical and social service programs?

Yes

No

g. Individuals who will be responsible for repair, rebuilding, and continuity of program operations following an emergency or disaster?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your training programs for emergency management personnel and volunteers may not adequately address access issues for people with disabilities. Here are some steps to ensure that your training policies, procedures, and programs ensure access for people with disabilities.

- Ensure that emergency planners, those involved in emergencypreparedness, first responders, and those involved in all other aspects of emergency management are trained in the requirements of Title II of the ADA, including the information provided in Chapter 7 and Addenda 2 and 3.
- Develop instructions for staff and volunteers who will perform duties related to emergency notification, evacuation, transportation, and the routing of people with disabilities and their families to, and placement of these individuals in, shelters.
- Develop site-specific instructions and training materials for "mass care,""medical," and "special needs" shelter volunteers and staff to ensure compliance with ADA requirements to provide access to programs, services, and activities offered at the shelter, and to address any concerns raised by, people with disabilities. Include in the instructions and training materials, the information in this Chapter, including Addenda 2 and 3, on shelter accessibility, eligibility criteria, effective communication, reasonable modifications in policies, practices, and procedures for service animals, and other reasonable modifications.
- Train individuals involved in the emergency management process to recognize issues that may affect people with a variety of disabilities and on the procedures to follow when access issues for individuals with disabilities arise during the course of an emergency or disaster, such as contacting your entity's ADA Incident Manager for guidance.

Physical Accessibility in Emergency Shelter Programs

This section helps you identify architectural barriers to access in your emergency shelter facilities. To ensure an accurate assessment of ADA compliance, this checklist should be completed with the input and assistance of those employees, volunteers, and representatives of third party organizations that are involved in your emergency planning and sheltering programs.

14. Have you conducted an accessibility survey of all of your emergency shelter facilities, whether owned by government or a private entity to determine if they comply with ADA requirements? See "Checklist for Accessible Emergency Shelters," included in Addendum 3 to this Chapter.

Yes

No

15. Have you identified access barriers at any of the shelter facilities?

Yes

No

16. If you found barriers at emergency shelters, have you taken steps to ensure that the barriers are removed to provide (at a minimum) the following accessible features that comply with the requirements of the ADA Standards for Accessible Design (ADA Standards): parking, exterior route from the parking to the entrance, entrance, sleeping area, dining area, toilet facilities, bathing facilities, recreational areas, emergency exit, and interior routes to all of these areas?

Yes

No

N/A

17. If all barriers have not been removed from a shelter, have you identified an appropriate number of alternate shelters that provide (at a minimum) the following accessible features that comply with the requirements of the ADA Standards: parking, exterior route from the parking to the entrance, entrance, sleeping area, dining area, toilet facilities, bathing facilities, recreational areas, emergency exit, and interior routes to all of these areas?

Yes

No

N/A

18. Until all emergency shelters have the required accessible features referenced above, have you identified and widely publicized to the public and to persons with disabilities and disability organizations the most accessible emergency shelters and the accessible features that each has?

Yes

No

N/A

19. Have you adopted policies and procedures to ensure that shelter staff and volunteers maintain accessible routes for individuals who use wheelchairs and other mobility aids?

Yes

No

20. Have you adopted procedures to minimize protruding objects and overhead objects in shelters so that someone who is blind or has low vision can walk safely throughout the shelter?

Yes

No

21. Have you adopted policies and procedures for shelter staff and volunteers to offer wayfinding assistance to people who are blind and those with low vision who may need assistance in understanding and navigating the shelter layout and locating shelter facilities (e.g., finding the route to the toilet room when furniture layouts change)?

Yes

No

22. Have you established policies and procedures to ensure that, in the future, facilities are surveyed for accessibility and barriers to access are removed before a facility is designated as a shelter?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your emergency shelter program may not be fully accessible to people with disabilities. Here are some steps to ensure that your emergency shelters are physically accessible to people with disabilities.

- Survey your community's shelters for barriers to access for persons with disabilities. At a minimum, survey the parking, the path to the entrance, the entrance, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas. To conduct your survey, use the Department's technical assistance publication, "Checklist for Accessible Emergency Shelters," which is included in Addendum 3 to this Chapter.

  - If you find barriers to access, remove the barriers or work with the facility's owner to remove the barriers.
  - If barriers cannot be removed, find another nearby facility that is – or can be made – accessible.
  - Until all emergency shelters have the required accessible features (parking, route to the entrance, entrance, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas), identify and widely

publicize the location and features of the most accessible emergency shelters to the public, including specific outreach to persons with disabilities, disability rights organizations, and organizations that provide services to people with disabilities.

- Adopt procedures to ensure that shelter staff and volunteers maintain accessible routes and minimize protruding objects. Beds and other furniture must be placed to ensure that accessible routes are not blocked, and that protruding and overhead objects are minimized in all areas of the shelter.
- Also include procedures for staff and volunteers to offer wayfinding assistance to people who are blind or have low vision to provide orientation to the shelter environment and assistance in locating shelter areas or features.
- Establish policies and procedures to ensure that facilities being Chapter 7 Addendum: Title II Checklist (Emergency Management) (July 25, 2007) Page 13 of 23 considered as possible emergency shelters in the future are surveyedmergency Shelters" and that barriers to access are removed before facilities are designated as emergency shelters.

Policies and Procedures in Emergency Shelters

23. Do you have supplies of informational materials routinely handed out at emergency shelters available in alternative formats (Braille, large print) for people who are blind or have low vision?

Yes

No

24. Have you adopted policies and procedures for shelter staff and volunteers to provide assistance to people who are blind or have low vision by reading and completing forms and other written materials that are not available in alternative formats?

Yes

No

25. Do any of your shelters have low-stimulation "stress-relief zones," such as an empty classroom in a school building used as an emergency shelter?

Yes

No

- If you offer "stress-relief zones," have you adopted policies and procedures to make these areas available on a priority basis to people whose disabilities are aggravated by stress?

  Yes

No

N/A

26. Have you adopted emergency shelter eligibility policies and procedures to ensure that people with disabilities are housed at "mass care" shelters unless they are medically fragile?

Yes

No

27. Have you adopted "mass care" shelter procedures to ensure that shelter staff and volunteers do not turn away people with disabilities who may need assistance with activities of daily living even though their personal care aides may not be with them?

Yes

No

28. Have you adopted policies and procedures to ensure that "mass care," "special needs," and "medical" shelter staff and volunteers are trained and monitored so they provide safe, appropriate assistance with activities of daily living (e.g., eating, dressing, personal hygiene, transferring to and from wheelchairs) that some people with disabilities may require?

Yes

No

29. If you provide a "special needs" or "medical" shelter, have you adopted eligibility policies and procedures to ensure that people with disabilities are not housed in such shelters just because they have a disability? (Note: Special needs and medical shelters are for medically fragile people who require the type of care provided in hospitals and nursing homes. Most people with disabilities are not medically fragile. The ADA requires emergency managers and shelter operators to accommodate people with disabilities in the most integrated setting appropriate to their needs.)

Yes

No

N/A

30. Have your shelter staff and volunteers received training with site-specific instructions for providing people with disabilities access to all services, activities, and programs at "mass care," "medical," and "special needs" shelters?

Yes

No

31. Do you have written policies and procedures to ensure that people who are deaf or hard of hearing, people with speech disabilities, and people who are blind or have low vision are provided with effective communication during their stay at a shelter?

Yes

No

32. Do you provide a TTY at each emergency shelter for use by people who are deaf, are hard of hearing, or have speech disabilities?

Yes

No

33. Do you have written procedures to ensure that persons with disabilities who use service animals are not separated from their service animals when using emergency shelters and have full access to shelter programs, services, and activities, even if pets are normally prohibited in shelters or in certain areas of shelters?

Yes

No

34. Do you have written procedures to ensure that food, water, and a receptacle and plastic bags for the disposal of service animal waste are available at emergency shelters?

Yes

No

35. Have you established security procedures at shelters that allow people with service animals to take their animals outside for relief without unnecessary delays for security screening upon re-entry?

Yes

No

36. Do you have written procedures to ensure that emergency shelters have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice)?

Yes

No

37. Do your written procedures on back-up generators include a plan for routinely notifying the public and disability groups of the location of shelters providing electricity and refrigeration?

Yes

No

38. Does your emergency management plan provide an effective way for people with disabilities to request and receive durable medical equipment and medication while in shelters?

Yes

No

39. Have you established procedures for people with disabilities to request and receive cots or beds, modifications to cots or beds, securement of cots or beds to allow safe transfer to a wheelchair, and placement of cots or beds in specific locations when needed?

Yes

No

40. Have you adopted kitchen access policies to provide immediate access to food and refrigerated medications for shelter residents and volunteers whose disabilities may require it?

Yes

No

41. Does your emergency management plan ensure that at least some kinds of foods and beverages are available in emergency shelters for people with dietary restrictions, such as people who have diabetes or severe food allergies?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your emergency shelter program may not be fully accessible to people with disabilities. Here are some steps to ensure that the policies and procedures relating to your emergency shelter programs are accessible to people with disabilities.

- Adopt procedures to provide effective communication for people who are deaf or hard of hearing, people with severe speech disabilities, and people who are blind or have low vision. Train staff on the basic procedures for providing effective communication, including exchanging notes or posting written announcements to go with spoken announcements. Provide a TTY in each shelter for persons who are deaf, are hard of hearing, or have speech disabilities. Provide interpreters when necessary to ensure effective communication. Train staff and volunteers to read printed information, upon request, to persons who are blind or who have low vision.
- If space permits, offer low-stimulation "stress-relief zones." Adopt policies and procedures to make these areas available on a priority basis to people whose disabilities are aggravated by stress.
- Adopt eligibility policies and procedures that ensure that people with disabilities are housed in "mass care" shelters unless they are medically fragile. The procedures should ensure that shelter staff and volunteers accept people with disabilities who need some assistance with activitiesof daily living even though their personal care aides may not be with them. Also, provide training and monitoring for staff and volunteers on safe, appropriate procedures for providing assistance in daily living activities to people with disabilities who require such assistance.
- If you provide a "special needs" or "medical" shelter, adopt eligibility policies and procedures to ensure that emergency managers do not require people with disabilities to stay in these shelters solely because they have a disability. Special needs and medical shelters are intended to house people who are medically fragile, such as those who require hospital or nursing home care. The ADA requires emergency managers and shelter operators to accommodate people with disabilities in the most integrated setting appropriate to their needs.
- Modify "no pets" policies to allow people with disabilities to stay in shelters – and participate in shelter programs, services, and activities – with their service animals. Also, provide food, water, and wastedisposal supplies for service animals.
- Ensure that a reasonable number of shelters have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). Make these shelters available on a priority basis to people whose disabilities require access to electricity and refrigeration. Until all shelters have back-up generators and refrigeration capacity, routinely notify the public about the location of the shelters that have these features.
- Establish policies and procedures ensuring that people who need electricity for life-sustaining equipment have priority access to it when it is available and that priority access is also provided, where feasible, for people with disabilities who rely on electrically powered mobility devices.
- Establish policies and procedures, and make advance arrangements for resources to ensure that there is an effective way for people with disabilities to request and receive durable medical equipment and medication.
- Establish policies and procedures and make advance resource arrangements so that people with disabilities can request cots and beds, modifications to cots and beds, securement of cots and beds, and specific placement of cots, beds, or sleeping mats when needed. In shelters where people will generally be expected to use sleeping mats placed on the floor, ensure that some cots and beds are available for people with disabilities who are unable to use sleeping mats. The procedures on cots and beds should provide for staff and volunteers to consult with people with disabilities about their needs and provide necessary accommodations.

- Modify kitchen-access policies so that residents and volunteers whose disabilities may require it can obtain immediate access to food and refrigerated medication. Also, in planning food supplies for shelters, ensure that at least some kinds of foods and beverages are available for people with dietary restrictions, such as diabetes or severe food allergies.

Medical and Social Services

42. Have you established policies and procedures to ensure that medical and social services and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids, individuals who cannot leave shelters because of their disabilities, and people who use service animals?

Yes

No

43. Have you established policies and procedures to ensure that application processes for benefit programs are designed so they do not exclude people with disabilities whose disabilities prevent them from using one particular type of application process (e.g., web-based application processes, telephone-based application processes, procedures requiring applicants to have a valid driver's license, or procedures requiring applicants to apply in person)?

Yes

No

44. Do you have policies and procedures to ensure that your medical, social service, and other benefit programs provide effective communication to people with disabilities, including people who are deaf or hard of hearing and people who are blind or have low vision?

Yes

No

- Do your policies and procedures include primary consideration of the communication method preferred by an individual with a disability?

  Yes

  No

  N/A

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that the medical and social services your entity provides may not be fully accessible to people with disabilities. Here are some steps to ensure that the policies and procedures relating to your medical and social services are accessible to people with disabilities.

- Establish policies and procedures to ensure that medical, social service, and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids and people who use service animals.
- Establish policies and procedures to ensure that medical, social service, and other benefit programs do not have eligibility criteria that screen out or tend to screen out people with disabilities, or application processes or procedures that deny access to people with disabilities.
- Establish policies and procedures to ensure that medical, social service, and other benefit programs provide effective communication to people with disabilities, including primary consideration of the method of communication preferred by an individual with a disability.

Post-Sheltering Policies and Procedures

45. Have you adopted procedures to provide additional time, transportation, and search assistance for people with disabilities in emergency shelters to locate accessible temporary housing and support services in the community following an emergency?

Yes

No

46. If you have a program to provide temporary housing to persons when they leave emergency shelters but cannot yet return home (e.g., housing in dormitories, rooms at lodging facilities, trailers), have you adopted a plan for providing prompt, equivalent temporary housing to persons with disabilities, including accessible housing for people who use wheelchairs, scooters, and other mobility aids and people who are deaf or hard of hearing?

Yes

No

N/A

47. If you have a temporary housing program, do your information materials on temporary housing include information on accessible housing (such as the specific location of accessible hotel rooms within the community or in nearby communities and transportation resources available in that area)?

Yes

No

N/A

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your emergency management and post-shelter programs may not be fully accessible to people with disabilities. Here are some steps to ensure that your post-shelter policies, procedures, and programs are accessible to people with disabilities.

- Modify policies, as necessary, to provide transportation, search assistance, and additional time in shelters to individuals with disabilities who are attempting to locate housing.
- Identify temporary accessible housing (such as accessible hotel rooms within the community or in nearby communities) that could be used if people with disabilities cannot immediately return home after a disaster. Consider establishing temporary housing procedures to ensure that accessible hotel rooms are available on a priority basis to people with disabilities who need them.
- Establish policies and procedures to ensure that temporary housing information distributed to the public or to shelter residents includes information on accessible housing and transportation resources.

Post-Emergency Repair, Rebuilding, and Resumption of Program Operations

48. Have you established policies and procedures to ensure that the repair and rebuilding of government facilities comply with the accessibility requirements of Title II of the ADA?

Yes

No

49. Have you established policies to ensure that programs relocated from a damaged facility on a temporary or permanent basis remain accessible to people with disabilities?

Yes

No

ACTIONS:

If the answer to any of the above questions is "No," this is a red flag that your post-emergency policies and procedures may not be fully accessible to people with disabilities. Here are some steps to ensure that your post-emergency policies and procedures ensure access for people with disabilities.

- Establish policies and procedures to ensure that facilities constructed or altered because of emergency- or disaster-related damage comply with the accessibility requirements of Title II of the ADA. Facilities constructed after January 26, 1992, and repairs to such facilities, must comply with Title II's

new construction requirements. Alterations to facilities constructed before the ADA became effective, must comply with Title II's requirements for alterations to existing facilities. Alterations may not decrease accessibility.

- Establish policies and procedures to ensure that programs relocated from a damaged facility remain accessible to people with disabilities, whether the relocation is permanent or temporary. Ensure that continuity of operations plans address continuity of access to programs, services, and activities for people with disabilities. Ensure that repair and clean-up activities include the maintenance of accessible features.

ADA Best Practices Tool Kit for State and Local Governments

Chapter 7 Addendum 2:

The ADA and Emergency Shelters: Access for All in Emergencies and Disasters

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One of government's primary responsibilities is to protect residents and visitors. Providing emergency shelter during disasters and emergencies is a basic way of carrying out this duty. Shelters are sometimes operated by government entities themselves. More commonly, though, shelters are operated for the state or local government by a third party – often the American Red Cross. Regardless of who operates a shelter, the Americans with Disabilities Act (ADA) generally requires shelters to provide equal access to the many benefits that shelters provide, including safety, food, services, comfort, information, a place to sleep until it is safe to return home, and the support and assistance of family, friends, and neighbors.[1] In general, the ADA does not require any action that would result in a fundamental alteration in the nature of a service, program, or activity or that would impose undue financial and administrative burdens.[2] This Addendum discusses some of the key issues that emergency managers and shelter operators need to address in order to comply with the ADA when they plan for and provide shelter during emergencies and disasters. Although this Addendum focuses primarily on issues affecting shelter residents with disabilities, these issues are also generally applicable to volunteers and employees with disabilities.

A. Advance Planning

- **Equal access requires advance planning.** During emergencies and disasters, people with disabilities sometimes have different, disability-related needs than other individuals. Many of these needs cannot be met during emergencies and disasters without advance planning. For example, if a person's health will be jeopardized without access to life-sustaining medication that must be refrigerated, an emergency shelter will be of little use to him unless he has access to the required medication and a way to keep it sufficiently cold. Resources of this kind will likely be unavailable unless emergency managers and shelter operators arrange to have them available well before an emergency or disaster occurs.

  To provide equal access to people with disabilities, effective advance planning requires at least two steps: (1) identify the disability-related needs of the residents and visitors likely to be housed in a shelter, and (2) make the advance arrangements necessary to meet those needs in the event an emergency or disaster strikes. The most effective way for emergency managers and shelter operators to ensure that advance planning addresses the needs of people with disabilities in their community is to involve community members with a wide variety of disabilities in the advance planning process. These individuals will be able to identify the types of disability-related needs that community residents and

visitors are likely to have during emergencies as well as some of the community resources that may be available to help meet those needs.

To help in the advance planning process, the following sections of this Addendum identify some of the more common disability-related needs that shelter residents are likely to have. However, since people with different disabilities will typically have different needs, the issues addressed in this document are not exhaustive. Each community will have disability-related issues specific to its own residents and visitors that need to be identified and addressed. These issues are also likely to change over time as residents move into and out of communities and as changes occur in the types of equipment, medication, and technology that people with disability use.

[1] 28 C.F.R. §§ 35.130, 35.149.
[2] 28 C.F.R. §§ 35.130(b)(7), 35.150(a)(3), 35.164.

B. Accessibility

- **Ensure that the sheltering program is accessible to people with disabilities.** Disasters and emergencies are unpredictable. Even the best emergency managers cannot say with certainty when an emergency will strike, how extensive the damage will be, and which shelters will remain available to house people who must evacuate their homes. For most people, any building designated as a shelter will meet their basic emergency needs so long as it provides a safe place to eat, sleep, and take care of personal hygiene needs. But an emergency shelter is of little use to a person using a wheelchair if it has steps at the entrance or toilet rooms she cannot use.

  Under the ADA, emergency sheltering programs must not exclude or deny benefits to people with disabilities.[3] Emergency managers and shelter operators should therefore seek to ensure that shelters are physically accessible to people with disabilities, including people who use wheelchairs. Before designating a facility as an emergency shelter, emergency managers and shelter operators need to determine if it is accessible. Elements such as a shelter's parking, walkway to the entrance, entrance, toilets, bathing facilities, drinking fountains, sleeping area, food distribution and dining quarters, first aid/medical unit, emergency notification system, and other activity and recreation areas need to be examined for barriers. Government facilities built since 1992 and private business facilities built since 1993 are often the best candidates for emergency shelters because they were subject to ADA requirements for physical accessibility when they were built.[4] Some older facilities have been altered to provide physical accessibility[5] or can be made physically accessible by using temporary measures stored on site and readily available for use in the event an emergency occurs. Other older facilities are poor candidates for emergency shelters because they have barriers that are too expensive or infeasible to remove. For guidance on emergency shelter accessibility, please see the Department of Justice's "ADA Checklist for Emergency Shelters" at www.ada.gov/pcatoolkit/chap7shelterchk.htm. The checklist includes two assessment tools to ensure that emergency shelters provide access to all: (1) a preliminary checklist that will help emergency managers and shelter operators decide if a facility has the characteristics that make it a good candidate for a potential emergency shelter, and (2) a more detailed checklist that will help identify and remove the most common barriers to physical accessibility.

Emergency managers and shelter operators need to ensure that sheltering programs are accessible to people with disabilities, including individuals who use wheelchairs.

[3] 28 C.F.R. §§ 35.130, 35.149.
[4] 28 C.F.R. § 35.151(a) (for public facilities); 28 C.F.R § 36.406 (for private facilities that are subject to the requirements of Title III of the ADA because they are public accommodations or commercial facilities).
[5] 28 C.F.R. § 35.151(b) (for public facilities); 28 C.F.R. §§ 36.402 - 36.405 (for private facilities that are subject to the requirements of Title III of the ADA because they are public accommodations or commercial facilities).

C. Eligibility Criteria

Shelters are usually divided into two categories: (1) "mass care" shelters, which serve the general population, and (2) "special needs" or "medical" shelters, which provide a heightened level of medical care for people who are medically fragile. Special needs and medical shelters are intended to house people who require the type and level of medical care that would ordinarily be provided by trained medical personnel in a nursing home or hospital.

- **House people with disabilities in mass care shelters.** Emergency managers and shelter operators sometimes wrongly assume that people need to be housed in special needs or medical shelters simply because they have a disability. But most people with disabilities are not medically fragile and do not require the type or level of medical care that special care and medical shelters are intended to provide. The ADA requires people with disabilities to be accommodated in the most integrated setting appropriate to their needs,[6] and the disability-related needs of people who are not medically fragile can typically be met in a mass care shelter. For this reason, people with disabilities should generally be housed with their families, friends, and neighbors in mass care shelters and not be diverted to special needs or medical shelters.

  To comply with the ADA's integration requirement, emergency managers and shelter operators need to plan to house people with a variety of disabilities in mainstream mass care shelters, including those with disabilityrelated needs for some medical care, medication, equipment, and supportive services. Emergency managers and shelter operators must also ensure that eligibility criteria for mass care shelters do not unnecessarily screen out people with disabilities who are not medically fragile based on erroneous assumptions about the care and accommodations they require.

- **Respect the right of people with disabilities to make choices about where to shelter.** In some communities, emergency managers have designated shelters specifically for individuals with disabilities or individuals with a specific type of disability. For example, a community with a school for students who are deaf may designate that facility as an emergency shelter for people who are deaf. While the ADA does not prohibit offering these types of emergency shelters,[7] it generally does prohibit emergency managers and shelter operators from requiring people with disabilities or people with a specific type of disability to stay in such shelters.[8] The ADA requires emergency managers and shelter operators to accommodate people with disabilities in the most integrated setting appropriate to their needs, which is typically a mass care shelter.

- **House people with disabilities in mass care shelters even if they are not accompanied by their personal care aides.** Some people with disabilities use personal care assistance for activities of daily living, such as eating, dressing, routine health care, and personal hygiene needs. One question that

frequently arises is whether people with disabilities who use attendant care can be appropriately housed in mass care shelters. In most instances, they can. Most people with disabilities who use attendant care are not medically fragile and do not require the heightened level of medical care provided in a special needs or medical shelter.

In the past, some shelter operators maintained policies that prevented people with disabilities who regularly use attendant care from entering mass care shelters unless they were accompanied by their own personal care attendants. These policies denied access to many people with disabilities.

During emergencies, many personal care attendants – like other people – evacuate or shelter with their own families instead of staying with their clients. Shelter operators should provide support services in mass care shelters to accommodate people with disabilities who are not medically fragile but need some assistance with daily living activities unless doing so would impose an undue financial and administrative burden. Such assistance can be provided by medical personnel or trained volunteers.

Local governments and shelter operators may not make eligibility for mass care shelters dependent on a person's ability to bring his or her own personal care attendant.

- **Make arrangements in advance to ensure that special needs and medical shelters have sufficient numbers of adequately trained medical staff and volunteers.** Special needs and medical shelters house people with disabilities who require the heightened medical care that is ordinarily provided in nursing homes and hospitals. However, in the past, these shelters have often had too few qualified staff – or relied too heavily on volunteers with minimal training – to provide adequate care to the medically fragile people they house.

  Advance planning is the only way emergency managers and shelter operators can secure enough trained medical personnel and adequately trained volunteers to ensure the safety and comfort of residents of special needs and medical shelters.

- **Keep families together whenever possible, even in special needs and medical shelters.** Family members provide each other the support and assistance necessary to cope with emergencies and disasters. During these difficult times, separation from family members increases loneliness, worry, and additional stress. But while most families have been able to stay together during emergencies, individuals with disabilities have often been unnecessarily separated from their families because many special needs and medical shelters do not allow them to be accompanied by more than one person.

  In disasters and emergencies, people are ordinarily allowed to shelter with their families. This benefit needs to be available to persons with disabilities as it is for everyone else. Of course, some people in special needs and medical shelters may need to be housed in medical wards apart from their families because of critical medical needs, but their families should still be housed nearby.

[6] 28 C.F.R. § 35.130(d).
[7] 28 C.F.R. § 35.130(b)(2) - (c).
[8] 28 C.F.R. § 35.130(b)(2), (e)(1).

D. Reasonable Modifications

The ADA generally requires emergency managers and shelter operators to make reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination.[9] A reasonable modification must be made unless it would impose an undue financial and administrative burden.[10] The following are examples of reasonable modifications that emergency managers and shelter operators will generally need to make:

- **Modify "no pets" policies to welcome people who use service animals.** Many emergency shelters do not allow residents or volunteers to bring their pets inside. But shelters must generally modify "no pets" policies to allow people with disabilities to be accompanied by their service animals.

  A service animal is not a pet. Under the ADA, a service animal is any animal that is individually trained to provide assistance to a person with a disability. Most people are familiar with dogs that guide people who are blind or have low vision. But there are many other functions that service animals perform for people with a variety of disabilities. Examples include alerting people who are deaf or hard of hearing to sounds; pulling wheelchairs; carrying or retrieving items for people with mobility disabilities or limited use of arms or hands; assisting people with disabilities to maintain their balance; and alerting people to, and protecting them during, medical events such as seizures.

  How can a service animal be identified? Service animals come in all breeds and sizes. Many are easily identified because they wear special harnesses, capes, vests, scarves, or patches. Others can be identified by the functions they perform for people whose disabilities can be readily observed. When none of these identifiers are present, shelter staff may ask only two questions to determine if an animal is a service animal: (1) "Do you need this animal because of a disability?" and (2) "What tasks or work has the animal been trained to perform?" If the answers to these questions reveal that the animal has been trained to work or perform tasks for a person with a disability, it qualifies as a service animal and must generally be allowed to accompany its owner anywhere other members of the public are allowed to go, including areas where food is served and most areas where medical care is provided. Questions about the nature or severity of a person's disability or ability to function may not be asked. It is also inappropriate to question a person's need for a service animal or to exclude a service animal on the grounds that shelter staff or volunteers can provide the assistance normally provided by the service animal.

- **Modify kitchen access policies for people with medical conditions that may require access to food.** Most shelter operators restrict residents' and volunteers' access to the kitchen to preserve food and beverage supplies and maintain efficient kitchen operations. But people with medical conditions such as diabetes may need immediate access to food to avoid serious health consequences. Shelter operators need to make reasonable modifications to kitchen policies so that residents and volunteers with disability-related needs can have access to food and beverages when needed.

- **Modify sleeping arrangements to meet disability-related needs.** To maximize efficiency, shelter operators typically provide one standard type of cot or mat for use by shelter residents. However, some people have disability-related needs for cots to be modified or may need to sleep on cots or beds instead of on mats placed on the floor. For example, a person with muscular dystrophy may require a cot with a very firm mattress to provide the physical support needed to facilitate breathing. Similarly, many people with mobility disabilities will be unable to use a sleeping mat placed on the floor. For example, many people using wheelchairs or scooters will be unable to safely transfer on and off a cot or bed unless it is firmly anchored so it does not move and has a firm sleeping surface that is 17 - 19 inches above the

floor. Shelter operators need to establish procedures that people with disabilities can use to request reasonable modifications to sleeping arrangements.

[9] 28 C.F.R. § 35.130(b)(7).
[10] 28 C.F.R. § 35.130(b)(7).

E. Effective Communication

From the moment people begin to arrive at a shelter, good communication between staff, volunteers, and residents is essential. Many shelter residents and volunteers might have communication-related disabilities, including those who are deaf or hard of hearing and those who are blind or who have low vision. People with mental retardation or psychiatric disabilities might also have communication difficulties in certain circumstances, such as registering, filling out applications for benefits, or trying to understand what benefits and services are available.

Under the ADA, shelter operators must provide "effective communication" to people with disabilities unless doing so would result in a fundamental alteration or would impose undue financial and administrative burdens.[11] Shelters that are part of a state or local government sheltering program must give "primary consideration" to the type of auxiliary aid or service preferred by the person with a disability;[12] they must defer to that choice unless another equally effective method of communication is available or the preferred method would impose an undue financial and administrative burden or fundamental alteration.[13] This requirement applies even if a third party operates the shelter under an arrangement with the state or local government.

Advance planning is critical to ensuring effective communication during an emergency. Without such planning, it may be difficult or impossible to locate auxiliary aids and services and have them ready for use at the shelter. Advance planning will also alleviate the expense and burdens associated with providing auxiliary aids.

- **Provide alternate format materials for people who are blind or who have low vision.** People who are blind or have low vision may request documents and brochures in alternate formats (Braille, large print, or audio recording). Generally, shelter supplies should include alternate format versions of documents that are routinely made available to shelter residents. Having alternate formats available for distribution during an emergency requires advance planning.

  When documents are prepared on the spot and alternate formats cannot be prepared in advance or produced as needed, shelter operators are still required to provide effective communication through alternate means.[14] Often, the most effective solution in an emergency is to provide a person to read printed documents and, where applicable, someone to help fill out forms. People who serve as readers or provide assistance filling out forms must be "qualified" – in the context of an emergency shelter, this means being capable of and willing to read materials and complete forms as instructed by the person with a disability.

- **Ensure that audible information is made accessible to people who are deaf or hard of hearing.** In emergency shelters, most information is conveyed through oral announcements. Shelter operators must ensure that people who are deaf or hard of hearing have access to this information in a timely and accurate manner. In some circumstances, qualified sign language or oral interpreters may be required by the ADA. In others, posting messages and announcements in written format on a centrally located

bulletin board, or writing notes back and forth with residents who are deaf or hard of hearing, may suffice.

The type of auxiliary aid or service required in a specific situation depends on several factors, including the length, complexity, and importance of the communication and the person's language skills and history. For example, handwritten notes will not communicate information effectively to a person who cannot read. Similarly, providing a sign language interpreter will not be effective for a person who is hard of hearing and does not understand sign language. If it becomes an undue financial and administrative burden to obtain qualified sign language or oral interpreters at a shelter, then the ADA does not require them. However, advance planning can significantly reduce the costs and administrative burdens of making interpreters available.

- **Provide a TTY for the use of people who are deaf or hard of hearing.** Many people in shelters use telephones to apply for disaster relief benefits, arrange for transitional housing, and speak to family and friends. People who can use standard voice telephones typically make use of shelter telephones or cellular phones for this purpose. But without access to a teletypewriter (TTY), people who are deaf or hard of hearing and those who have speech disabilities are unable to communicate with others over the telephone.

[11] 28 C.F.R. § 35.160.
[12] 28 C.F.R. § 35.160(b)(2).
[13] 28 C.F.R. § 35.164.
[14] 28 C.F.R. § 35.164.

F. Shelter Environment

- **Offer orientation and wayfinding assistance to people who are blind or have low vision.** Until they become familiar with the shelter layout, blind people and those with low vision may have difficulty locating different areas of the shelter. Even after they are oriented to the shelter environment, changes in furniture layout or the addition or removal of cots may be disorienting to people who rely on these landmarks to find their way around. When they arrive at a shelter, people who are blind and those with low vision might need assistance orienting themselves to the shelter layout and locating pathways to sleeping areas, toilet rooms, and other areas of the shelter they may wish to use. Offer, but do not insist, on providing orientation and wayfinding assistance. Some people who are blind or have low vision need such assistance. Others can, and prefer to, find their own way.

- **Maintain accessible routes.** Cots and other furniture need to be placed to ensure that accessible routes – routes that people who use wheelchairs, crutches, or walkers can navigate – connect all features of the shelter. For instance, accessible routes need to connect the sleeping quarters to the food distribution and dining quarters, to the toilet rooms and bathing facilities, activity areas, etc. Generally, an accessible route is 36 inches wide, except at doors and for short distances, when it can be narrower, and where it turns, when it must be wider. More guidance on accessible routes is provided in the "ADA Checklist for Emergency Shelters" at www.ada.gov/pcatoolkit/chap7shelterchk.htm.

- **Eliminate protruding objects in areas where people can walk.** Furniture and other items should be positioned to direct pedestrians who are blind or have low vision safely away from overhead or

protruding objects. This requirement extends beyond the "accessible route" and applies throughout the shelter environment to any place where a person can walk. Hazards posed by protruding and overhead objects can typically be eliminated by placing a cane-detectable barrier on the floor beneath or next to them. But care should be taken so cane-detectable barriers do not block accessible routes or the clear floor space that people using mobility devices need to access common protruding objects such as drinking fountains. For more guidance on protruding objects, please see please see the "ADA Checklist for Emergency Shelters" at www.ada.gov/pcatoolkit/chap7shelterchk.htm.

- **Consider low-stimulation "stress-relief zones.**" The stress from the noise and crowded conditions of a shelter – combined with the stress of the underlying emergency – may aggravate some disability-related conditions, such as autism, anxiety disorders, or migraine headaches. Without periodic access to a "quiet room" or quiet space within a larger room, some people with disabilities will be unable to function in a shelter environment. In locations where a school gym serves as the emergency shelter, a nearby classroom can provide the necessary relief from noise and interaction that some shelter residents and volunteers with disabilities will need. Other shelter residents and volunteers may want a break from the noise and crowds. But quiet spaces are limited, they should be made available on a priority basis to people whose disabilities are aggravated by stress or noise.

- **Consult residents with disabilities regarding placement of their cots.** Some individuals will have disability-related needs that require accommodation when assigning the location of their cot. For instance, a person who uses a wheelchair, crutches, or a walker may need a cot located close to an accessible toilet room. Since an assigned cot may not be identifiable by touch, a blind person may need a cot placed in a location that she can easily find. A person with low vision may need his bed located close to light so he can see or away from bright light that aggravates his eyes. Likewise, someone who is deaf or hard of hearing may need a cot placed away from visual distractions that would prevent him from sleeping.

G. Supplies

- **Provide an effective way for people to request and receive durable medical equipment and medication.** Despite advance planning, some people with disabilities will find themselves in shelters without a supply of the medications or medical equipment they need. For example, some medical insurance plans prohibit people from purchasing medication until their existing supply is almost gone. Other people may be required to evacuate without medication or medical equipment or be inadvertently separated from medication or medical equipment during evacuation. Emergency managers and shelter operators need to plan and make arrangements in advance so persons with disabilities can obtain emergency supplies of medications and equipment.

- **Whenever possible, provide refrigeration for certain types of medication.** Many people with disabilities need medication that must be refrigerated. Shelters need to have a safe and secure refrigerated location where medications can be stored and accessed when needed.

- **If electricity is available, give priority to people with disabilities who use ventilators, suctioning devices, and other life-sustaining equipment.** Some people with disabilities require ventilators, suctioning devices, or other life-sustaining equipment powered by electricity. Without electrical power, many of these individuals cannot survive. When electrical power is available, access should be given to

people who depend on electrically powered equipment to survive.

Many people with disabilities depend on battery-powered wheelchairs and scooters for mobility. The batteries in these mobility aids must frequently be recharged, or they will stop functioning. Without these mobility aids, many people with disabilities will lose their ability to move about, they may be unable to participate in some services offered by the shelter, and they may need to depend more heavily on assistance from others. When possible, provide these individuals the opportunity to charge the batteries that power the equipment they use for mobility and independence.

- **Provide food options that allow people with dietary restrictions to eat.** Because of disabilities, some people are unable to eat certain types of food. For example, people with diabetes must restrict their intake of carbohydrates. Other people have severe allergies to common food ingredients, such as peanut oil and byproducts. In planning food supplies for shelters, emergency managers and shelter operators need to consider foods and beverages for people with common dietary restrictions.

- **Provide emergency supplies that enable people with disabilities to care for their service animals.** Many people with disabilities rely on service animals to do things they cannot do themselves. But when evacuating during an emergency, some individuals will be unable to transport enough food and water for their service animals. Shelter operators need to make food and water available so individuals can feed and care for their service animals. Shelter operators should also make reasonable modifications to security screening procedures so that people with disabilities are not repeatedly subjected to long waits at security checkpoints simply because they have taken their security animals outside for relief.

H. Transitions Back to the Community

- **Provide people with disabilities a reasonable amount of time and assistance to locate appropriate housing.** Shelters provide temporary refuge during and after an emergency until people can return home or arrange an alternative place to live. In some instances, shelter operators have required individuals with disabilities to move to hospitals, nursing homes, or other institutions when these individuals could not locate accessible housing or the supportive services they needed to live in their own home as quickly as other individuals. As a result, some people with disabilities who once lived independently in their own homes found themselves institutionalized soon after a disaster occurred.

  The ADA generally requires people with disabilities to receive services in the most integrated setting appropriate to their needs unless doing so would result in a fundamental alteration in the nature of services or impose undue financial and administrative burdens.[15] To comply with this requirement and assist people with disabilities in avoiding unnecessary institutionalization, emergency managers and shelter operators may need to modify policies to give some people with disabilities the time and assistance they need to locate new homes.

I. Other Resources

As discussed above, the ADA requires that people with disabilities have equal access to shelters and the benefits they provide. Providing equal access to people with different disabilities can involve very different issues. This document discusses a few of the most common issues and how they can be addressed. Other issues are addressed in Chapter 7 of the "ADA Best Practices Tool Kit for State and Local Governments," "The ADA

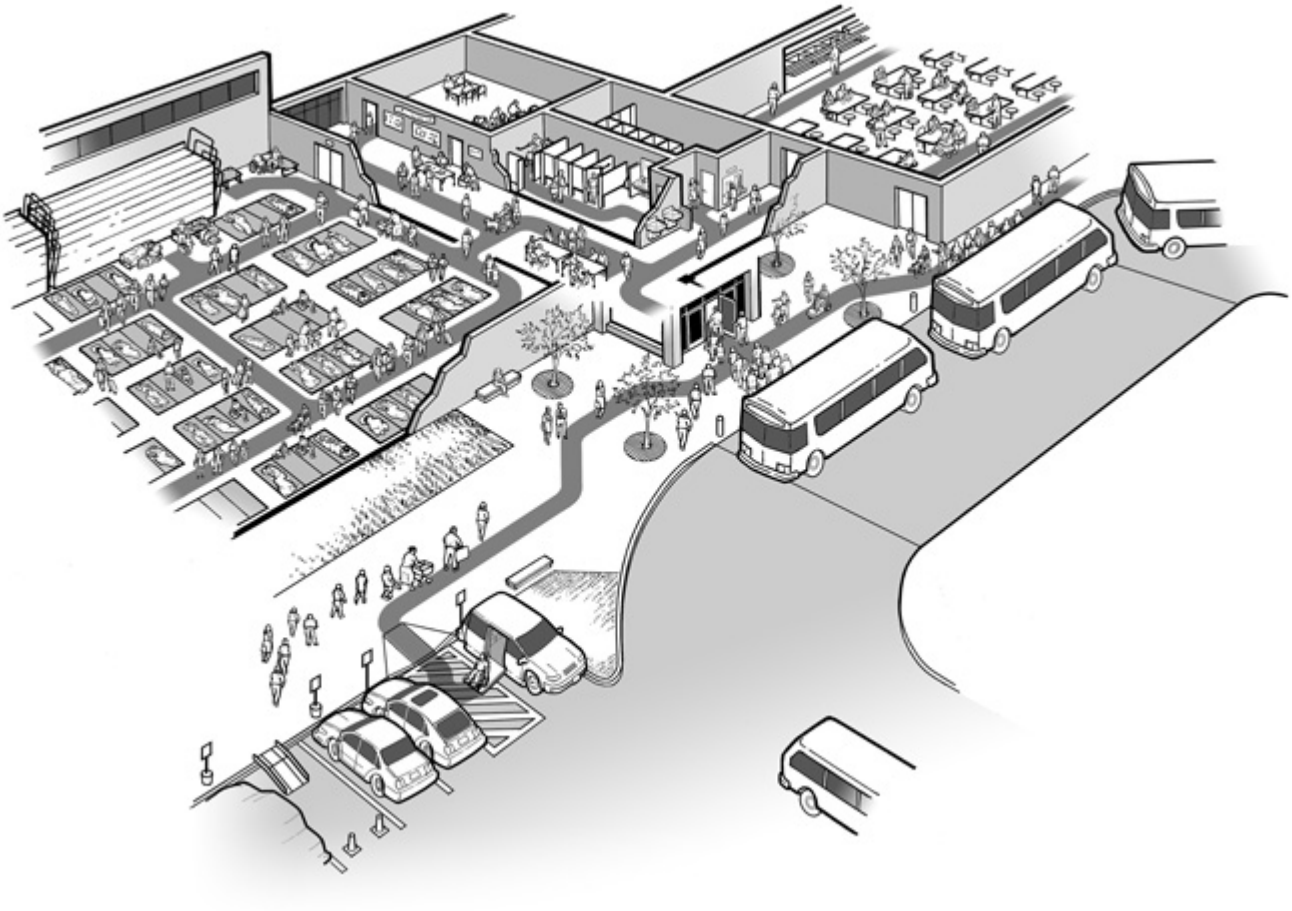
Guide for State and Local Governments: Making Emergency Preparedness and Response Programs Accessible to People with Disabilities, " the "ADA Checklist for Emergency Shelters," and other technical assistance materials that are available on the Department of Justice's ADA Home Page at www.ada.gov.

[15] 28 C.F.R. § 35.130(d).

U.S. Department of Justice
Civil Rights Division
Disability Rights Section

Americans with Disabilities Act

ADA Checklist for Emergency Shelters



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Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

ADA Checklist for Emergency Shelters

A. Evaluating the Physical Accessibility of Emergency Shelters
B. Conducting Accessibility Survey
C. Getting Started
D. Tools Needed
E. Taking Measurements
    1. Sloped Surfaces
    2. Using the Tape Measure
    3. Measuring Door Openings
F. Taking Photographs
G. Completing the Survey and Checklist
H. After Completing the Survey and Checklist

Step One: Accessible Shelter Quick-Check Survey

Selecting Sites to Survey for Accessibility

A. Accessible Entrance
B. Accessible Routes To All Service/Activity Areas
C. Accessibility within Toilet Rooms

Step Two: Ada Checklist For Emergency Shelters

Getting to the Emergency Shelter

A. Passenger Drop-Off Areas
B. Parking
    1. Typical Issue
    2. Parking Spaces Checklist
    3. Temporary Solutions for Emergency Sheltering - Parking
C. Sidewalks and Walkways
    1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or other Mobility Devices

        Accessible Ramp Features

        Temporary Solutions For Emergency Sheltering - Ramps

2. Typical Issues for Individuals Who Are Blind or Have Low Vision

Temporary Solutions For Emergency Sheltering - Protruding Object Hazards

D. Entering the Emergency Shelter

Building Entrance

E. Hallways and Corridors
   1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or Other Mobility Devices
   2. Typical Issues for People Who are Blind or Have Low Vision

F. Check-In Areas

Living at the Emergency Shelter

G. Sleeping Areas
H. Restrooms and Showers

Toilet Stalls

I. Public Telephones
J. Drinking Fountains
K. Eating Areas

Other Issues

L. Availability of Electrical Power
M. Single-User or "Family" Toilet Room
N. Health Units/Medical Care Areas
O. Accessible Portable Toilets

Accessible Emergency Shelters

One of the most important roles of State and local government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, people are often provided safe refuge in temporary shelters located in schools, office buildings, tents, or other facilities. Advance planning for an emergency shelter typically involves ensuring that the shelter will be well stocked with basic necessities, such as food, water, and blankets.

Planning should also involve ensuring that these shelters are accessible to people with disabilities. Making emergency sheltering programs accessible is generally required by the Americans with Disabilities Act of 1990 (ADA).

A. Evaluating the Physical Accessibility of Emergency Shelters

In order to be prepared for an emergency that requires sheltering, accessible features should be part of an emergency shelter. A first step to providing an accessible shelter is to identify any physical barriers that exist that will prevent access to people with disabilities. One good way to do this is to inspect each shelter facility that your community plans to use in an emergency and identify barriers to people with disabilities, including people who use wheelchairs or scooters or who have difficulty walking, people who are deaf or hard-of-hearing, and people who are blind or who have low vision. Facilities built or extensively altered since the ADA went into effect in 1992 may have few barriers to accessibility and could be good choices for emergency shelters. Facilities built before 1992 and not altered to provide accessibility may have barriers that prevent access to people with disabilities.

When evaluating physical accessibility in older facilities, it may be a good idea to do the analysis in two parts. If you suspect that an older facility is not accessible, you can do a preliminary analysis before completing a detailed accessibility survey. This preliminary analysis, or quick-check, can eliminate facilities with extensive barriers so that the focus can be on those facilities that are most appropriate to become accessible shelters. To help identify older buildings that may be good candidates to become accessible shelters, a copy of the Accessible Shelter Quick-Check Survey is provided on page 7. After completing the Quick-Check Survey, if you have checked "Yes" for most of the questions on the forms, you should conduct a full accessibility survey using the ADA Checklist for Emergency Shelters.

If you find barriers to accessibility after completing the checklist, the next step is to either remove the barriers or identify other nearby accessible facilities that can serve as a shelter. In communities with more than one emergency shelter, until all shelters are accessible, the locations of accessible shelters should be widely publicized, particularly to people with disabilities and organizations that serve the disability community.

B. Conducting Accessibility Surveys

The following Quick-Check Survey (beginning on page 7) and the ADA Checklist for Emergency Shelters (beginning on page 11) are designed to assist State and local officials and operators of emergency shelters to determine whether a facility being considered for use as an emergency shelter is accessible and if not, whether modifications are needed to remove barriers or whether relocation to another accessible facility is necessary. Filling out the Quick-Check Survey will provide guidance on whether a facility has certain basic accessible features, and filling out the detailed ADA Checklist for Emergency Shelters will provide specific information on any barriers to accessibility.

C. Getting Started

Individuals conducting the surveys need not be experienced in evaluating facilities for accessibility. The checklist provides guidance on how to complete the survey and will prompt the user to check key elements. The checklist pages also provide space for notes and other key information. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features; and in some areas, it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, staff can identify accessible shelters and develop information needed to implement temporary and permanent accessibility modifications.

An evaluation of shelter accessibility should focus on those areas of the facility that may be used for providing shelter in an emergency. These include areas where people are dropped off by a bus, van, or car; the parking area; the entrance to the shelter; pedestrian routes (both exterior and interior); sleeping, eating, information, and recreational areas; and toilet rooms.

Before shelter accessibility is evaluated, it is useful for staff to review the instructions for filling out the checklist and become familiar with the questions. It is also helpful to practice taking measurements, photographs, and recording information. On the day of the survey, it is helpful to first become familiar with certain areas before starting to record information. Upon arrival at the proposed shelter, first find the areas where people will disembark from vehicles, both passenger drop-off and loading zones as well as parking areas. Next find the entrances to the shelter areas that will be used during an evacuation. If possible, take an identifying "location" photograph that shows the name of the facility and the address so that other photographs can be identified correctly. When inside the building, locate the areas where people are likely to register, sleep, and eat. Locate the toilet rooms that serve the shelter area. It is also a good idea to locate any areas used for telephones, food distribution, and medical services.

D. Tools Needed

The following items are needed for the survey:

- A metal tape measure that is at least 20 feet long;
- A digital level or bubble level that is 24 inches long;
- A door pressure gauge;
- A digital (preferred) or film camera with a flash;
- One copy of the checklist for each shelter (and Quick-Check Survey if used); and
- A clipboard and pens.

If you are not familiar with taking the types of measurements needed to complete the checklist, review the following section and practice using the tools before going to conduct a survey.

E. Taking Measurements

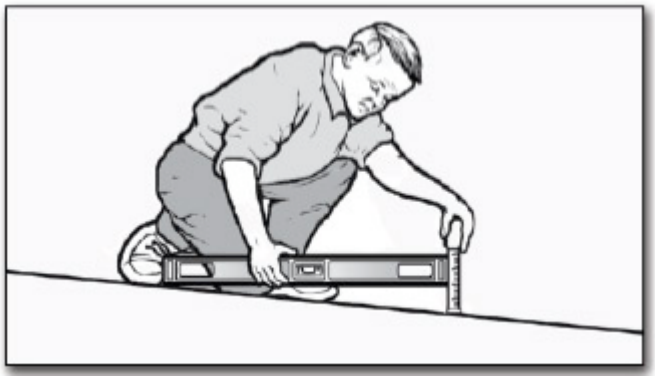
1. Sloped Surfaces

Measuring the slope of a ramp, parking space, walkway, or other ground or floor surface is important to identify whether the surface is accessible. The amount of slope or grade is described as the proportion of a vertical rise to a horizontal length. It is usually described as:

- a ratio (e.g., 1:20, which means one unit of vertical rise for each 20 units of horizontal length); or
- a percentage (e.g., 8.33% which equates to a ratio of 1:12 or 4.76 degrees).

The easiest way to measure slope is to use a digital level. The digital display gives a reading that may be shown as a percent, degrees, or as a digital bubble. Before using a digital level, make sure to understand the directions for its use. It will need to be calibrated before each use. The maximum running slope generally allowed for ramps is 1:12 (8.33% or 4.76 degrees). Cross slope is the slope or grade of a surface perpendicular to the running slope. The most cross slope allowed on an accessible route is 1:50 (2% or 1.15 degrees).

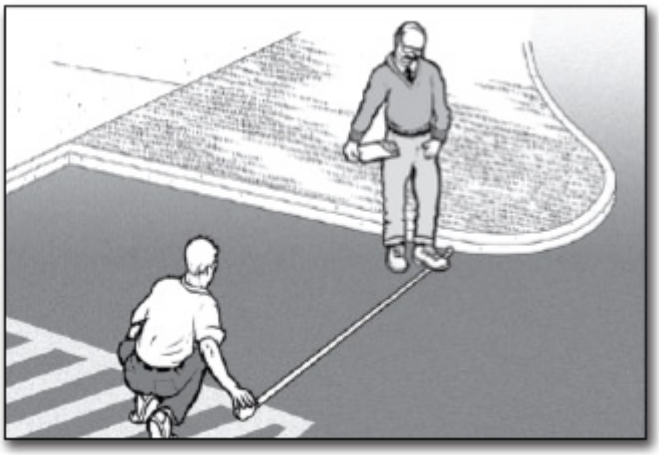
Another way to measure slope that requires more effort is to use a 24-inch level with leveling bubble and a metal tape measure. Place the level on the sloped surface in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (see below) until the bubble is in the middle of the tube. This is the "level" position. While the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is two inches or less, then the slope is 1:12 or less. When the distance is more than two inches, record the distance on the checklist so the exact slope can be calculated later. For measuring cross slope, if the distance, measured from the level position, is ½ inch or less then the slope is 1:48 or less.



Measuring slope using a 24-inch bubble level and tape measure

2. Using the Tape Measure

A metal tape measure is needed to measure the length, width, height, and depth of various elements. When measuring long distances, pull the tape tight to get an accurate measurement. The checklist will offer guidance for the specific measurement that is required.



Using a tape measure to measure the width of a parking space

3. Measuring Door Openings

Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (see below). Stretch the tape across the door opening to the face of the door. This measures the clear width of the door opening through which people pass, which is less than the width of the door itself.

Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

F. Taking Photographs

A comprehensive set of photographs makes it easier to understand existing conditions after the survey is completed. It is a good idea to take many photos of the exterior and interior of the potential shelter. It is likely that many other people in your decision-making process will need to review information about the facility you are surveying, so try to record each element that you survey with several photos. It is always useful to first take a photo that will clearly identify the location of the element so that others will easily be able to find the element. Then, take several close-up shots of that element to document the conditions you found during your survey. If you are not familiar with the camera that you plan to use, practice using it both indoors and outdoors before starting to survey the various facilities being considered for use as shelters. If you are using a digital camera, it is a good idea to review the images as you take them to ensure that you have good quality photographs.

G. Completing the Survey and Checklist

The survey and checklist forms will prompt you for what to look at and where to measure. You should write down all answers and notes for use later in the planning process. If a photo is taken of a particular element or condition, then you should note this on the checklist. It is usually more efficient for two or three people to work together doing these surveys. One person can measure while the other records the information and takes photos.

For each item, check either “Yes” or “No.” If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question. Add notes or comments as needed. For some questions when “No” is the answer, the checklist will include a prompt to check for an alternate

solution. Information on possible alternative solutions can be used later to decide how to better provide accessibility. Taking several photos is also helpful when the answer is “No” and an alternative way to provide accessibility is not readily apparent.

When completing the survey or checklist, try to answer every question in each section unless the element is not present at that facility. For example, if no parking lot is provided at the facility, (such as where only on-street parking is provided), do not measure the size of the on-street parking spaces.

Some sections of the checklist are divided into two parts, one for individuals with a mobility disability and the other for individuals who are blind or who have low vision. While evaluating a facility you will be checking to ensure that an accessible route is provided. The accessible route is a continuous unobstructed pedestrian path without steps or steep slopes that connects all accessible site and building features and spaces together. A continuous accessible route must be available at the shelter for people who use a wheelchair, scooter, or other mobility device. Other sections of the checklist ask questions related to individuals who are blind or have low vision. These questions cover all circulation paths, not just pedestrian paths that are also an accessible route.

The survey and the checklist are based on some of the requirements from the ADA Standards for Accessible Design (the Standards). Questions have been selected to reflect features that may be most important for the short-term stays common for emergency shelters. To learn more about the Standards, see the Department of Justice regulations, 28 C.F.R. Part 36, Appendix A. The regulations and the Standards are available at www.ada.gov. Copies are also available by calling the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

H. After Completing the Survey and Checklist

Once you have completed the survey and filled out the checklist, you can determine which elements or spaces in a potential shelter facility are accessible and which may need modifications. If most answers are “yes,” the facility may need little or no modification. If some answers are “no,” modifications may be needed to remove barriers found in that space or element. Emergency shelters in older buildings with inaccessible features might be made accessible with temporary modifications, (such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones) until permanent modifications can be made. However, where facilities are not capable of being made accessible, another facility will need to be selected for use as a shelter.

Step One: Accessible Shelter Quick-Check Survey

Selecting Sites to Survey for Accessibility

Providing an emergency shelter that is accessible to people with disabilities involves making sure that a number of accessible features and spaces are available. To verify accessibility before deciding on a site for an emergency shelter can involve asking many questions such as those in the ADA Checklist for Emergency Shelters. For some older buildings, especially those on hilly sites and those that have not been renovated, remodeled, or altered since 1992, before completing the detailed checklist, it may be better to do a pre-test that can rule out a facility with major accessibility problems so available resources can be focused on other locations. The following questions will help evaluate whether a facility has such major accessibility barriers. After this first step, buildings that do not have major accessibility problems should be surveyed more thoroughly, using the ADA Checklist for Emergency Shelters, to find out which, if any, barriers need to be removed to provide an accessible shelter.

A. Accessible Entrance

Having a way to get into the emergency shelter on a surface that is firm, stable, slip resistant, without steps or steep slopes, and wide enough for a person using a wheelchair or other mobility aid is essential.

A1. Is there a sidewalk connecting the parking area and any drop off area to the walkway leading to the building? [ADA Standards § 4.1.3(1)]

☐ Yes

☐ No

A2. Is there a route without steps from this sidewalk to the main entrance?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes _____ No ____ Number of Steps: _____
If No, is there another entrance without steps that is connected by a sidewalk
to the parking or drop off area? Yes _____ No _____Location: _____

B. Accessible Routes To All Service/Activity Areas

Everyone must be able to get to each of the various areas where activities and services take place. This includes people who use mobility devices, such as wheelchairs and scooters, being able to get to locations where supplies are distributed, to eating areas, to sleeping areas, to toilet rooms, and to other activity areas without encountering stairs or steep slopes.

Check all of the various ways to get to each of the areas where sheltering activities are likely to take place (sleeping, eating,

B1. Sleeping Area (Location: _____)

B1-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

B1-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

B2. Eating Area (Location: _____)

B2-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No
If No, are there two or less steps? Yes ___ No ____ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ____ Type of device: _____

B2-b. If an elevator or lift provides the only accessible route, is there a source of back up power to operate the device for an extended period?

☐ Yes

☐ No

B3. Supply Distribution Area (Location: _____)

B3-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

B3-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

B4. Toilet Rooms (Location: _____)

B4-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ____ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ____ No ____ Type of device: _____

B4-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

C. Accessibility Within Toilet Rooms

C1-a. Is there an area within the toilet room where a person who uses a wheelchair or mobility device can turn around - either a minimum 60-inch diameter circle or a “T”-shaped turn area? [ADA Standards §§ 4.22.3; 4.2.3, Fig. 3]

☐ Yes

☐ No

C1-b. Is at least one stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)? [ADA Standards § 4.17.3]

☐ Yes

☐ No

Using The Information:

If most of your answers to the previous questions are Yes, then the facility has some basic accessibility features and should be surveyed using the ADA Checklist for Emergency Shelters. Whenever most of your answers are No, then these problems should be evaluated before conducting a more detailed survey, or perhaps you should consider another location to serve as an emergency shelter.

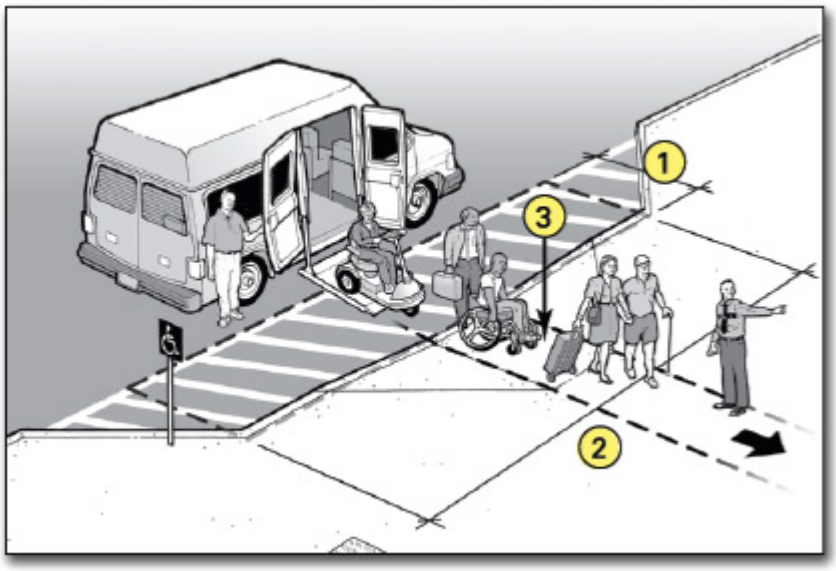
Step Two - ADA Checklist For Emergency Shelters

Getting to the Emergency Shelter

A. Passenger Drop-Off Areas

During an evacuation the most efficient method of transporting people to shelters likely will include using vans and buses. Accessible buses and vans with wheelchair lifts will be needed to transport people who use wheelchairs, scooters, or other mobility aids. When they arrive at the shelter, an accessible drop-off area (also known as a passenger loading zone) is needed for people using mobility aids to get off of the bus or van and proceed to the shelter's accessible entrance.

An accessible drop-off area must have a level access aisle that is adjacent and parallel to the vehicle space. Where a curb separates the vehicle space from the access aisle or the access aisle from an accessible route, a curb ramp must be provided so people with mobility disabilities can get to the accessible route leading to the accessible entrance of the shelter.



Accessible drop-off area with an access aisle provided at the same level as the vehicle.

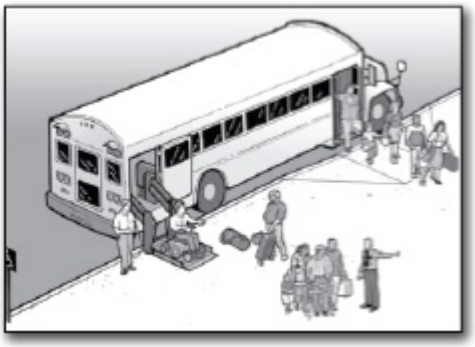
Notes

1. Access aisle depth is at least 5 feet.

2. Access aisle length is at least 20 feet. 3.

3. Curb ramp connects the access aisle for the accessible drop-off area (which is at the level of the parking lot) to the accessible route to the accessible entrance of the shelter.

The access aisle may be at the parking-lot level or at sidewalk level. If the access aisle is at the parking-lot level, the curb ramp is provided between the access aisle and the sidewalk. If it is at the sidewalk level, an adjacent curb ramp is provided between the street and the sidewalk.



Accessible drop-off area with an access aisle provided as part of the

A1. Is a relatively level (1:50 or 2% maximum slope in all directions) access aisle provided adjacent and parallel to the side of the vehicle pull-up area? [ADA Standards § 4.6.6]

sidewalk.

☐ Yes

☐ No

If No, look for another relatively level location that is on an accessible route to the accessible shelter entrance that could be used.

A2. Is the vehicle pull-up area relatively level (1:50 or 2% maximum slope in all directions)?

☐ Yes

☐ No

A3. Is the area for the access aisle at least 5-feet wide and 20-feet long? [ADA Standards § 4.6.6].

☐ Yes

☐ No

Note: Unlike at an accessible parking space, the surface for the access aisle of an accessible passenger drop-off area does not have to be marked or striped.

A4. Is there vertical clearance of at least 114 inches (9 feet 6 inches) from the site entrance to the vehicle pull-up area, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]

☐ Yes

☐ No

A5. Is a curb ramp provided between the vehicle pull up area and the access aisle (see above) or the access aisle and the accessible route to the
accessible entrance? [ADA Standards § 4.6.6]

☐ Yes

☐ No

If No, is there another area with a curb ramp and on an accessible route that could serve as the drop-off area?

If there is no curb ramp near the drop-off area, can a temporary ramp be used to connect the drop-off area access aisle to the accessible route to the accessible shelter entrance?

A6. If a curb ramp is provided, is the running slope of the ramp surface (not counting the side flares) no more than 1:12 or 8.33% [ADA Standards § 4.7.2]

☐ Yes

☐ No

A7. Is the width of the curb ramp surface at least 36 inches (not counting the side flares)? [ADA Standards § 4.7.3]

☐ Yes

☐ No

A8. Does an accessible route connect the curb ramp to the shelter's accessible entrance? [ADA Standards § 4.1.2(1)]

☐ Yes

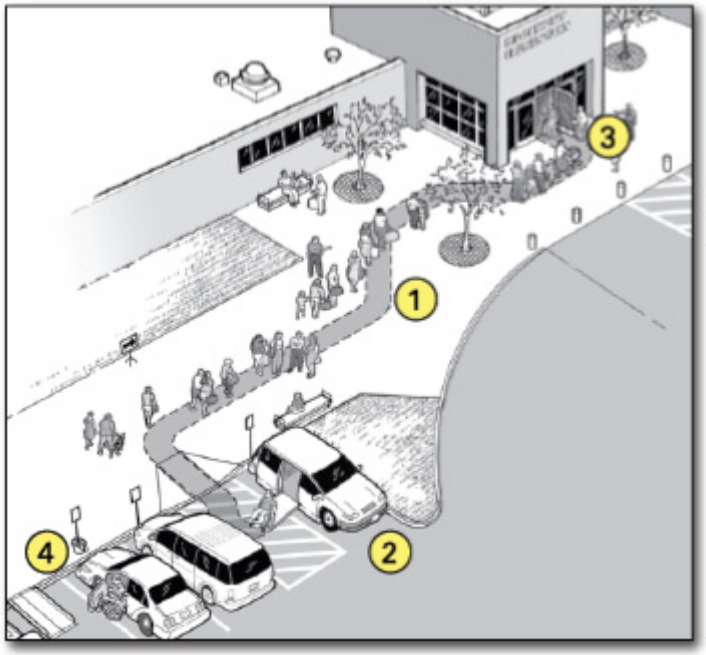
☐ No

B. Parking

1. Typical Issues

During an evacuation, some individuals with a mobility disability may arrive at the shelter in a car or van. When parking areas are provided at the shelter site, accessible parking spaces must be provided. Individuals with disabilities who arrive at the shelter in their own car or van need to be able to park in an accessible parking space close to an accessible entrance. Accessible parking spaces need an adjacent access aisle that provides space for a person with a mobility disability to exit their vehicle. The access aisle connects directly to an accessible route that leads to an accessible building entrance. In order to be usable, the access aisle must be relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.

An accessible route connects the permanent access aisle of each accessible parking space with the accessible entrance to the shelter. When an accessible route crosses a curb, a curb ramp must be provided. During an emergency, as a temporary measure, if additional accessible parking spaces are needed, a portable ramp can be provided in a parking space marked off by traffic cones to provide two additional accessible parking spaces (see page 18).



An accessible entrance to an emergency shelter with accessible parking and additional temporary accessible parking spaces

Notes:

1. Accessible route.
2. Accessible parking with van accessible parking space.
3. Accessible entrance to shelter.
4. Temporary accessible parking spaces.

2. Parking Spaces Checklist

B1. When parking areas are provided at the shelter site, count the total number of parking spaces provided in each area. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)? [ADA Standards § 4.1.2(5)(a)]

☐ Yes

☐ No

Total Number of Parking Spaces in Each Parking Area	Required Minimum Number of Accessible Spaces

1- 25	1 van-accessible space w/min. 96-inch-wide access aisle (van space)
26 - 50	1 space w/min. 60-inch-wide access aisle + 1 van space
51 - 75	2 spaces w/min. 60-inch-wide access aisle + 1 van space
76 - 100	3 spaces w/min. 60-inch-wide access aisle + 1 van space
101 - 150	4 spaces w/min. 60-inch-wide access aisle + 1 van space

If more than 150 parking spaces are provided in a particular lot, see section 4.1.2 of the ADA Standards for the number of accessible parking spaces required.

B2. Does each accessible parking space have its own, or share, an adjacent access aisle that is least 60 inches (5 feet) wide? [ADA Standards § 4.6.3]

☐ Yes

☐ No

Accessible Parking Spaces Showing Minimum Width of Vehicle Space and Access Aisle

B3. Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided that are 132 inches (11 feet) wide for vehicle space with a 60-inch (5-feet) wide access aisle? [ADA Standards § § 4.1.2(5), A4.6]

☐ Yes

☐ No

B4. For van-accessible spaces (particularly in a garage or parking structure), is there vertical clearance of at least 98 inches (8 feet - 2 inches) for the vehicle route to the parking space, the parking space, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]

☐ Yes

☐ No

If No: Can the route be cleared by removing or raising low objects, or can each van accessible parking space be relocated?

B5. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions? [ADA Standards § 4.6.3]

☐ Yes

☐ No

If No: Look for a nearby area that is relatively level in all directions that could serve as an accessible parking space with an accessible route to the accessible entrance to the shelter.

B6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? [ADA Standards § 4.6.4]

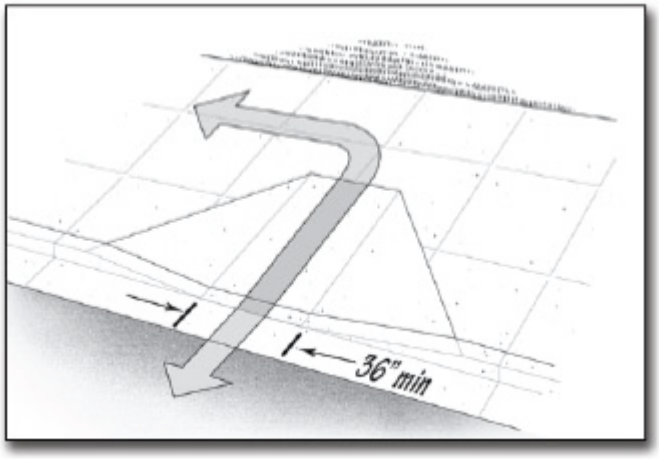
☐ Yes

☐ No

B7. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: [ADA Standards § 4.7]

☐ Yes

☐ No



Curb ramp showing minimum 36-inch width for ramp section and 1:12 slope on ramp section.

B7-a. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3]

☐ Yes

☐ No

B7-b. Is the slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2]

☐ Yes

☐ No

Note: 1:12 is one inch of vertical height for each 12 inches of length.

B8. Are the accessible parking spaces serving the shelter on the shortest accessible route to the accessible entrance? [ADA Standards § 4.6.2]

☐ Yes

☐ No

B9. Does each access aisle connect to an accessible route from the parking area to the shelter's accessible entrance? [ADA Standards § 4.6.2]

☐ Yes

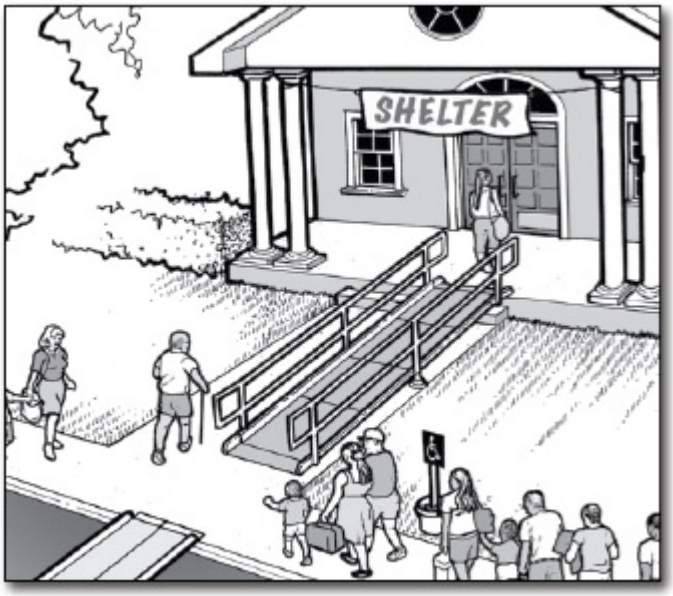
☐ No

3. Temporary Solutions for Emergency Sheltering - Parking

Problem: Parking at the shelter facility either has no accessible parking, not enough accessible parking, or accessible parking spaces are not on level ground.

Suggestion: Find a fairly level parking area near the accessible entrance and mark the area for accessible parking spaces. Three regular parking spaces will make two accessible parking spaces with a shared access aisle. Provide a sign designating each accessible parking space. Ensure there is an accessible route from each access aisle to the accessible entrance.

If temporary accessible spaces are used, mark the temporary accessible parking spaces with traffic cones or other temporary elements. Traffic cones can also be used to mark off an access aisle if designated accessible parking spaces lack an access aisle or if the access aisle is too narrow. At least one accessible parking space should be a van-accessible parking space with an access aisle that is at least 96 inches wide.



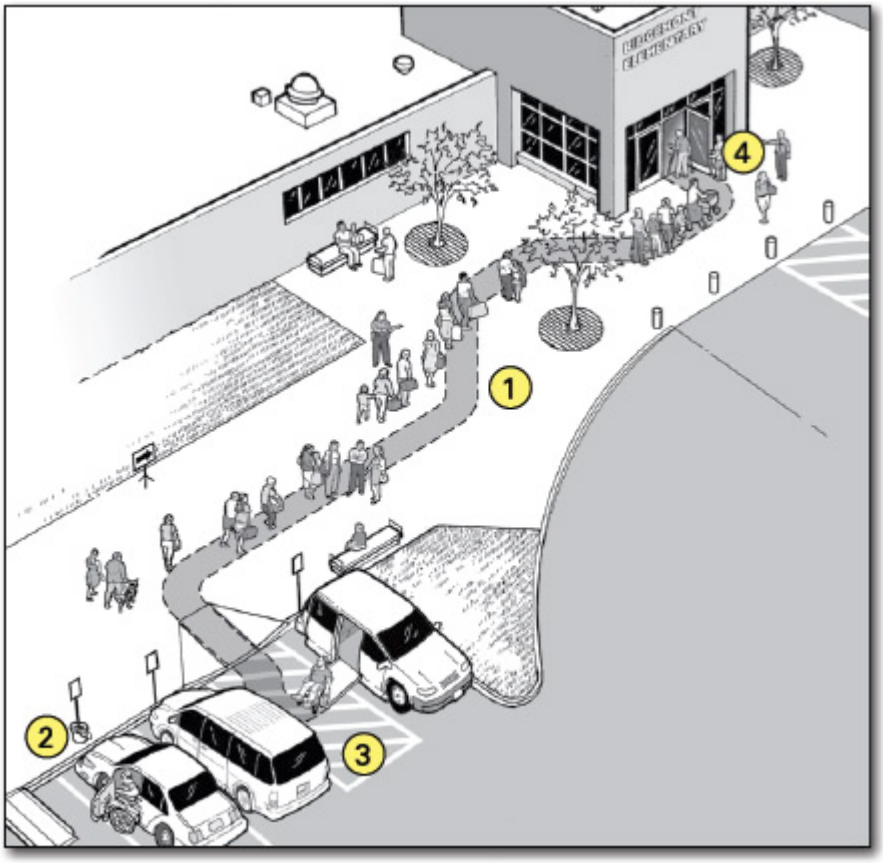
Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the shelter.

C. Sidewalks and Walkways

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or other Mobility Devices

An accessible route connects accessible passenger drop-off areas, accessible parking spaces, and other accessible elements, like a route from a bus stop, to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the

accessible entrance of the shelter. The accessible route must be at least 36 inches wide (it may narrow briefly to 32 inches wide where utility poles, signs, etc. are located along the accessible route). Abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where the ramp changes direction.



An accessible entrance to a shelter with accessible parking and an accessible drop-off area

Notes:

1. Accessible route

2. Accessible drop-off area

3. Accessible parking with van-accessible parking space

4. Accessible entrance to shelter

C1-a. Is an accessible route provided from accessible parking spaces to the accessible entrance of the shelter? [ADA Standards § 4.1.2(1), 4.3]

☐ Yes

☐ No

C1-b. Is an accessible route provided from public sidewalks and public transportation stops on the shelter site (if provided) to the accessible entrance for the shelter? [ADA Standards § 4.1.2(1)]

☐ Yes

☐ No

Note: The accessible route is at least 36 inches wide and may be a portion of a sidewalk.

C1-c. Is the accessible route at least 36 inches wide? [ADA Standards § 4.3.3]

☐ Yes

☐ No

If No, does the accessible route narrow to 32 inches for no more than 2 feet?

C1-d. Is the accessible route free of steps and abrupt level changes higher than 1/2 inch? [ADA Standards § 4.3.8]

☐ Yes

☐ No

Note: Level changes between 1/4 inch and 1/2 inch should be beveled (sloped) at 1:2 maximum.

C1-e. Where an accessible route crosses a curb, is a curb ramp provided? [ADA Standards § 4.3.8]

☐ Yes

☐ No

e-i. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3]

☐ Yes

☐ No

e-ii. Is the running slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2]

☐ Yes

☐ No

Note: 1:12 is one inch of vertical height for 12 inches of horizontal distance.

C1-f. If the slope of part of the accessible route is more than 1:20, does it meet the following requirements for an accessible ramp?

☐ Yes

☐ No

f-i. Is the running slope no greater than 1:12? [ADA Standards § 4.8.2]

☐ Yes

☐ No

Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances (see ADA Standards § 4.1.6(3)).

f-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5]

☐ Yes

☐ No

f-iii. Is the ramp width, measured between the handrails, at least 36 inches? [ADA Standards § 4.8.3]

☐ Yes

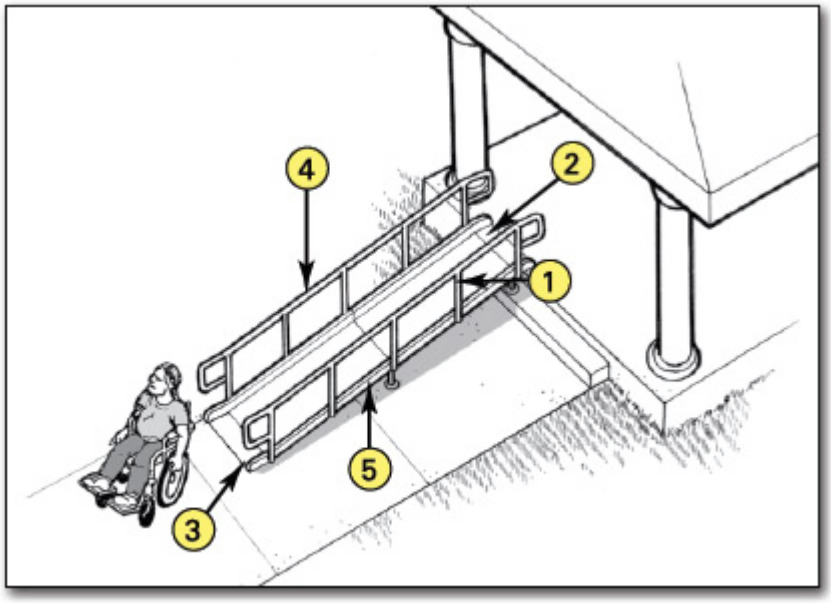
☐ No

f-iv. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Standards § 4.8.4]

☐ Yes

☐ No

Note: The level landing may be part of the sidewalk or walking surface.



Accessible ramp features

Notes:

1. At least 36 inches between handrails

2. Top landing part of walk

3. Bottom landing part of walk

4. Handrail height 34 to 38 inches

5. Edge protection.

f-v. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided at every 30 feet of horizontal length? [ADA Standards § 4.8.4]

☐ Yes

☐ No

Note: if the running slope is less than 1:16 but more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing].

f-vi. Is there a level landing, at least 60 inches x 60 inches, when a ramp changes direction? [ADA Standards § 4.8.4]

☐ Yes

☐ No

f-vii. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5]

☐ Yes

☐ No

f-viii. If the ramp or landing has a vertical drop-off on either side, is edge protection provided? [ADA Standards § 4.8.7]

☐ Yes

☐ No

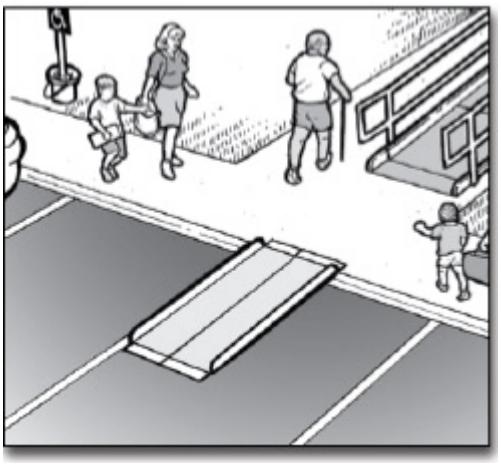
Temporary Solutions For Emergency Sheltering - Ramps

Problem: The sidewalk connecting parking to the shelter entrance is too steep to be accessible.

Suggestion: Check to see if there is another accessible route to the accessible entrance. Sometimes there is a less direct route that is accessible. During an evacuation it will be helpful to put up signs or to have volunteers stationed at the accessible parking spaces to direct people along this less direct, but nonetheless accessible, route.

Problem: The accessible route crosses a curb but no curb ramp is provided.

Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection. Store the portable ramp on site so it can be easily accessed in an emergency.

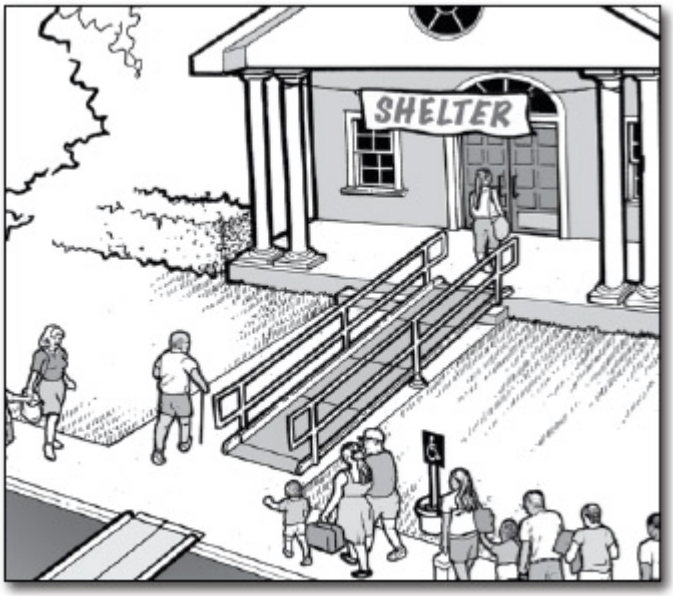


A portable ramp with edge protection is installed over a curb to provide an

accessible route.

Problem: There are two steps where the sidewalk connects to the accessible entrance.

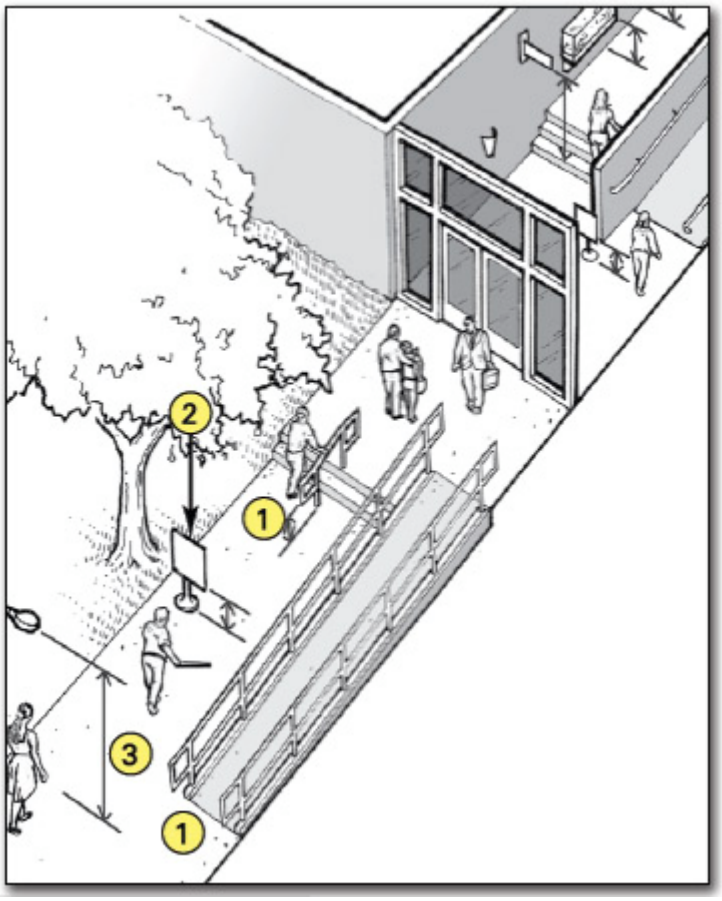
Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection and handrails on both sides of the ramp. Store the portable ramp and components on site so everything can be easily accessed in an emergency.



A portable ramp with edge protection and handrails is installed over two steps to provide an accessible route.

2. Typical Issues for Individuals Who Are Blind or Have Low Vision

Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead can be hazards to people who are blind or who have low vision. These objects must be positioned so people will either detect the objects before they run into them or safely pass under them. Examples may include handrail extensions on stairs and ramps, post- or wall-mounted signs, drinking fountains, and low hanging tree limbs. Pedestrian routes open to people during the time that the facility is being used as an emergency shelter, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80 inches above the route. Objects more than 27 inches and less than 80 inches above the route and that protrude from the side more than 4 inches are also a hazard. Since people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the shelter areas must be checked. The following questions apply to sidewalks and walkways leading to the emergency shelter.



Common objects along pedestrian routes to a shelter that can be hazards to people who are blind or have low vision.

Notes:

1. The bottom of the handrail extensions turn down to 27 inches or less above the route so a person who is blind or has low vision can detect the hazard before running into it.
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
3. Objects that overhang the pedestrian route must be at least 80 inches above the route.

C2-1. Are all sidewalks and walkways to the shelter free of any objects (e.g., wall-mounted boxes, signs, handrail extensions) with bottom edges that are between 27 inches and 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway? [ADA Standards §§ 4.4, 4.2.1(3), 4.1.3(2)]

☐ Yes

☐ No

If No, can the object be lowered, removed, or modified or can the route be moved so that the object can be avoided?

C2-2. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, can a barrier or enclosure be added below the stair or can the route be relocated away from the stair?

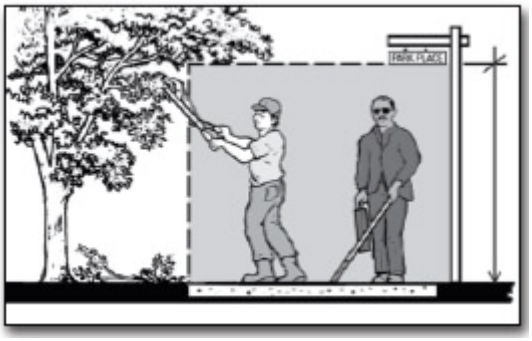
When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps this woman to stop before hitting her head.

C2-3. Are all objects that hang over the pedestrian routes at least 80 inches above the route? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, can the objects be removed or relocated, or can a cane-detectable object be added below that is at no higher than 27 inches?



Overhead sign and tree branches are least 80 inches above the walk.

Temporary Solutions For Emergency Sheltering - Protruding Object Hazards

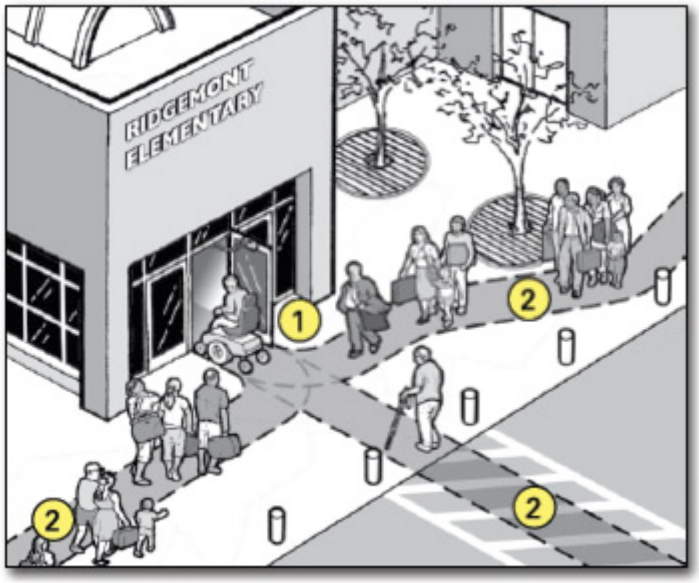
Problem: Objects protrude too far from the side into the route causing a hazard for people who are blind or who have low vision.

Suggestion: When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located higher than 27 inches above the ground it is a hazard if the object protrudes more than 4 inches into the circulation path. To make a protruding object cane-detectable:

- Place an object below, or on either side of, the protruding object that is not higher than 27 inches above the ground.
- If the protruding object can be moved, lower the object so that its bottom is not more than 27 inches above the ground.
- Prune or alter the protruding object so it does not protrude above the route.

D. Entering the Emergency Shelter

Building Entrance



Notes:

1. Accessible entrance to the shelter.
2. Accessible route connecting accessible parking and drop-off area (if provided) to the accessible entrance.

A shelter must have at least one accessible entrance that is on an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter, or wheelchair to use it.

If the accessible entrance is not the main entrance to the facility that is being used as a shelter, signs must be located at inaccessible entrances to direct evacuees and volunteers to the accessible entrance. The accessible entrance must be unlocked when other shelter entrances are unlocked.

Examples of signs for inaccessible shelter entrances directing people to the accessible entrance.

D1. Is there at least one accessible entrance connected to an accessible route? [ADA Standards § 4.1.3(1)]

☐ Yes

☐ No

Notes: If this entrance is not the main entrance, it needs to be kept unlocked when other shelter entrances are unlocked.

If there are inaccessible entrances serving the shelter, signs will be needed at inaccessible entrance(s) to direct evacuees to the nearest accessible entrance.

D2. Does at least one door or one side of a double leaf-door provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

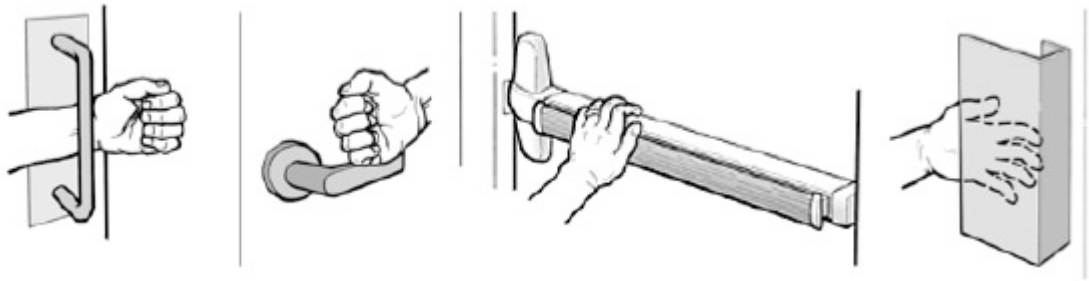
If No, does another entrance have an accessible door or can both doors be propped open during the evacuation? Other possible solutions are to enlarge the door opening, use a swing clear hinge, or, if a double-leaf door, replace with uneven width doors.

D3. Is the hardware (e.g., lever, pull, and panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

☐ Yes

☐ No

If No, leave door propped open, add new accessible hardware, or adapt/replace hardware.



Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.

D4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power-operated? [ADA Standards § 4.13.6, Fig. 25]

☐ Yes

☐ No

If No, leave the door propped open or find another accessible entrance.

D5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8]

☐ Yes

☐ No

If No, replace threshold with one with beveled sides or add a sloped insert.

D6. If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door? [ADA Standards § 4.13.7]

☐ Yes

☐ No

If No, leave the inner door permanently open, remove inner door, or modify the vestibule.

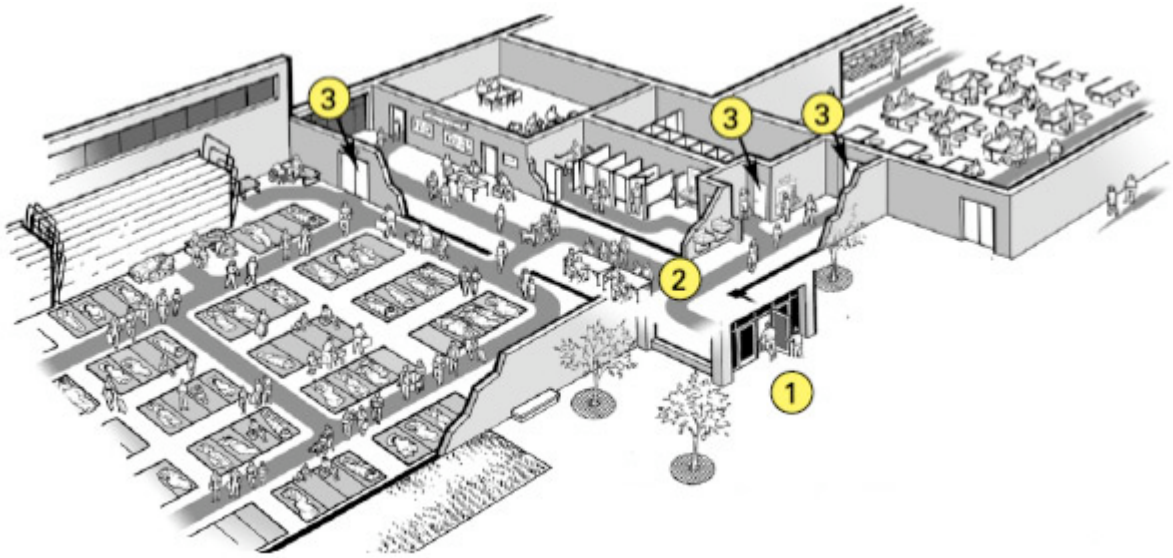
E. Hallways and Corridors

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or Other Mobility Devices

The interior accessible route connects the accessible entrance with the various service and activity areas within the shelter. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to all of the service and activity areas of the shelter.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Where an accessible route is different from the route used by most evacuees, signs will be needed at key decision points to direct individuals with disabilities to the various activity areas.



Interior of a shelter showing the accessible route from the accessible entrance to all service and activity areas.

Notes:

1. Accessible Entrance
2. Accessible Route connects the accessible entrance with shelter service and activity area
3. Accessible door to service and activity areas

E1-a. Is there an accessible route, at least 36 inches wide, that connects the accessible entrance to all shelter areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

☐ Yes

☐ No

E1-b. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

☐ Yes

☐ No

Note: level changes between 1/4 inch and 1/2 inch should be beveled). [ADA Standards §§ 4.1.3(1), 4.3.8]

E1-c. Does the accessible route from the accessible entrance to all activity areas change levels using a ramp, lift or elevator? [ADA Standards §§ 4.1.3(1), 4.3.8]

☐ Yes

☐ No

If No, go to question E1-g.

c-i. If Yes, is a ramp or sloped hallway provided?

☐ Yes

☐ No

If Yes, go to question E1-d.

c-ii. Is an elevator or lift provided?

☐ Yes

☐ No

If Yes, and the elevator or lift is part of the accessible route to a shelter area, is back-up electrical power available to operate the elevator or lift for the duration of shelter operation should the normal electrical service be disrupted?

If Yes and an elevator is provided, see question E1-e.

If Yes and a lift is provided, see question E1-f.

If No, then either provide back-up electrical power to operate the lift or elevator during the power outage or locate shelter services exclusively on accessible levels that may be reached by people with a mobility disability without using an elevator or lift.

E1-d. Where the slope of the accessible route is greater than 1:20, does this area meet the following requirements for an accessible ramp?

☐ Yes

☐ No

d-i. Is the slope no greater than 1:12? [ADA Standards § 4.8.2]

☐ Yes

☐ No

Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances]. [ADA Standards § 4.1.6(3)

d-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5]

☐ Yes

☐ No

d-iii. Is the ramp width, measured between handrails, at least 36 inches? [ADA Standards § 4.8.3]

☐ Yes

☐ No

d-iv. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5]

☐ Yes

☐ No

d-v. If a ramp is longer than 30 feet, is a level landing at least 60 inches long provided every 30 feet? [ADA Standards § 4.8.4]

☐ Yes

☐ No

d-vi. Does the ramp have a level landing that is at least 60 inches long at the top and bottom of each ramp section or where the ramp changes direction? [ADA Standards § 4.8.4]

☐ Yes

☐ No

d-vii. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Standards § 4.8.7]

☐ Yes

☐ No

E1-e. Is an elevator provided to each of the levels on which each sheltering service or activity area is located?

☐ Yes

☐ No

e-i. Are the centerlines of the call buttons mounted 42 inches above the floor? [ADA Standards § 4.10.3]

☐ Yes

☐ No

e-ii. Does the floor area of the elevator car have space to enter, reach the controls, and exit? [ADA Standards § 4.10.9, Fig. 22]

☐ Yes

☐ No

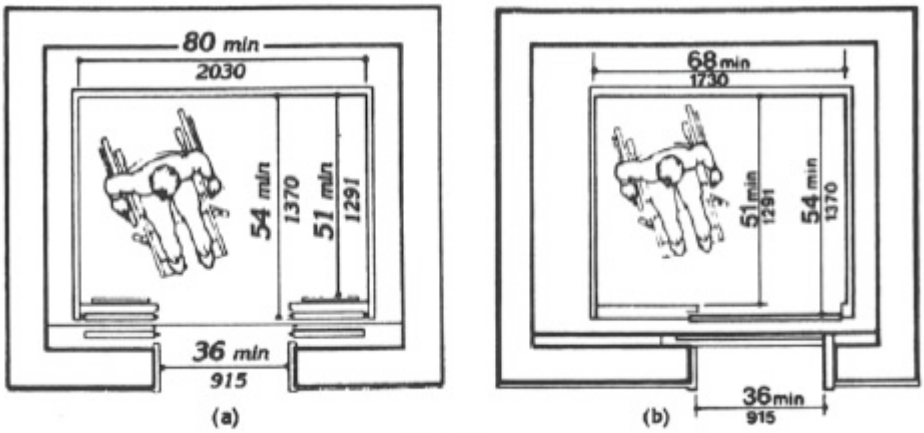


Fig. 22
Minimum Dimensions of Elevator Cars

Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48 inches by 48 inches may be allowed in existing facilities built before the ADA went into effect.

e-iii. Can the elevator be called and operated automatically without using a special key or having to turn on the elevator from a remote location? [ADA Standards § 4.10.2]

☐ Yes

☐ No

e-iv. Are the highest floor control buttons mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach? [ADA Standards § 4.10.12 (3)]

☐ Yes

☐ No

e-v. Are raised letters and Braille characters used to identify each floor button and each control? [ADA Standards § 4.10.12]

☐ Yes

☐ No

e-vi. Are signs mounted on both sides of the elevator hoist way door opening (for each elevator and at each floor) that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Standards § 4.10.5]

☐ Yes

☐ No

e-vii. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Standards § 4.10.13]

☐ Yes

☐ No

E1-f. If a wheelchair lift is provided, does it meet the following?

☐ Yes

☐ No

f-i. Is the lift operational at the time of the survey? [ADA Standards § 4.11.3]

☐ Yes

☐ No

f-ii. Is the change in level from the floor to the lift surface ramped or beveled? [ADA Standards §§ 4.11.2, 4.5.2]

☐ Yes

☐ No

f-iii. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift? [ADA Standards §§ 4.11.2, 4.2.4]

☐ Yes

☐ No

f-iv. Does the lift allow a person using a mobility device unassisted entry, operation (is key available, if required), and exit?

☐ Yes

☐ No

f-v. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach? [ADA Standards §§ 4.11.2, 4.27.3]

☐ Yes

☐ No

f-vi. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting? [ADA Standards §§ 4.11.2, 4.27.4]

☐ Yes

☐ No

E1-g. At each location on the way to each shelter activity area where the accessible route passes through a door, does at least one door meet the following requirements?

☐ Yes

☐ No

g-i. Is the clear width for the door opening at least 32 inches measured when the door is open 90 degrees? [ADA Standards §§ 4.1.3(7), 4.13.5]

☐ Yes

☐ No

g-ii. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware? [ADA Standards § 4.13.9]

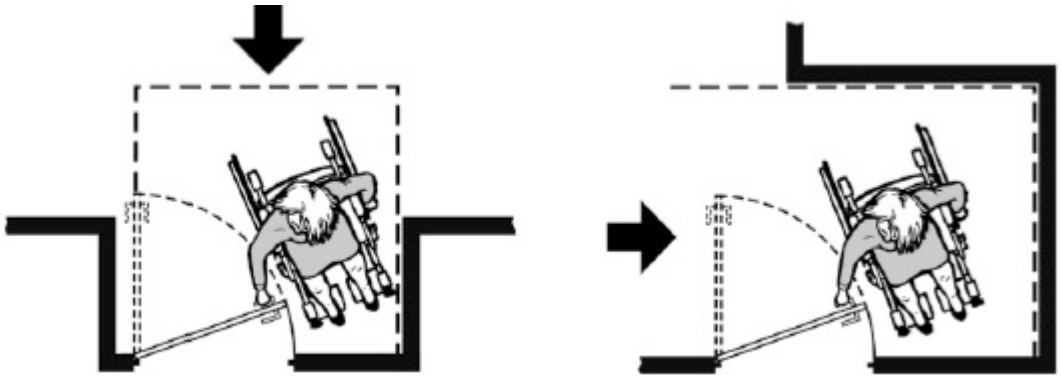
☐ Yes

☐ No

g-iii. Is there clear maneuvering floor space in front of each accessible door (see ADA Standards § Fig. 25) and, on the pull side, is there at least 18 inches clear floor space beyond the latch side of the door (see space configurations in Figure 25)? [ADA Standards § 4.13.6]

☐ Yes

☐ No



A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter. The size of the clear floor spacevaries depending on the direction of approach (shown by the arrows) and the door swing.

g-iv. Is no more than 5 pounds force needed to push or pull open the door? [ADA Standards § 4.13.11 (2)(b)]

☐ Yes

☐ No

Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.

g-v. If the answers to questions g-ii thru g-iv are No, can the door be propped open?

☐ Yes

☐ No

If an activity area is not on an accessible route and cannot be made accessible, find another area that is on an accessible route where that activity may be provided.

2. Typical Issues for People Who are Blind or Have Low Vision

Individuals who are blind or have low vision may walk along any route or through any shelter activity area, not just the accessible routes. That means any area where people using the shelter can walk, including hallways, corridors, eating areas, and sleeping areas, must be free of objects that cannot be detected by a person who is blind or has low vision. Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead must be located so that individuals who are blind or have low vision will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80 inches above the floor and side objects that protrude into the route more than 4 inches when the bottom of the object is more than 27 inches above the floor. Items to watch for include wall-mounted fire extinguishers and wall-mounted display cases when the bottom is more than 27 inches above the floor, wall

sconces and light fixtures that protrude more than 4 inches off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80 inches above the floor.

Overhead and wall-mounted objects that may be hazards along a pedestrian route

Notes:

1. Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.
2. Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the cane-detectable area below 27 inches off the floor.
3. Overhead objects must be at least 80 inches off the floor.

The following questions apply to pedestrian routes serving or leading to the shelter activity and common use areas.

E2-a. Are pedestrian routes leading to or serving each service or activity area of the shelter free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Standards § 4.4.1]

☐ Yes

☐ No

Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.

E2-b. Are pedestrian routes leading to or serving each of the service or activity areas free of overhead objects with the bottom edge lower than 80 inches above the floor? [ADA Standards § 4.4.2]

☐ Yes

☐ No

E2-c. Are any interior stairs along these routes configured with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80-inch high head clearance so that people who are blind or who have low vision cannot hit their heads on the underside or stair frame? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, list the objects that are a hazard and their location. Remove or relocate the object or place a detectable object on the floor below each object to remove the hazard.

When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane detectable barrier helps the person to avoid the area.

F. Check-In Areas

A shelter usually has one or more check-in areas located near the entrance to the shelter. When check-in areas are provided, then at least one accessible check-in location should be provided. The accessible check-in area should be at the accessible entrance or signs should give directions to the accessible check-in area.

If a permanent reception counter is used for check in, make sure to provide a writing surface at an accessible height for people who use a wheelchair, scooter, or other mobility device. This may be a part of the reception counter that is no higher than 36 inches above the floor, a folding shelf or an adjacent table, or a clip board.

An accessible check-in location using a folding table with a height that people who use wheelchairs can easily reach.

F1. Is there an accessible route that connects the accessible entrance to areas that are likely to be used to register people as they arrive at the shelter? [ADA Standards § 4.3]

☐ Yes

☐ No

F2. If there is a built-in reception or other type of counter, does it have a section that is at least three feet long that is no higher than 36 inches above the floor or is there a nearby surface that is not higher than 36 inches above the floor? [ADA Standards § 7.2]

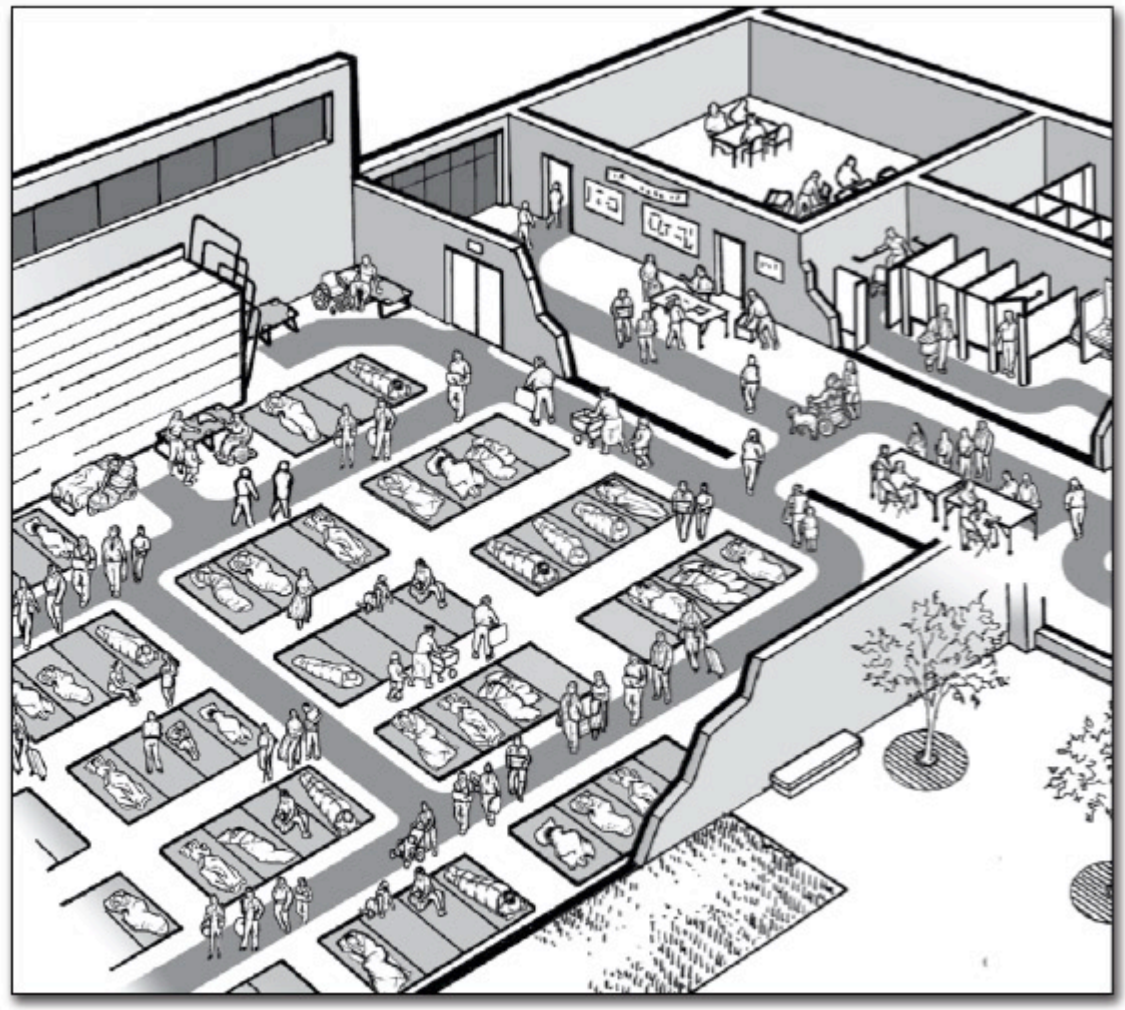
☐ Yes

☐ No

Living at the Emergency Shelter

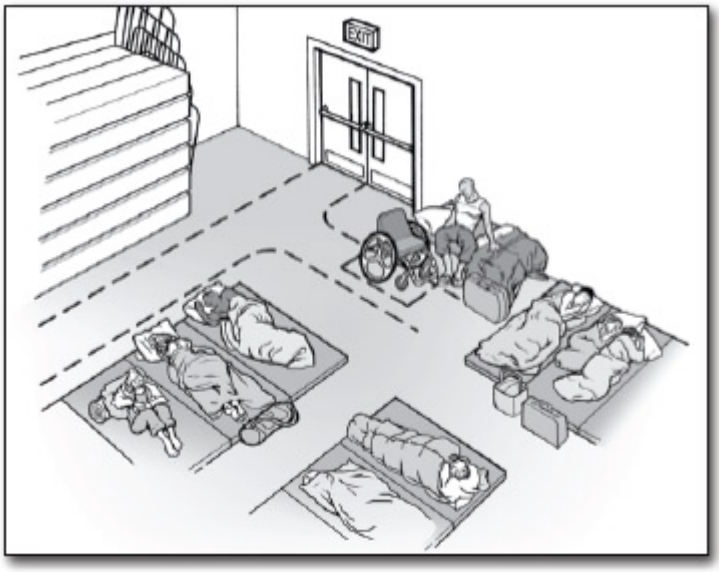
G. Sleeping Areas

Each accessible sleeping area needs to be on an accessible route connecting it to other activity areas in the shelter, including toilet rooms and bathing areas. An accessible route with adequate circulation and maneuvering space provides access in the sleeping areas for people who use wheelchairs or scooters and this route serves each accessible bed or cot.



Interior of one section of a shelter's sleeping area. The shaded pathway indicates the accessible route, which provides access to accessible beds, cots, and other activity areas in the space plus the toilet rooms and other activity areas in the shelter.

Accessible cots have a sleeping surface at approximately the same height above the floor as the seat of a wheelchair (17 to 19 inches above the floor). When placed in several sections of the sleeping area, individuals who use a wheelchair, scooter, or other mobility device will be able to sleep near their family or other companions. An accessible route is needed to provide access to each accessible cot and a clear space at least 36 inches wide is needed along the side of the cot to make it possible to transfer between the mobility device and the cot. A preferred location for accessible cots is to have one side against a wall. This helps to stabilize the cot and the wall can act as a backrest when the person sits up on the cot.



An accessible cot positioned against a wall. Dashed lines indicate the accessible route and clear floor space next to the cot.

G1. Is there an accessible route, at least 36 inches wide, that connects each sleeping area with other shelter activity areas?

☐ Yes

☐ No

Note: it may narrow to 32 inches wide for up to 2 feet in length. [ADA Standards § 4.3.2(3)]

G2. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

☐ Yes

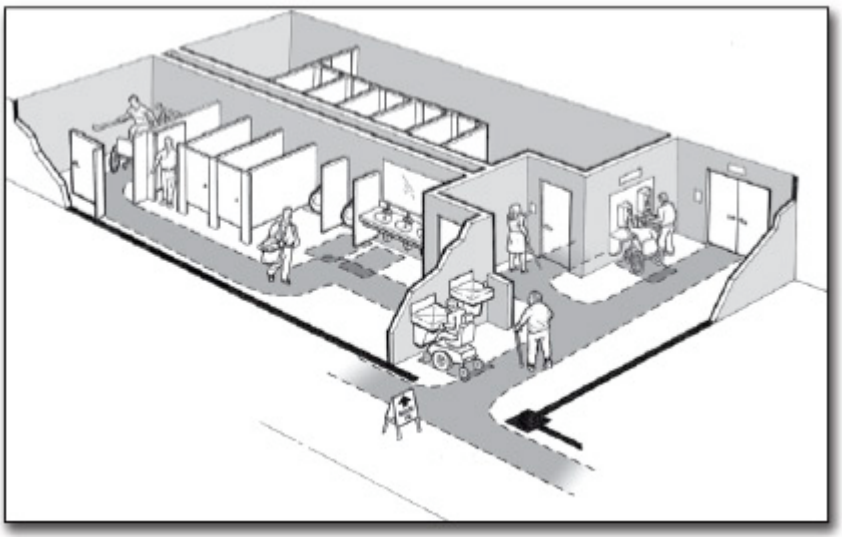
☐ No

Note: level changes between 1/4 inch and 1/2 inch should be beveled). [ADA Standards §§ 4.1.3(1), 4.3.8]

Note: Although the facility survey cannot check the accessibility of the cots because they will not be installed until the shelter is in use, planning for setting up the sleeping area and for arranging the cots and mats should include providing space for an accessible route and clear floor space at each accessible cot. Cots used by people who are blind or who have low vision should be in an easily locatable area.

H. Restrooms and Showers

At least one set of toilet rooms serving the shelter must be accessible to individuals who use a wheelchair, scooter, or other mobility device. In large shelters where more than one set of toilet rooms is needed to serve the occupants, it may be necessary to provide additional accessible toilet facilities or to establish policies to assure that individuals with disabilities have access to the accessible facilities.



Interior of an accessible toilet room showing accessible route, clear floor space at accessible fixtures, and the wide accessible toilet stall.

H1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch? [ADA Standards § 4.30.6]

☐ Yes

☐ No

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

H2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

H3. Is the hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

☐ Yes

☐ No

If No, can the door be propped open without compromising privacy, or can the hardware be modified by adding new accessible hardware, or adapting or replacing hardware?

H4. On the pull side of the door, is there at least 18 inches clearance provided on the latch side if the door is not automatic or power-operated? [ADA Standards § 4.13.6, Fig. 25]

☐ Yes

☐ No

H5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8]

☐ Yes

☐ No

☐ NA

If No, replace threshold with one with beveled sides or add a sloped insert.

H6. If the entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the door swing? [ADA Standards § 4.13.7]

☐ Yes

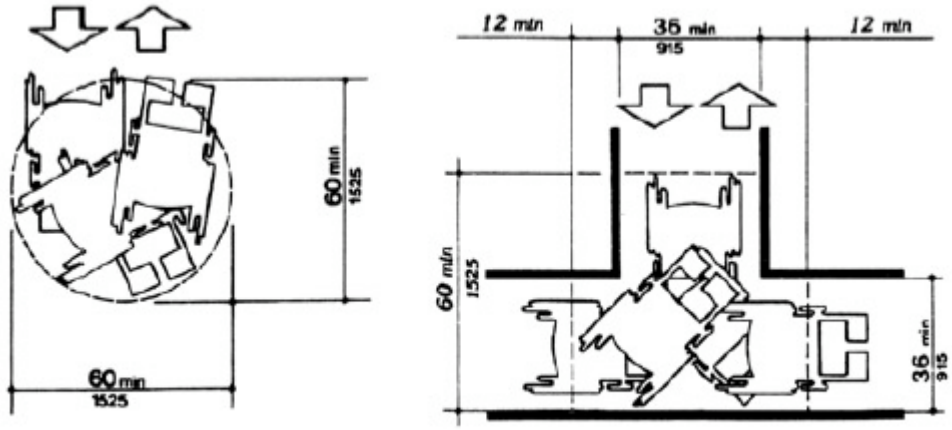
☐ No

If No, possible solutions include leaving the inner door open or removing the outer door.

H7. Inside the toilet room, is there an area where a person who uses a wheelchair or other mobility device can turn around - either at least 60-inch diameter circle or a “T”-shaped turn area as shown in the figures below? [ADA Standards §§ 4.22.3; 4.2.3]

☐ Yes

☐ No



Minimum spaces for turning

Minimum spaces for turning

H8. If lavatories are provided, does at least one have at least a 29 inch high clearance under the front apron with the top of the rim no more than 34 inches above the floor? [ADA Standards § 4.19.2]

☐ Yes

☐ No

H9. Are the drain and hot water pipes for this lavatory insulated or otherwise configured to protect against contact? [ADA Standards § 4.19.4]

☐ Yes

☐ No

H10. Does this lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.19.5]

☐ Yes

☐ No

H11. If mirrors are provided, is the bottom of the reflecting surface for the mirror at this lavatory no higher than 40 inches above the floor or is a full length mirror provided? [ADA Standards § 4.19.6]

☐ Yes

☐ No

H12. For at least one of each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)? [ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6]

☐ Yes

☐ No

H13. Is the operating control (switch, lever, button, or pull) of at least one of each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)? [ADA Standards §§ 4.23.7; 4.27.3; 4.2.5 and Fig 5; 4.2.6 and Fig 6]

☐ Yes

☐ No

H14. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor? [ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8]

☐ Yes

☐ No

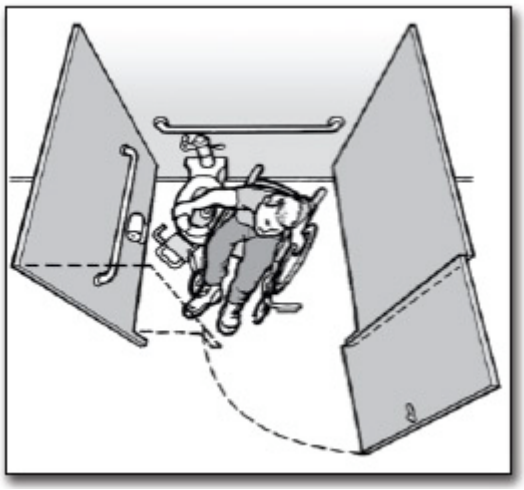
Toilet Stalls

H15. Is at least one wide toilet stall provided with an out swinging door, side and rear grab bars, and clear space next to the toilet? [ADA Standards § 4.17]

☐ Yes

☐ No

If No, check to see if another toilet room provides a wide accessible toilet stall, note its location for shelter planners, and answer all toilet room questions with respect to that toilet room.



Overhead view of an individual using a wheelchair positioned beside a toilet in a wide accessible stall.

H16. Is the toilet stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)? [ADA Standards § 4.17.3]

☐ Yes

☐ No

If No, note the width and depth of the stall. _____

H17. Is at least 9 inches of toe clearance provided under the front wall and at least one side wall of the toilet stall? [ADA Standards § 4.17.4]

☐ Yes

☐ No

H18. Is the centerline of the toilet 18 inches from the adjacent side wall? [ADA Standards § 4.16.2; 4.17.3]

☐ Yes

☐ No

H19. Is the top of the toilet seat 17 inches to 19 inches above the floor? [ADA Standards § 4.16.3]

☐ Yes

☐ No

H20. Is the flush valve located on the wide side adjacent to the lavatory or is an automatic flush valve provided? [ADA Standards § 4.16.5]

☐ Yes

☐ No

H21. Is a horizontal grab bar at least 40 inches long securely mounted on the adjacent side wall 33 to 36 inches above the floor with one end no more than 12 inches from the back wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6]

☐ Yes

☐ No

H22. Is a second horizontal grab bar at least 36 inches long securely mounted on the back wall with one end no more than 6 inches from the side wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6]

☐ Yes

☐ No

H23. Is the door to the toilet stall located diagonally opposite, not directly in front of, the toilet or on the opposite side wall from the wall with the long grab bar? [ADA Standards § 4.17.3]

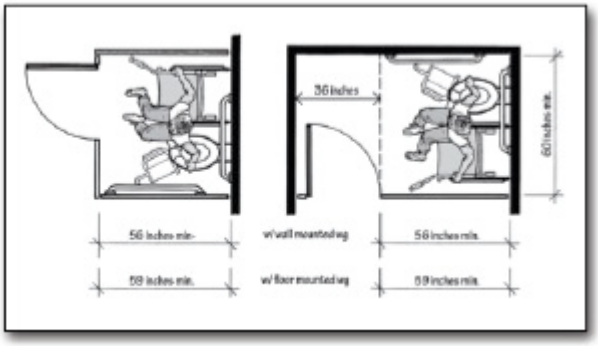
☐ Yes

☐ No

H24. Unless the wide stall is located at the end of a row of toilet stalls, does the door to this wider stall open out? [ADA Standards § 4.17.3]

☐ Yes

☐ No



Plan views showing minimum sizes of wide accessible toilet stall

H25. Is the clear width of the door at least 32 inches (measured between the face of the door and the edge of the opening) when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

H26. If there are 6 or more stalls in the restroom, is one of those stalls (in addition to the wider stall noted above) exactly 36 inches wide with an out swinging stall door that provides at least 32 inches of clear width? [ADA Standards § 4.22.4]

☐ Yes

☐ No

H27. Does this 36-inch wide stall have horizontal grab bars on both of the side partitions that are at least 36 inches long and 33 to 36 inches above the floor? [ADA Standards § 4.22.4]

☐ Yes

☐ No

H28. Is the surface of the toilet seat in this 36-inch-wide stall 17 to 19 inches above the floor? [ADA Standards §§ 4.16.3; 4.22.4]

☐ Yes

☐ No

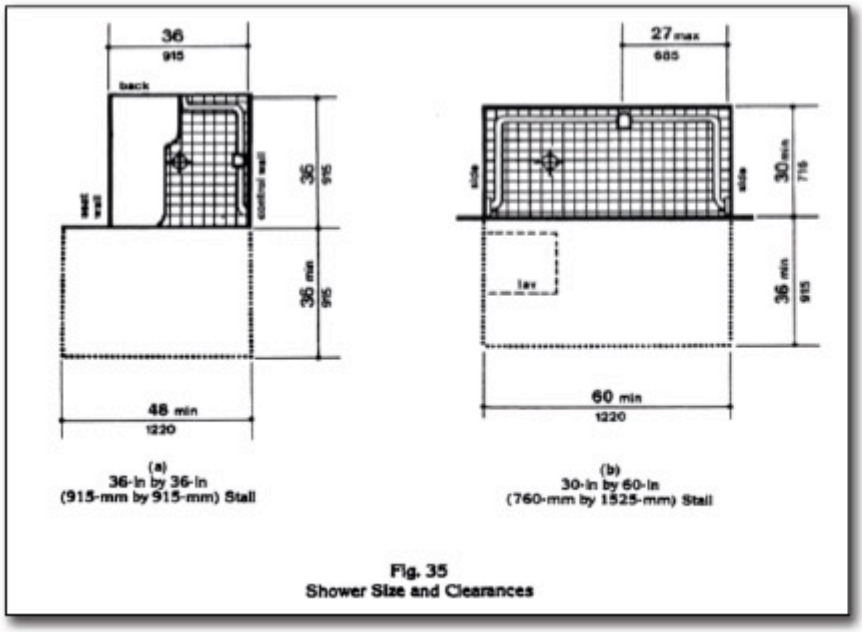
H29. If a coat hook is provided is it mounted no higher than 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ADA Standards § 4.25.3]

☐ Yes

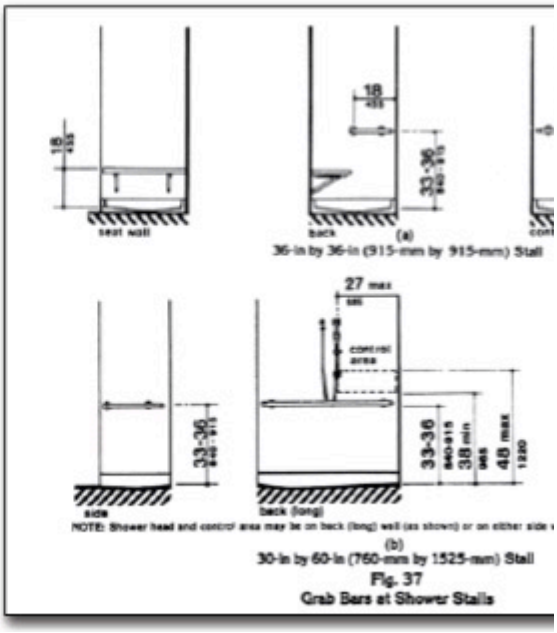
☐ No

Note: For many emergency shelters, evacuees are not expected to use shower or bathing facilities due to the short period they may stay at the shelter. If planning for the shelter operation includes offering shower or bathing facilities, then those facilities should be on an accessible route and checked for accessibility. For information on the requirements for accessible showers or bathtubs see the ADA Standards for Accessible Design which is available online at www.ada.gov.

The following are figures illustrating some accessible shower features from the ADA Standards.



Accessible Shower Stall
Minimum Size and Clearances



Accessible Shower Stall Grab Bars
and Seat, Shower, and Control Area

I. Public Telephones

When public telephones are provided, then one or more accessible public telephones should be provided in areas serving shelter activity and service areas. Whenever accessible telephones are provided, each should be on an accessible route. In shelters it is common to provide additional telephones on tables or desks and some of these telephones should be accessible.

A text telephone (also commonly known as a TTY) is a device that allows individuals who are deaf or hard of hearing or who have a speech disability to communicate over a telephone. Having at least one TTY in any building that has at least four pay phones, provides access for people who are deaf or hard of hearing.

I1. If at least one public telephone or one bank of telephones is provided, does at least one of each type of telephone (e.g., pay telephone, intercom telephone, other telephone) have the following?

☐ Yes

☐ No

I1a. For a side approach (clear floor space at least 30 inches long x 48 inches wide), is the coin slot no higher than 54 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (a)]

☐ Yes

☐ No

I1b. For a front approach (where clear floor space at least 30 inches wide x 48 inches long), is the coin slot no higher than 48 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (b)]

☐ Yes

☐ No

I2. Does the phone have volume controls? [ADA Standards § 4.31.5]

☐ Yes

☐ No

I3. If three or more telephones are located in one bank serving the shelter, are a shelf and an electrical outlet provided at one telephone for use of a portable TTY? [ADA Standards § 4.31.9 (2)]

☐ Yes

☐ No

I4. If four or more pay telephones are provided on the site, is there a TTY (text telephone) provided at the shelter?

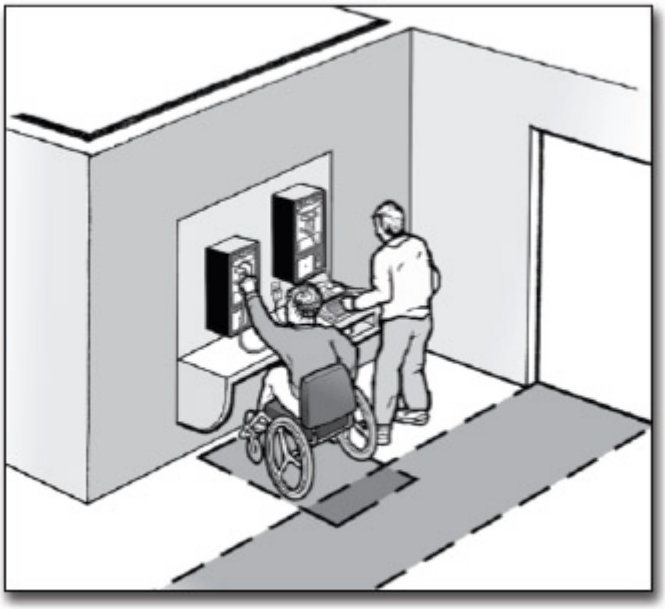
☐ Yes

☐ No
If yes, location_____

I5. Is there a sign at each pay phone or pay phone bank for the shelter directing people to the nearest TTY? [ADA Standards § 4.30.7 (3); 4.31.9(3)]

☐ Yes

☐ No

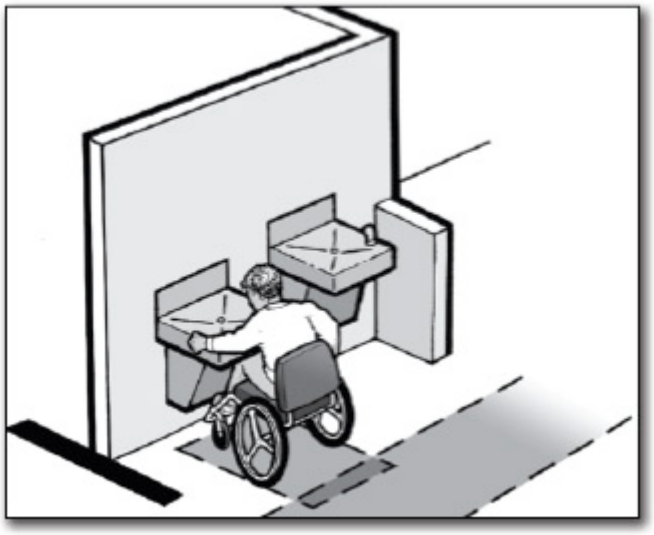


A bank of two public telephones. The accessible telephone is on the left and the telephone on the right is equipped with a TTY.

J. Drinking Fountains

Approximately 50% of the drinking fountains serving the shelter must be accessible and located on an accessible route. Accessible drinking fountains must have enough space for a person using a wheelchair, scooter, or other mobility device to use the drinking fountain. The spout and controls of the drinking fountain must be near the front edge. The controls must be usable with one hand without tight grasping, pinching, or twisting of the wrist. The other 50% of drinking fountains serving the shelter must be configured for use by people who have difficulty bending or stooping while standing.

When an object, such as a drinking fountain, protrudes more than four inches into the circulation path, the bottom edge must be at 27 inches above the floor or lower so the drinking fountain is not a hazard to people who are blind or have low vision.



A person who uses a wheelchair is drinking from an accessible drinking fountain. Beside the accessible drinking fountain is a standard height fountain that is usable by people who have difficulty bending or stooping. The short wall beside the standard height drinking fountain is cane-detectable to guide people who are blind or have low vision away from the standard height fountain which, otherwise, would be a protruding object hazard.

The following questions apply to 50% of the drinking fountains that are provided.

J1. If the drinking fountain is a wall-mounted unit, is there clear floor space at least 30 inches wide (36 inches if it is in an alcove) x 48 inches long in front of the drinking fountain and at least 27 inches high under the fountain so that a person using a wheelchair can get close to the spout and controls? [ADA Standards § 4.15.5 (1), Figs. 4 (e) and 27 (b)]

☐ Yes

☐ No

J2. If the drinking fountain is a floor-mounted unit, is there clear floor space at least 30 inches long x 48 inches wide (60 inches if it is in an alcove) for a side approach to the drinking fountain so that a person using a wheelchair can get close to the spout and controls even though the fountain has no clear space under it? [ADA Standards § 4.15.5 (2), Figs. 4 (e), 27 (c) and (d)]

☐ Yes

☐ No

J3. Is the top of the spout no higher than 36 inches above the floor and at the front of the fountain or water cooler? [ADA Standards § 4.15.2]

☐ Yes

☐ No

J4. Does the water rise at least 4 inches high when no more than 5 pounds of force is applied to the controls of the fountain? [ADA Standards §§ 4.15.3 and 4.15.4]

☐ Yes

☐ No

J5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.15.4]

☐ Yes

☐ No

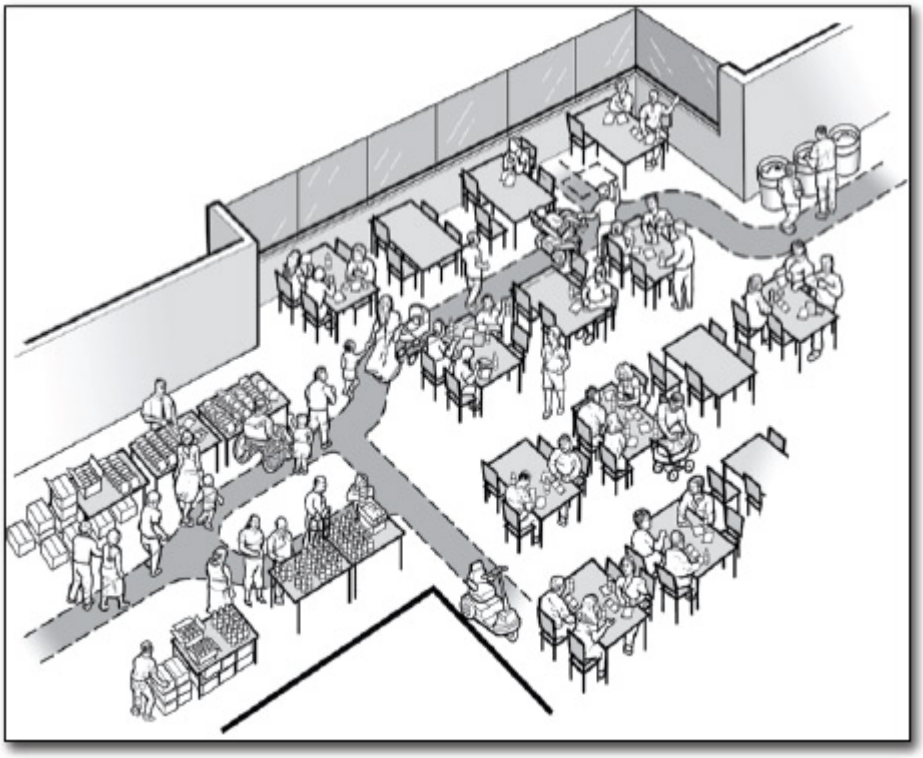
J6. Is the bottom of the apron of the fountain 27 inches above the floor so that it provides the space needed for a person who uses a wheelchair to pull up under it but is not a hazard to people who are blind or have low vision and use a cane to detect hazards? [ADA Standards §§ 4.15.5 (1) and 4.4.1]

☐ Yes

☐ No

K. Eating Areas

An accessible route, at least 36 inches wide and without steps or steep slopes, must be provided to and throughout the food service and eating areas of the shelter. The accessible route allows people who use wheelchairs, scooters, and other mobility devices to get to all of the food and drink items in the shelter and to accessible tables and seating.



A serving and eating area in a shelter are shown above. The shaded pathway illustrates the accessible route connecting the entrance, serving areas, accessible seats and tables, and the exit.

K1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the food service and eating areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

☐ Yes

☐ No

K2. Is there an accessible route that is at least 36 inches wide that connects accessible tables with serving, condiment, and dispenser areas? [ADA Standards § 5.3; 4.3.8]

☐ Yes

☐ No

K3. In each eating area, if tables with fixed seats are provided, do at least 5% of each type of table with fixed seats have accessible locations with knee space at least 27 inches high, at least 19 inches deep, and at least 30 inches wide with a table top 28 to 34 inches above the floor? [ADA Standards § 5.1]

☐ Yes

☐ No

Note: If movable tables and chairs are used as shown, then locate at least 5% of the tables adjacent to an accessible route. Tables can be relocated as needed during operation of the shelter.

K4. If built-in food, drink, condiment, and tableware dispensers are provided, are dispensers and operating controls mounted no higher than 54 inches above the floor if clear floor space is provided for a side approach? [ADA Standards § 5.5]

☐ Yes

☐ No

K5. If the operating controls are set back 10 to 24 inches from the front edge of the counter or table are they no higher than 46 inches above the floor? [ADA Standards § 5.5]

☐ Yes

☐ No

K6. If food service lines are provided, is an accessible route provided (at least 36 inches wide) and are the tray slides no higher than 34 inches above the floor? [ADA Standards § 5.5]

☐ Yes

☐ No

Other Issues

L. Availability of Electrical Power

Emergency shelters should have a way to provide a back-up power supply when the electrical service is interrupted. The back-up power is needed to provide refrigeration of medicines, operation of supplemental

oxygen and breathing devices, and for charging the batteries of power wheelchairs and scooters. Individuals whose medications (certain types of insulin, for example) require constant refrigeration need to know if a shelter provides supplemental power for refrigerators or ice-packed coolers. Individuals who use medical support systems, such as supplemental oxygen, or who require periodic breathing treatments using powered devices rely on a stable source of electricity. These individuals must have access to electric power from a generator or other source of electricity while at a shelter.

In general, in each community or area where a shelter is provided, a facility must have one or more back-up generators or other sources of electricity so that evacuees with a disability who rely on powered devices can have access to electrical power while at the shelter.

L1. Is there a backup source of electrical power for the facility?

☐ Yes

☐ No

L2. Is there a refrigerator or other equipment, such as coolers with a good supply of ice, at the shelter?

☐ Yes

☐ No

M. Single-User or “Family” Toilet Room

In many schools and large facilities where emergency shelters are often located, single-user toilet rooms may be provided for staff. In those facilities built or altered since the ADA went into effect, single-user toilet rooms should have accessible features that could be useful during shelter operation. These features include an

accessible entrance and turning and maneuvering spaces. These rooms should also have been built to allow grab bars, accessible controls, and accessible hardware to be easily installed.

As part of the planning for operating an emergency shelter, facilities operators should consider using an available staff toilet room, if provided, as a single-user or "family" toilet room. When provided in addition to large accessible toilet rooms, this type of facility permits a person with a disability to receive assistance from a person of the opposite sex.

M1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch side of the door and centered 60 inches above the floor? [ADA Standards § 4.1.3(16)(a)]

☐ Yes

☐ No

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

M2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

M3. Is the hardware (e.g., lever, pull, etc.) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

☐ Yes

☐ No

If No, add new accessible hardware or adapt/replace hardware.

M4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power operated? [ADA Standards § 4.13.6; Fig. 25]

☐ Yes

☐ No

M5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii); 4.13.8]

☐ Yes

☐ No

If No, replace threshold with one with beveled sides or add a sloped insert.

M6. Inside the room is there an area for a person who uses a wheelchair to turn around - either a 60-inch diameter circle or a “T”-shaped turn area? [ADA Standards §§ 4.22.3; 4.2.3]

☐ Yes

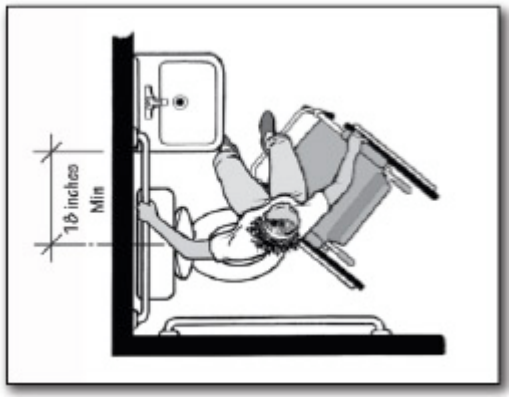
☐ No

M7. If the door swings into the room, does the door swing not overlap the required clear floor space for the toilet or lavatory? [ADA Standards §§ 4.22.2; 4.2.4.1]

☐ Yes

☐ No

Note: In the figure below the clear floor space for the toilet extends at least 66 inches from the back wall.



Plan view showing the minimum amount

of space required between the toilet and the adjacent lavatory.

M8. Is there at least 18 inches between the center of the toilet and the side of the adjacent lavatory? [ADA Standards § 4.16.2; Fig. 28]

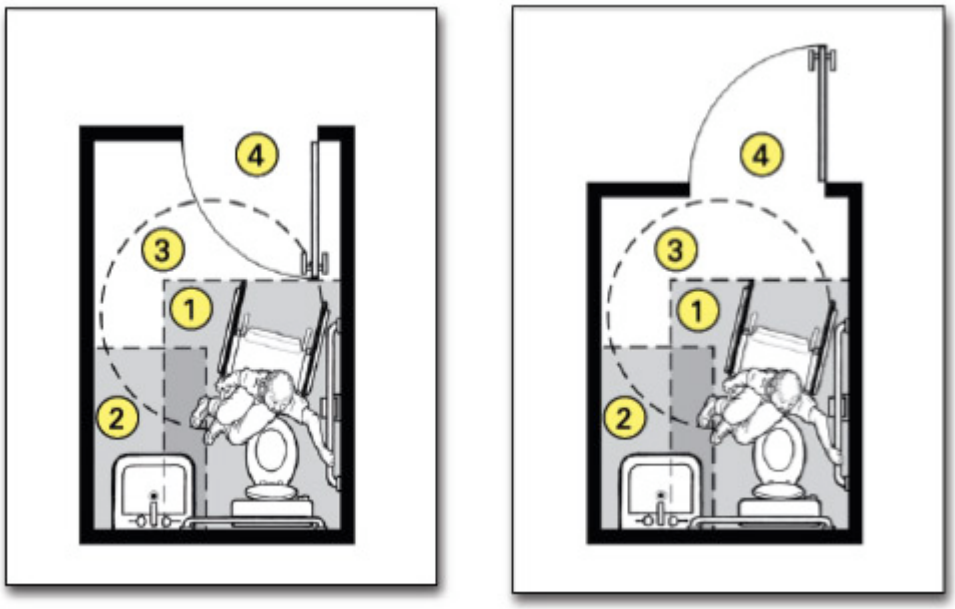
☐ Yes

☐ No

M9. Does the lavatory have at least a 29-inch-high clearance under the front edge and the top of the rim no more than 34 inches above the floor? [ADA Standards § 4.19.2]

☐ Yes

☐ No



Plan view of a single-user toilet room showing the door swing not overlapping the dark toned area indicating the clear floor space for the toilet and lavatory. The door swing may overlap the turning space indicated by the circular area.

Notes:

1. 48-inch minimum by 66-inch minimum clear floor space for toilet

2. 48-inch minimum by 30-inch minimum clear floor space for lavatory
3. 60-inch minimum turning space
4. door swing

M10. Are the drain and hot water pipes for the lavatory insulated or otherwise configured to protect against contact? [ADA Standards § 4.19.4]

☐ Yes

☐ No

M11. Does that lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.19.5]

☐ Yes

☐ No

M12. If a mirror is provided, is the bottom of the reflecting surface no higher than 40 inches above the floor or is a full length mirror provided? [ADA Standards § 4.19.6]

☐ Yes

☐ No

M13. For each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)? [ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig. 5; 4.2.6 and Fig. 6]

☐ Yes

☐ No

ront view of toilet, lavatory, mirror and soap dispenser

M14. Is the operating control (switch, lever, button, or pull) for each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)? [ADA Standards §§ 4.23.7; 4.27.3; 4.2.5 and Fig. 5; 4.2.6 and Fig. 6]

☐ Yes

☐ No

M15. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor? [ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8]

☐ Yes

☐ No

M16. Is the centerline of the toilet 18 inches from the adjacent side wall? [ADA Standards §§ 4.16.2; 4.17.3]

☐ Yes

☐ No

M17. Is the top of the toilet seat 17 to 19 inches above the floor? [ADA Standards § 4.16.3]

☐ Yes

☐ No

M18. Is the flush valve located on the side adjacent to the lavatory? [ADA Standards § 4.16.5]

☐ Yes

☐ No

M19. Is a horizontal grab bar at least 40 inches long securely mounted on the adjacent side wall 33 to 36 inches above the floor with one end no more than 12 inches from the back wall? [ADA Standards §§ 4.16.4; 4.17.6]

☐ Yes

☐ No

M20. Is there a horizontal grab bar at least 36 inches long securely mounted behind the toilet 33 to 36 inches above the floor with one end no more than 6 inches from the side wall? [ADA Standards §§ 4.16.4; 4.17.6]

☐ Yes

☐ No

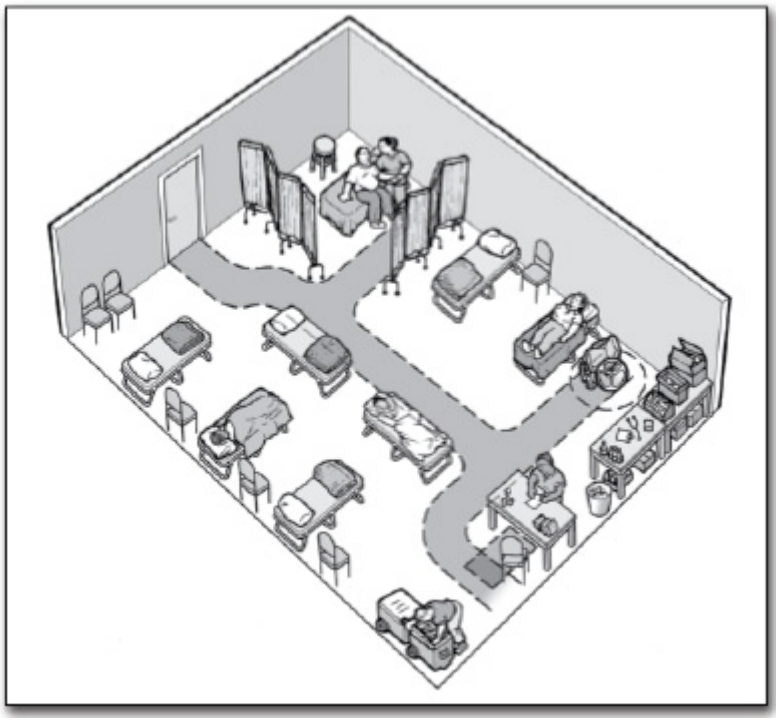
M21. If a coat hook is provided, is it mounted no higher than 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ADA Standards § 4.25.3]

☐ Yes

☐ No

N. Health Units/Medical Care Areas

In many schools, where emergency shelters are often located, nurses' rooms or other types of health care facilities may be provided. These health care facilities should be on an accessible route and have accessible features, including an accessible entrance, an accessible route to the different types of services offered within the medical care unit, turning and maneuvering spaces, and cots or beds that are at a height to which people who use mobility devices can easily transfer.



An overhead view of a medical care area with a shaded pathway showing the accessible route shown and clear floor spaces.

N1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the health units and medical care areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

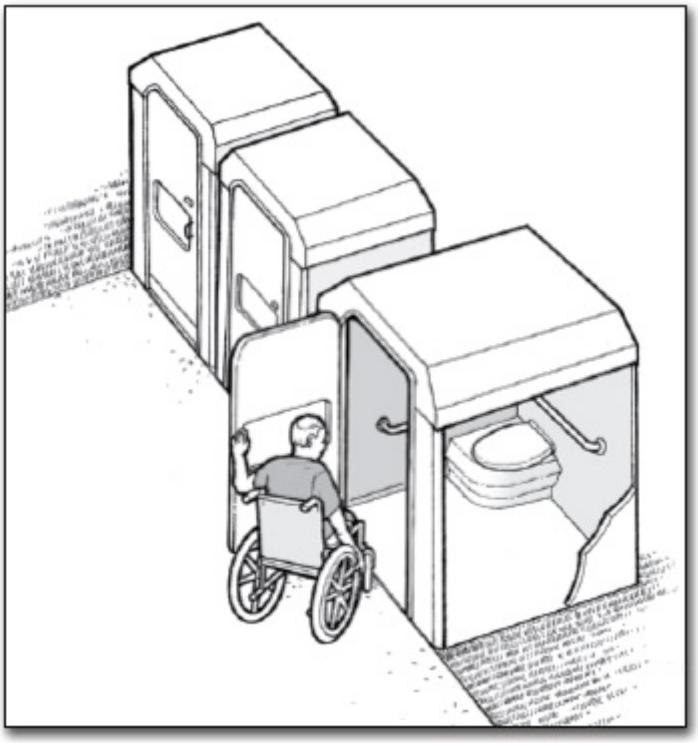
☐ Yes

☐ No

O. Accessible Portable Toilets

Portable toilets are often used at emergency shelters to supplement permanent toilet facilities. When portable toilets are provided, at least one must be a unit with accessible features that is located on an accessible route connecting it with the shelter. For the entrance to an accessible portable toilet to be usable, there must either be no step or a ramp must be installed that extends extends from the hinge side of the door to at least 18 inches beyond the latch side of the door.

Accessible portable toilets should similar features to a standard accessible toilet stall including an accessible door, side and rear grab bar, clear space next to the toilet, and maneuvering space.



A person using a wheelchair enters an accessible portable toilet. The unit is positioned to provide a level entry from the accessible route.

GLOSSARY OF TERMS

ACIMS	ALEXANDER COUNTY INCIDENT MANAGEMENT SYSTEM
ADA	AMERICAN'S WITH DISABILITIES ACT
ARC	AMERICAN RED CROSS
ARES	AMATEUR RADIO EMERGENCY SERVICE
BOC	BOARD OF COMMISSIONERS
CAMET	COMPANION ANIMAL MOBILE EQUIPMENT TRAILER
CAN	COMMUNITY ALERT NETWORK
CBRNE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR & EXPLOSIVES
CFR	CODE OF FEDERAL REGULATIONS
CISD	CRITICAL INCIDENT STRESS DEBRIEFING
CPCS	COMMON PROGRAM CONTROL STATION
CRDP	CENTRAL RECEIVING DISTRIBUTION POINT
DAC	DISASTER APPLICATIONS CENTERS
DAO	DAMAGE ASSESSMENT OFFICER
DCI	DIVISION OF CRIMINAL INFORMATION
DFO	DISASTER FIELD OFFICE
DHR	DEPARTMENT OF HUMAN RESOURCES
DOT	DEPARTMENT OF TRANSPORTATION
DPS	DIVISION OF PUBLIC SAFETY
DSS	DEPARTMENT OF SOCIAL SERVICES
EAS	EMERGENCY ALERTING SYSTEM
EBS	EMERGENCY BROADCASTING SYSTEM
EDC	ECONOMIC DEVELOPMENT COMMISSION
EM	EMERGENCY MANAGEMENT
EMS	EMERGENCY MEDICAL SERVICES
EMT	EMERGENCY MEDICAL TECHNICIAN
EOC	EMERGENCY OPERATING CENTER
EOP	EMERGENCY OPERATING PLAN
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT
EPI	EMERGENCY PUBLIC INFORMATION
ES	EMERGENCY SERVICES
ESF	EMERGENCY SUPPORT FUNCTION
FBI	FEDERAL BUREAU OF INVESTIGATIONS
FCC	FEDERAL COMMUNICATIONS COMMISSION
FCO	FEDERAL COOPRDINATING OFFICER
FCRM	FUNDAMENTALS COURSE FOR RADIOLOGICAL MONITORS
FCRRT	FUNDAMENTALS COURSE FOR RADIOLOGICAL RESPONSE TEAMS
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
G.S.	GENERAL STATUTES
GAR	GOVERNOR'S AUTHORIZED REPRESENTATIVE
GIS	GEOGRAPHIC INFORMATION SYSTEM
HAZ/MAT	HAZARDOUS MATERIAL
IAP	INCIDENT ACTION PLAN
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
IDA	INITIAL DAMAGE ASSESSMENT
IPAWS	INTEGRATED PUBLIC ALERT & WARNING SYSTEM
JIC	JOINT INFORMATION CENTER
JOC	JOINT OPERATONS CENTER
LEPC	LOCAL EMERGENCY PLANNING COMMITTEE

MAC	MULTI-AGENCY COORDINATION SYSTEM
MHz	MEGAHERTZ
MOA	MEMORANDUM OF AGREEMENT
MOU	MEMORANDUM OF UNDERSTANDING
MSDS	MATERIAL SAFETY DATE SHEET
NASAR	NATIONAL ASSOCIATION FOR SEARCH AND RESCUE
NAWAS	NATIONAL WARNING SYSTEM
NCDA&CS	N. C. DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
NCEM	NORTH CAROLINA EMERGENCY MANAGEMENT
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NOAA	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NOI	NOTICE OF INTEREST
NWS	NATIONAL WEATHER SERVICE
PA	PUBLIC ASSISTANCE
PDA	PRELIMINARY DAMAGE ASSESSMENT
PIO	PUBLIC INFORMATION OFFICER
PNP	PRIVATE NONPROFIT
PPE	PERSONAL PROTECTIVE EQUIPMENT
PSA	PUBLIC SERVICE ANNOUNCEMENTS
RDO	RADIATION DIRECTOR OF OPERATIONS
RRT	REGIONAL HAZARDOUS MATERIAL RESPONSE TEAM
RSO	RADIATION SAFETY OFFICER
SARA	SUPERFUND AMENDMENTS & REAUTHORIZATION ACT
SERT	STATE EMERGENCY RESPONSE TEAM
SBI	STATE BUREAU OF INVESTIGATIONS
SCO	STATE COORDINATING OFFICER
SOP	STANDARD OPERATING PROCEDURES
TL	THREAT LEVEL
VMAT	VETERINARY MEDICAL ASSISTANCE TEAMS
WBO	WESTERN BRANCH OFFICE (3305-15 16th Ave, Conover NC 28613)
WMD	WEAPONS OF MASS DESTRUCTION