**2026**

Alexander County

# EMERGENCY OPERATIONS PLAN

# ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

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# ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

**FOREWORD**

The Alexander County Emergency Operations Plan (EOP) was developed by Alexander County Emergency Management and partner agencies to ensure a coordinated and effective response to any significant hazard that might threaten the county. Each year, the EOP is reviewed and updated to incorporate the most recent technological advances and the timeliest information available to the emergency management community, as well as new partnerships that have developed during the year.

The plan uses a functional format, reflective of the National Response Framework, and builds upon the National Incident Management System (NIMS), which provides a consistent template for managing incidents. NIMS fosters a prompt, efficient, and coordinated response by all the diverse elements of the emergency response community. NIMS requires a system-wide integration of skills, people, and resources, and recognizes that plans developed for one type of emergency are extremely useful for other emergencies. From a budgetary perspective, using NIMS ensures the best possible use of limited funds and resources from many sources.

The Basic Plan serves as the conceptual and policy framework for any response effort. The next section details Functional Annexes defining the roles of each response agency. These guidelines being established before an event serve to reduce confusion and conflict during emergencies, and significantly decrease the vulnerability of people and property to hazardous threats.

This plan does not attempt to define how each agency or supporting agency should perform its tasks. The way tasks are performed is contained in each agency's standard operating procedures/guidelines/checklists.

Companion documents referenced throughout this EOP should be consulted when implementing portions of the plan. This document contains some of the referenced materials, including emergency management authorizing ordinances, mutual aid agreements, memorandums of understanding, and sample resolutions that can be used for implementing the plan. Other documents are located at the Emergency Operations Center (EOC).

This plan meets the requirements of planning guidance promulgated by the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide 101, and the legal responsibilities identified in North Carolina General Statutes, Chapter 166-A. It provides all the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness.

The Alexander County Emergency Operations Plan dated 2020, and subsequent changes to that document, are hereby rescinded.

## LETTER OF PROMULGATION



TO:    COUNTY GOVERNMENT
           MUNICIPAL GOVERNMENT
           RESIDENTS OF ALEXANDER COUNTY

By virtue of the powers and authority vested in me as the Chairman of the Alexander County Board of Commissioners, I hereby promulgate and issue the revised Alexander County Emergency Operations Plan, dated 1/06/2025, as a regulation and guidance to provide for the protection of the residents of Alexander County. The revised Alexander County Emergency Operations Plan, hereafter, will be referred to as "The Plan."

The Plan outlines the coordinated actions to be taken by County and Municipal officials and volunteer organizations to protect lives and property in natural or manmade disasters. It identifies manpower and other resources available to prevent, minimize, prepare, respond to, and recover from injury, loss of life, and destruction of property. The Board of County Commissioners adopted the National Incident Management System in November 2005 and endorses the use of the Incident Command System (ICS) at all levels of response, as promulgated in the Plan.

This plan is an effective tool for emergency response and recovery planning and will be implemented when directed by the Chairman of the County Board of Commissioners. The Alexander County Emergency Management Coordinator is responsible for the maintenance and update of the plan, as required by ordinance, in coordination and agreement with appropriate participating agencies and units of government.

Adoption of the Plan rescinds the Alexander County Emergency Operations Plan dated 2020, and all subsequent changes to that document.

Sincerely,

Chairman
Alexander County
Board of Commissioners

## SIGNATORIES TO THE PLAN

The following agreed to support the overall concept of operations of the Alexander County Emergency Operations Plan and to carry out the functional responsibilities as assigned in the Plan.
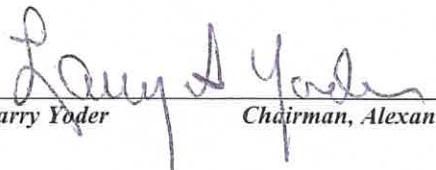
Date 1 / 5 / 26

Larry Yoder        *Chairman, Alexander County Board of Commissioners*
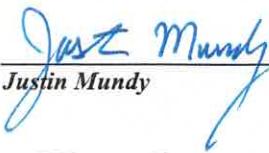
Date 1 / 6 / 2026

Justin Mundy        *County Manager, Alexander County*

Date 1 / 6 / 2026

*Daniel Fox    Alexander County Emergency Management Coordinator*

# ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

### RECORD OF CHANGES AND REVISIONS

To maintain the highest level of all-hazard preparedness, it is necessary to review and update this plan, as required, regularly. Alexander County Emergency Management (ACEM) shall coordinate all plan review and revision efforts. ACEM is also responsible for incorporating all changes to the plan. Such revisions will be prepared based upon an annual review process or as the result of periodic drills, tests, real events, and/or functional exercise evaluations. In addition, to further all hazard preparedness; comply with County, State, or Federal authority; and/or integrate new guidance, revisions have been made to this plan as well as its style, organization, and content. Such major revisions are listed below:

| PURPOSE OF CHANGE | DATE OF CHANGE | PAGE(S) CHANGED | CHANGE MADE BY | CHANGES REVIEWED BY |
|---|---|---|---|---|
| Plan Update | August 20, 2018 | Complete Update of Plan | ACES | All Signatories |
| Plan Update | June 30, 2020 | Pages: Multiple updated personnel titles | ACPS ACEM | Doug Gillispie, ACPS<br><br>Garrett Huffman    ACEM Coordinator |
| Plan Update | October 12, 2020 | Approval by Alexander County BOCC | ACPS<br><br>ACEM | Ryan Mayberry- BOCC Chair<br><br>Garrett Huffman ACEM Coordinator |
| Revision | May-November 2024 | Complete EOP review and update. Creation of Functional Annexes replacing ESFs. Updated agency and department responsibilities | Alexander County Emergency Management | Daniel Fox EM Coordinator |
| Update | June-December 2025 | Base Plan Updates and Functional Annexes—Animal Services, Damage Assessment, EMS, EOC, Evacuation and Transportation, HAZMAT/LEPC, Notification and Warning, Public Information, Recovery, Training and Exercise. | Alexander County Emergency Management | Daniel Fox EM Coordinator |

**Change -** A change includes, but is not limited to, variations in phone numbers such as office symbols, locations, etc.

**Update -** If less than 25% of the content within the plan requires a change, an update is constituted.  An update could be minor organizational, procedural, and/or situational changes.

**Revision -** If greater than 25% of the content within the plan requires a change, a revision occurs. A revision constitutes the most invasive level of change to the organization, procedure, situation, overall format, and governing policy.

# ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

**PLAN DISTRIBUTION**

The following agencies have received a copy of the Alexander County Emergency Operations Plan, have reviewed the plan, and agree to fulfill their responsibilities of the Plan.

| Agency | Printed Name | Signature | Date |
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# ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

**What is the Emergency Operations Plan (EOP)?**
The EOP is a signed agreement among the jurisdictions and partner agencies in Alexander County. The State of North Carolina and the federal government are support agencies. The EOP provides the mechanism for coordinating the delivery of assistance and resources to the residents, visitors, and businesses of Alexander County during a major disaster or emergency.

**When is the EOP implemented?**
It is intended that this Emergency Operations Plan (EOP) be implemented in anticipation of, or in response to, a significant event likely to result in a need for countywide, state, or federal resources and assistance. The disaster or emergency may be caused by:

- Hazards caused by naturally occurring events such as meteorological or geological phenomena
- Accidents, failures, and threats to public health, including explosions and bio-terrorism
- Technological and cyber failures
- Transportation or radiological incidents
- Accidents, diseases, and pandemics, or the release of chemical or other hazardous material incidents
- Human-caused emergencies – Deliberate and coordinated acts of violence, riots, foreign or domestic terrorism, and military or paramilitary activities with emphasis on prevention, preemption, and rapid response at:
  - Public institutions of higher education – Community colleges
  - Public schools – Schools operated by a local board of education and all charter schools, regional schools, and laboratory schools
- Any occasion or instance for which the Chairman of the County Board of Commissioners determines that assistance is needed to supplement county efforts and capabilities.

**Who should use the Plan?**
This plan should be used by elected and appointed officials of county and municipal governments, chief executives and policy officials of non-profit organizations, emergency response personnel, and other governmental departments and agencies to identify, organize, and manage resources, and to coordinate emergency response and disaster relief assistance.

**How is the EOP organized?**
This EOP is organized with a Base Plan, Functional Annexes, and Appendices per FEMA's Comprehensive Planning Guide 101, which is dated September 2021.

The Basic Plan presents the policies and concept of operations that guide how Alexander County Government plans to coordinate its disaster response effort. It also includes planning assumptions, response and recovery actions, and assigned responsibilities.

Organizations with assigned responsibilities should be familiar with the entire plan; however, added emphasis must be given by those organizations to the sections for which they have primary or support responsibility. Governmental agencies and departments are responsible for establishing their own standard operating procedures and guidelines to conduct the operational tasks assigned to them in this plan. Departments and agencies will submit copies of their procedures to the Emergency Management Coordinator.

# ALEXANDER COUNTY EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### I.    PURPOSE AND SCOPE

This Plan predetermines actions that will be taken by government agencies and designated private organizations (in addition to their day-to-day responsibilities) within Alexander County. Activation of this plan will reduce the vulnerability of people and property to disaster, and establish a means to respond effectively to actual disasters or threats of disaster.

This Plan provides for a coordinated effort to minimize the impact of natural or man-made disasters on residents and visitors. Included are processes for evacuation, sheltering, and re-entry.

### II.    SITUATION AND ASSUMPTIONS

#### A.    Situation

- Alexander County is in the northwestern Piedmont foothills section of the state of North Carolina. Alexander is part of North Carolina Emergency Management's Area 11 of the Western Region, FEMA Region IV, and NC Domestic Preparedness Region (DPR) 8. It is bound on the east side by Iredell County, the west side by Caldwell County, the north side by Wilkes County, and the south side by Catawba County. Alexander County spans 263 square miles, or approximately 166,000 acres, where two-thirds of the landscape is covered in farmland, with an average farm size of 90 acres. The area produces commodities such as poultry, dairy products, apples, forestry products, grain crops, and beef cattle. County elevation ranges from 1,000 feet in the southeast corner to 2,529 feet in the northwest.  The 2020 census population of Alexander County was 36,444, with the two most significant segments of the population being those aged 0-19 years (24.7%) and those 65 years or older (20.6%).
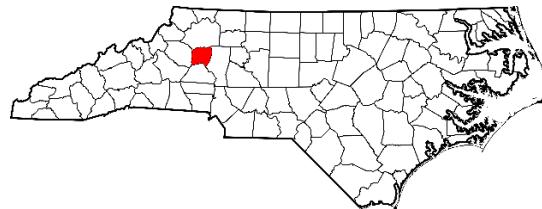


- There is one incorporated municipality within the County. The Town of Taylorsville is organized as indicated:

| Municipality | Form of Government |
|---|---|
| Town Of Taylorsville | Council/Manager |

- The N.C. Department of Correction operates a medium security prison, the Alexander Correctional Institution, at 634 Old Landfill Road, Taylorsville, NC in the southeast quadrant of the county that houses 200-300 inmates.

- The major traffic arteries in the County are: NC 90, US 64, NC 16, and NC 127

  - Public roads in Alexander County are owned and maintained by the North Carolina Department of Transportation's Division of Highways. NC-DOT DOH maintains 544.54 miles of paved roads and 41.58 miles of unpaved roads in the County.
  - The Town of Taylorsville maintains 10.9 miles of road infrastructure.

- Two (2) major bridges in Alexander County may be crucial for timely evacuations to occur:
  - The NC 16 South Bridge connects Alexander and Catawba counties in the mid-south area spanning the Catawba River.
  - The NC 127 Bridge connects Alexander and Catawba counties in the southwest area spanning the Catawba River.
  - Including these two major bridges, there are 113 bridges in Alexander County.

These bridges are identified in GIS data, which is accessible in Alexander County Emergency Management. NC DOT and local law enforcement agencies maintain the major highway detour atlas, which is used if emergency detours are needed.

- One freight service railroad operates within the County: Alexander Railroad Co. operates between Taylorsville and Statesville running NW to SE on 20 miles of track.

- The National Flood Insurance Program (NFIP) Administrator for Alexander County is the Alexander County Planning Director. Maps indicating low-lying flood areas are also located in the planning department and are available on the internet and in County libraries.

- Alexander County has exposure to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards are:

  - Hurricane
  - Tornado
  - Floods
  - Winter Storm
  - Drought
  - Earthquake
  - Hazardous Materials (stationary & conveyed on transportation systems)
  - Fixed Nuclear Facilities: McGuire (50 Mile IPZ county) & Catawba
  - Fires/Forest Fires (including those which may impact urban areas)
  - Severe Bridge Damage/Failure
  - Dam Failure
  - Civil Disorder
  - National Security Emergencies
  - Power Failures
  - Technological
  - Pipeline Accidents
  - Aircraft Accidents
  - School/College Emergencies
  - Acts of Terrorism (CBRNE)

- Alexander County has one commercial general aviation use airport: Taylorsville Flying Service, 496 Airport Road, Taylorsville, NC - (FAA Identifier: NC2). The airport is located 1.2 miles NW of Taylorsville, NC at coordinates 35.554787 / 81.115205. The turf runway is 2400' in length x 80' in width. (https://www.airnav.com/airport/NC2)

- There are additional small private general aviation population use airports in Alexander County. Permission is required prior to landing.
  - 6NC4 Brown Airport (https://www.airnav.com/airport/6NC4)
  - NC58 Gryder-Teague Airport (https://www.airnav.com/airport/NC58)
  - NR04 Southern Skies Airport (https://www.airnav.com/airport/NR04)
  - NC59 Alexander County Airport (https://www.airnav.com/airport/NR04)
  - 3NC5 Flying BJ Airport (https://www.airnav.com/airport/3NC5)

  - The closest commercial passenger airport to Alexander County is the Charlotte/Douglas International Airport (CLT) in Charlotte NC, 61 miles to the southeast.

  - The closest general aviation/cargo airport is Hickory Regional Airport (HKY) located 16.5 miles to the southwest. Additional general aviation/cargo service is also available at Statesville Regional Airport (SVH) located 17 miles to the southeast.

- Alexander County receives official weather warnings from the National Weather Service Office in Greenville/Spartanburg SC. NWS service offices in Raleigh NC, Blacksburg VA, and Morristown TN also provide weather data for situational awareness.

- Some other characteristics of the County include:
    - County and Municipal parks
    - Catawba Valley Community College Alexander Complex
    - Multiple manufacturing facilities (furniture, textiles, and plastics)
    - Catawba River and tributaries
    - Seasonally - large number of recreational boaters on Lake Hickory/Lake Lookout

- Alexander County Government has mutual aid agreements with all bordering county jurisdictions. Written agreements are necessary for FEMA or state reimbursement.

- Alexander County participates in the Statewide Mutual Aid Agreement through NCEM which allows requesting and accessing resources throughout the state.

- Utilities:

    - Electricity: Duke Energy, EnergyUnited EMC, and Blue Ridge EMC provide county electric power services.
    - Water: Alexander County Water Department/City of Hickory, EnergyUnited Water Corporation, and Town of Taylorsville
    - Natural Gas: PSNC (serves Hwy 90 corridor and Town of Taylorsville), Piedmont Natural Gas (serves SW portion of county entering via NC Hwy 127)
    - Phone: AT&T, Century Link, and Yadkin Telephone provide landline telephone services.
    - Internet: Charter Communications provides broadband internet service to limited portions of the county. Zirrus has fiber-to-the-home in the northeastern part of the County.

- Many facilities within the County become vital to emergency response and recovery efforts. Different categories of these "critical" facilities, such as schools, electrical substations, sewer lift stations, and fire hydrants are identified and recorded by address and geographic latitude and longitude.

- Alexander County departments and agencies, and Town of Taylorsville departments and agencies, will use their own resources and equipment during emergencies, and will have operational control over the management of those resources when required to respond to a disaster.

- Resource management, including mission assignment, deployment, and demobilization will be coordinated from the Alexander County Emergency Operations Center (EOC) during emergency/disaster situations.

- Several Alexander County departments and agencies maintain separate emergency response plans used during disasters/emergencies.

- A portion of the County lies within the fifty-mile ingestion pathway zone (IPZ) of the Duke Energy - McGuire Nuclear Power Plant. Response Guidelines are outlined in the Alexander County/McGuire Nuclear Power Plant Plan & Standard Operating Guidelines.

- The Alexander County Local Emergency Planning Committee (LEPC) maintains a database of companies located in the County that manufacture or store hazardous materials on-site.

## B.    Assumptions

- One or more of the events listed below could impact Alexander County:

    - Severe weather event
    - Loss of electrical power
    - Loss of water distribution, wastewater and water treatment capabilities
    - Road networks become impassable
    - Need for evacuation, mass care, and/or feeding operations (short- & long-term)
    - Damage or destruction of telephone and communications networks
    - Dramatic increase in media attention necessitating public information/rumor control
    - Need for federal/state/other states' Emergency Management Assistance Compact (EMAC) assistance
    - Human health disease outbreak of public health consequence
    - Animal health disease in domestic or wildlife
    - Plant disease or pest, or invasive species

- o   Controlled access and re-entry for public into damaged areas
- o   Need for damage assessment
- o   Auxiliary power for essential facilities
- o   Management of donated goods & spontaneous volunteers
- o   Contamination of public and private wells
- o   Depletion of staff
- o   Damage or destruction of vital facilities
- o   Reconstruction management program
- o   Isolated citizens
- o   Severe economic impact
- o   Vehicle fuel supply loss or shortages
- o   Environmental impact on wildlife, natural resources, and agriculture
- o   Need for debris clearance, removal, and disposal
- o   Need for temporary debris burn sites, chipping/mulching sites
- o   Damage or destruction of vital records and historical properties
- o   Presidential-declared emergency or disaster
- o   County and local government resources depleted
- o   Increased demand for temporary housing units
- o   Need to relax zoning regulations to allow for temporary mobile home sites
- o   Identification of areas for temporary housing units
- o   School or workplace violence
- o   Medical/emergency facilities at capacity
- o   Absence of alternative 911 center
- o   Need to identify areas for resource staging (pre-event) and resource management (post-event)
- o   Potential for release of hazardous materials
- o   Looting
- o   Mass casualties
- o   Sheltering for special needs populations
- o   Loss of businesses and jobs, and damage to the local economy

- The occurrence of more than one of the above listed emergency/disaster events could result in a catastrophic disaster situation that could overwhelm local and state resources.

- 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 available in most major disaster situations affecting the County.

- Due to the threat of disruption of local government functions, all levels of government must develop standard operating procedures or guidelines (encompassing staffing, lines of succession, and mode of operations) to ensure continuity of government.

- Officials of the County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan, and will respond as needed.

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

- Continuity of government maintenance is accomplished through the development of plans, guidelines, checklists, SOGs/SOPs, mutual aid agreements, and capabilities to track financial costs of response and recovery operations.

III.     **CONCEPT OF OPERATIONS**

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



- ➢ **Mitigation -** The planning and building inspection programs of the County are used to prevent sub-standard building construction through enforcement of codes and standards, thereby mitigating some risk through standardized best practices. Public education, awareness, and participation in exercises about potential disaster effects also prevent injury and death from disasters. Alexander County currently operates under the 2014 Unifour Regional Hazard Mitigation Plan that includes Alexander, Burke, Caldwell, and Catawba counties. The plan 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. This plan is reviewed and updated every five years, following federal regulations for local hazard mitigation plans (44CFR 201.6). The Alexander County Hazard Mitigation Plan is available at the Alexander County Emergency Management office.

- ➢ **Preparedness -** Through disaster planning and recognition of hazards likely to affect the area, the county and town agencies prepare for potential disasters. 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. Members of the public are informed and urged to prepare for disaster by local media and Alexander County Emergency Management. Potential hazards, risks, and vulnerabilities are continually updated and response capabilities, including mutual aid agreements and memorandums of understanding, have been identified to address these threats. In accordance with Department of Homeland Security guidance, the county has adopted the Homeland Security Exercise and Evaluation Program (HSEEP) and conducts its planning, training, and exercises in a systematic all-hazards approach following a continual integrated preparedness plan model. Alexander County will also utilize the National Preparedness Goal guidance covering the five mission areas of Preventing, Protecting, Mitigating, Responding, and Recovering. To achieve these goals, each department will have its Core Capabilities covered within the responsibilities of the plan. Public education and current public information will continue to be offered.

- ➢ **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.

- ➢ **Recovery -** After the immediate short-term emergency needs of an area are controlled, the county and municipal government will begin a recovery process that may take several days to many months or years. Response agencies may assist in determining impacts on the community and what actions are required to bring the community back to pre-disaster conditions or better. Recovery efforts may require assistance from State and/or Federal Government.

- • North Carolina General Statute 166A-2 requires County/City governments to organize and plan for the protection of life and property from the impact of hazardous events within its borders.

- • By order of the Chairman of the Alexander County Board of Commissioners, Alexander County uses the

National Incident Management System (NIMS) which was adopted in November 2005.

- In significant emergencies or disasters, the Emergency Management Coordinator and the County Manager, or his/her designees, will carry out the direction and control of emergency activities under the authority of the County Commissioners.

- The County Emergency Operations Center (EOC) will be staffed and operated as the situation dictates. When activated, operations are supported by representatives from county and municipal government, state government (if provided), private sector, and volunteer organizations who provide information, data, resources, and recommendations regarding actions needed to cope with problem situations.

- The Chief Elected Official (Chairman of the Board of County Commissioners) or the designee of the jurisdiction (as defined in NCGS 14-288.13 and 166A-19.22) may declare a State of Emergency to exist within the County, or any part thereof, and begin implementing emergency procedures (as defined in County Ordinance Chapter 31 State of Emergency).

- The individual authorized to issue a State of Emergency shall declare its termination.

- Information on specific critical facilities and resources is maintained in the Alexander County Emergency Management Office and 911 Communications Department, and accessible from the County EOC.

- The Emergency Management Coordinator or his/her designee will coordinate and control resources of the County. The Police Chief of the Town of Taylorsville or their designee will control the town's resources in coordination with the County EOC.

- The Alexander County Public Information Officer (PIO) and/or the Joint Information Center (JIC), if established, will disseminate emergency public information through available print, broadcast, and social media outlets.

- Prior planning and training of personnel is a prerequisite to effective emergency operations and must be considered an integral part of disaster preparations. The County Manager, in consultation with the Emergency Management Coordinator, will direct relevant training.

- The safety of the citizens and responders in Alexander County is a core value of all emergency management efforts. County safety policies and procedures have been adopted per state and federal laws, as well as guidelines and best practices to minimize the risks associated with response and recovery activities. Alexander County provides training, guidance, consultation, and documentation for all safety-related issues for Alexander County employees.

- Coordination with surrounding jurisdictions is essential when events occur that impact beyond jurisdictional borders.

- All legal documents of either a public or private nature recorded by designated officials must be protected and preserved per existing law, statutes, and ordinances.

- Departments, agencies, and organizations assigned either primary or supporting responsibilities in this document must develop implementation documents to support this plan. These departments are required to be NIMS compliant and staff shall complete all appropriate National Incident Management System –Incident Command System training.

- When local government resources are depleted during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and/or other agencies per existing or emergency-negotiated mutual aid agreements. Requests for state or federal resources must be made through the Alexander County Emergency Management Coordinator or his/her designee. The coordinator will forward the requests to the NC Division of Emergency Management Western Branch Office, which coordinates such requests with the State EOC in Raleigh.

- When a disaster affects a relatively small portion of the County, the Emergency Management Coordinator will respond to the established incident command post to provide assistance and request state and local

resources for the affected area. At no time will the County Emergency Management Department assume direction and control of municipal resources, unless requested by the municipal officials and approved by the County Commissioners.

- All parties must understand the process for requesting and obtaining federal resources.

- The National Response Framework (NRF) establishes the basis for fulfilling the federal government's role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster of any kind, resulting in a required federal response.

- Under this plan, departments and agencies having various authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions (ESFs).

- The EOP is set up as a base plan and Functional Annexes. Each department has related ESFs within their roles and responsibilities as part of the Plan. Each department may interact with the state-level ESF if needed.

- Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer (FCO) will be appointed as the President's representative to coordinate the overall delivery of federal assistance. Federal departments and agencies have been assigned missions to assist directly to the State, under the overall direction of the FCO. If a disaster has impacted other parts of North Carolina or other states in the southeast, Alexander County Emergency Management shall be the lead coordinating agency to assemble county assets, when requested.

- Local governments will use their normal channels for requesting assistance and/or resources.

- The National Weather Service office will detect and track potentially dangerous storm systems. The National Weather Service begins issuing advisories containing strategic information on any storm system that might affect Alexander County and continues to issue updated advisories, watches, and warnings as long as any threat exists. Such advisories are broadcast over the NWS/NOAA Weather Radio System, and also local government frequencies, radio, and television stations, as they become aware of potential problems.

- The Alexander County Emergency Management Coordinator will coordinate with the National Weather Service to maintain up-to-date information concerning potential storms and watches. Appropriately, such information will be provided to the citizens of the affected areas within the County.

- The Amateur Radio Emergency Services (ARES and SKYWARN), by agreement with the NWS, will report any weather conditions with the potential to cause severe damage in Alexander County.

- The Alexander County Planning and Development Department has identified areas that are prone to flooding. When Emergency Management is notified of potential problems in any of these areas, the department, via media and any other available means, will give notice to monitor and prepare to evacuate if needed.

- During severe weather threats or evacuations, all agencies that are assigned primary and supporting responsibilities will maintain ongoing communications and coordinate media releases with the Public Information Officer. The Town of Taylorsville will dispatch a representative to the EOC to coordinate news releases, media advisories, and instructions to citizens.

**IV.      ASSIGNMENT OF RESPONSIBILITIES**

This section tasks departments of Alexander County, municipalities, quasi-government agencies, and volunteer agencies with specific emergency functions that are in addition to their day-to-day responsibilities. Each agency listed is responsible for the development and maintenance of internal standard operating procedures, guidelines, checklists, and/or memorandums of understanding in order to accomplish these responsibilities.

**<ins>Chairperson, County Board of Commissioners</ins>**
- The Alexander County Board of Commissioners supports all Emergency Support Functions.
- The Alexander County Board of Commissioners accomplishes these duties ensuring readiness in all 32 core capabilities spread out over the five (5) mission areas.
- Overall Responsibilities:
  - Carry out provisions of NC General Statutes and local ordinances relating to emergencies.
  - Declare a State of Emergency for Alexander County and assume or delegate direction and control of emergency operations in cooperation with other members of the control group, including:
    - Execution of the Alexander County Emergency Operations Plan
    - Order an evacuation to include all or parts of the county
    - Restrict the sale of alcohol
    - Order a curfew
    - Prohibit or restrict the possession, transportation, sale, purchase, storage, and use of gasoline and dangerous weapons and substances
    - Restrict entry into Alexander County
    - Enforce ordinances in effect
    - Ensure adequate planning for Hazardous Materials events
    - Ensure the line of succession for County departments and agencies
    - Relocate the seat of government if administrative offices become damaged beyond usage
    - Declare a state of emergency for unincorporated areas of the county, if necessary
    - Implement other measures to protect life and property
    - Nominate members for the Local Emergency Planning Committee to the Chairman of the State Emergency Response Commission
    - Coordinate emergency response activities with Chairpersons of adjoining jurisdictions and Mayor of Taylorsville in Alexander County
    - Direct county personnel to return to work following a disaster or emergency.
    - Serve as an Agency Administrator and provide the Incident Commander, Unified Command, or Area Commander delegation of authority if needed and priorities of work during an incident
- Order of Succession:
  - Chairperson of the Board
  - Vice Chairperson of the Board

**<ins>County Manager</ins>**
- The Alexander County Manager supports all Emergency Support Functions.
- The Alexander County Manager accomplishes these duties ensuring readiness in all 32 core capabilities spread out over the five (5) mission areas.
- Overall Responsibilities:
  - Ensure adequate space, facilities, and equipment for an Emergency Operations Center (EOC).
  - Implement the County Emergency Operations Plan by authority of the Chairperson, County Board of Commissioners.
  - Direct county agencies to develop and update emergency plans and SOPs or SOGs to respond to emergencies.
  - Support the Emergency Management Department in annual exercises and tests of the emergency plan/drills.

- o Serve as County Public Information Officer unless delegated. Ensure that public information is coordinated through a Joint Information Center if established.
  - o Coordinate emergency response activities with managers of adjoining jurisdictions.
  - o Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety.
  - o Ensure that all County agencies document all expenditures related to the emergency/disaster.
  - o Determine sheltering/evacuation needs, in coordination with the Emergency Management Coordinator.
  - o Issue orders to terminate non-essential functions of local governments and re-direct forces to respond to the disaster.
  - o Plan for the activation of damage assessment/recovery functions of local government.
  - o Ensure that persons with special needs have been assisted if needed.
  - o Develop and issue policies on essential personnel before emergencies.
- Order of Succession:
  - o County Manager
  - o County Attorney

**Alexander County Emergency Management Coordinator**
- The Alexander County Emergency Management Coordinator supports all emergency support functions and is responsible for ESF 5: Information and Planning, ESF 7: Logistics, and ESF 14: Cross-Sector Business and Infrastructure.
- The Alexander County Emergency Management Coordinator accomplishes these duties ensuring readiness in all 32 core capabilities spread out over the five (5) mission areas. The Alexander County Emergency Management Coordinator is the primary liaison between agencies to coordinate preparedness utilizing HSEEP Guidance.
- Overall Responsibilities:
  - o Develop, maintain, and update the Emergency Operations Plan, standard operating procedures, guidelines, memorandums of understanding, implementing documents, and resource manuals used during emergency operations.
  - o Perform assigned duties according to State General Statutes and local ordinances.
  - o Develop plans per Federal and State guidelines.
  - o Coordinate emergency operations within the jurisdiction. Provide support services to municipalities.
  - o Maintain current notification and recall lists of operational personnel.
  - o Provide for the training of emergency personnel within the Emergency Management organization.
  - o Maintain and update a current list of resources in the County.
  - o Receive and coordinate requests for resources from municipalities and direct resources to areas of greatest need.
  - o Coordinate with private industry for use of privately-owned resources.
  - o Forward requests for additional resources to the Western Branch Office of the NC Division of Emergency Management for situations in which County resources are unable to meet response or recovery requirements.
  - o Alert and activate county emergency services when informed of an impending emergency.
  - o Serve as a member of the Local Emergency Planning Committee (LEPC) as defined by SARA Title III planning requirements.
  - o Coordinate emergency response activities with neighboring jurisdictions.
  - o Serve as the principal advisor to the executive control groups during emergency operations.
  - o Identify and arrange for suitable shelters for identified hazards. Maintain operational readiness of the EOC, JIC, and shelters when activated.
  - o Maintain liaison with utility company representatives for backup water, power, and telephone communications, if required.
  - o Maintain administrative records as needed.
  - o Ensure that required documentation is maintained during an emergency period.
  - o Function as an alternate PIO, when needed.

- o Ensure adequate warnings are disseminated throughout the emergency organization and the county.
- o Disseminate public information and conduct education programs relating to disaster recovery procedures, pre-disaster.
- o Assist with securing Disaster Recovery Center facilities and equipment.
- o Assist with notification of applicants that may be eligible for Public Assistance Programs, as needed.
- o Assist the LEPC in planning for Hazardous Material events.
- o Ensure that the public is educated through public awareness programs concerning the various hazards in the area, and the need to be self-sufficient for three days. Coordinate with PIO.
- o Support the LEPC in maintaining liaison with facility emergency coordinators to ensure the availability of current information concerning hazardous materials and the correct response to any incident.
- o Coordinate response with law enforcement regarding explosive ordinances and terrorist events.
- o Review written plans submitted annually by various agencies and departments.
- o Maintain current inventories of public information resources on hazards/disasters affecting the county.
- o Prepare procedures, memorandums of understanding, standard operating guidelines, and mutual aid agreements to coordinate public information services during disasters.
- o Coordinate the release of all media advisories and news releases for County departments during emergencies.
- o Provide citizen information and issuance of emergency instructions.
- o Offer emergency information for non-English speaking and hearing-impaired groups. Ensure that staff know how to use the 711 Relay service for those with hearing impairment and the Language Line for interpretation services.
- o Assist in the activation of the Wireless Alert System (WEA), Emergency Alert System (EAS), and cable interrupt systems, when appropriate.
- o Inform citizens and visitors of evacuation orders, recommended protective actions, flooded areas, impediments to movement, and other hazards.
- o Monitor print and electronic media outlets for accuracy of information and ensure correction of misleading information.
- o Conduct staff and public education efforts throughout the year.
- o Provide feedback to EOC staff personnel on citizens' complaints and concerns.
- o Coordinate with the 911 communications center to determine citizens' observations, complaints, concerns, etc.
- o Maintain up-to-date phone, fax, and email contact lists for release of information to local media contacts.
- o Maintain portable generators and lighting for emergency operations.
- o Serve as the lead agency for domestic terrorism planning and funding.
- o Develop SOP and memorandum of understanding for the coordination of mass casualty events.
- o Establish an adequate temporary morgue.
- Order of Succession:
  - o EM Coordinator
  - o NCEM Area 11 Coordinator

## Alexander County Public Information Officer (PIO)
- The Alexander County PIO has the primary responsibility of the following Emergency Support Functions:
  - o ESF 15: External Affairs
- The Alexander County PIO assists with the following Emergency Support Functions:
  - o ESF 5: Information and Planning
  - o ESF 6: Mass Care
  - o ESF 14: Cross-Sector Business and Infrastructure
- The Alexander County PIO accomplishes these duties ensuring readiness in the following primary and secondary core capabilities:

- o Primary
  - Public Information and Warning (All Mission Areas)
- o Assists
  - Planning (All Mission Areas)
  - Operational Coordination (All Mission Areas)
  - Community Resilience (Mitigation)
  - Situational Assessment (Response)
  - Mass Care Services (Response)
  - Operational Communications (Response)
- Overall Responsibilities
  - o Report to the EOC and assist with the establishment of a Joint Information Center (JIC).
  - o Prepare press releases and talking points for approval by Incident Commander and County Manager.
  - o Monitor print and electronic media outlets for accuracy of information and ensure correction of misleading information.
  - o Coordinate the access of media representatives to public officials.
  - o Handle media inquiries.
  - o Provide a schedule for media briefings.
- Order of Succession:
  - o County PIO
  - o Health Department PIO
  - o Alexander County Webmaster

## Alexander County Sheriff's Office
- The Alexander County Sheriff's Office has the primary responsibility of the following Emergency Support Functions:
  - o ESF 9: Search and Rescue
  - o ESF 13: Public Safety and Security
- The Alexander County Sheriff's Office assists with the following Emergency Support Functions:
  - o ESF 1: Transportation
  - o ESF 5: Information and Planning
  - o ESF 6: Mass Care
  - o ESF 7: Logistics
  - o ESF 8: Public Health and Medical Services
  - o ESF 15: External Affairs
- The Alexander County Sheriff's Office accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - Planning (All Mission Areas)
    - Public Information and Warning (All Mission Areas)
    - Operational Coordination (All Mission Areas)
    - Intelligence and Information Sharing (Prevention and Protection)
    - Interdiction and Disruption (Prevention and Protection)
    - Screening, Search, and Detection (Prevention and Protection)
    - Forensics and Attribution (Prevention)
    - Mass Search and Rescue Operations (Response)
    - On-Scene Security, Protection, and Law Enforcement (Response)
  - o Assists
    - Supply Chain Integrity and Security (Protection)
    - Risk Management for Protection Programs and Activities (Protection)
    - Community Resilience (Mitigation)
    - Threats and Hazards Identification (Mitigation)
    - Environmental Response/Health and Safety (Response)

- ▪ Critical Transportation (Response)
- ▪ Situational Assessment (Response)
- ▪ Infrastructure System (Response and Recovery)
- ▪ Logistics and Supply Chain Management (Response)
- ▪ Mass Care Services (Response)
- ▪ Operational Communications (Response)
- Overall Responsibilities:
  - o Develop and maintain SOGs to direct and control law enforcement operations during emergencies/disasters.
  - o Provide direction and control for law enforcement, traffic control, evacuations, and re-entry.
  - o Identify law enforcement assistance needs and develop necessary mutual aid agreements to support those needs.
  - o Provide security for the EOC, staging areas, shelters, vital facilities, and essential equipment locations.
  - o Assist in the dissemination of emergency public information and warnings to the public, including hearing-impaired persons.
  - o Manage county fixed-site communication system.
  - o Develop, maintain, and update standard operating guidelines for communications center operations during emergencies.
  - o Ensure that communication procedures are established for the use of logs, messages, forms, and message control.
  - o Maintain the TTY Machine in the 911 Center and coordinate inquiries with the PIO, when appropriate.
  - o Control ingress and egress into damaged, evacuated, and secured areas and facilities.
  - o Relocate and house prisoners when necessary.
  - o Coordinate the need for additional law enforcement support with State Highway Patrol and adjacent jurisdictions.
  - o Develop procedures to ensure that law enforcement personnel can respond at the awareness level for Hazardous Material incidents.
  - o Coordinate the release of all public information/instructions with the County Public Information Officer.
  - o Coordinate actions with municipal police departments to ensure continuity of operations.
- Order of Succession:
  - o Sheriff
  - o Major
  - o Captain

**Alexander County 911 Communications**
- The Alexander County 911 Communications Center has the primary responsibility of the following Emergency Support Functions:
  - o ESF 2: Communications
- The Alexander County 911 Communications Center assists with the following Emergency Support Functions:
  - o ESF 1: Transportation
  - o ESF 3: Public Works and Engineering
  - o ESF 4: Firefighting
  - o ESF 5: Information and Planning
  - o ESF 6: Mass Care
  - o ESF 7: Logistics
  - o ESF 8: Public Health and Medical Services
  - o ESF 9: Search and Rescue
  - o ESF 10: Oil and Hazardous Materials
  - o ESF 11: Agriculture and Natural Resources
  - o ESF 12: Energy
  - o ESF 13: Public Safety and Security

- o ESF 14: Cross-Sector Business and Infrastructure
  - o ESF 15: External Affairs
- The Alexander County 911 Communications Center accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - Situational Assessment (Response)
    - Operational Communications (Response)
  - o Assists
    - Planning (All Mission Areas)
    - Public Information and Warning (All Mission Areas)
    - Threats and Hazards Identification (Mitigation)
    - Environmental Response/Health and Safety (Response)
    - Critical Transportation (Response)
    - Infrastructure System (Response and Recovery)
    - Mass Search and Rescue Operations (Response)
    - Public Health, Healthcare, and EMS (Response)
    - Logistics and Supply Chain Management (Response)
    - Mass Care Services (Response)
- Overall Responsibilities:
  - o Plan and direct communications and warning systems, including two-way radio systems throughout the County describing methods of communications between the Emergency Operations Center, field forces, shelter facilities, adjacent jurisdictions, and area/State Emergency Operations Center.
  - o Report to the Emergency Operations Center upon activation, or request and provide direction and control for communications operations.
  - o Ensure off-duty communications staff can be recalled on short notice to supplement on-duty personnel.
  - o Maintain current internal notification/recall rosters.
  - o Ensure information pertinent to the emergency/disaster situation is provided to the EOC.
  - o Develop and maintain equipment, methods, and procedures for communications between EOC and on-scene emergency resources.
  - o Coordinate communications network with surrounding counties and State of North Carolina agencies.
  - o Establish procedures to control two-way radio communications between the EOC and other forces, such as hospitals, air ambulance dispatch points, and amateur communications networks.
  - o Receive warning information from the National Weather Service, through the Division of Criminal Information and Identification Section, or other official sources and disseminate appropriately.
  - o Ensure that communications procedures are established for the use of logs, message forms, and message control.
  - o Develop procedures for obtaining and restoring telephone services during emergencies.
  - o Develop mutual aid agreements.
  - o Identify potential sources of additional equipment and supplies.
  - o Ensure program training for all county communication personnel.
  - o Provide radio system compatibility and networking.
  - o Provide for the delivery of primary and backup radio communications.
  - o Manage county fixed-site communication system.
  - o Develop and maintain SOGs regarding dispatch to all hazards within the County.
  - o Maintain reverse 911 capabilities and warning procedures for the community.
  - o Manage the county's 800 MHz Communications System and serve as the county's VIPER POC.
  - o Develop procedures for maintaining and restoring telephone and 911 services during emergencies.

- o Develop agreements to provide radio repair and maintenance under emergency conditions.
  - o Provide an alternate communication capability in the event the main system fails.
  - o Provide direction and control for communications operations during daily operations and in the event of a disaster.
  - o Provide testing and exercising of the communications, warning, and alerting system on a routine basis.
- Order of Succession:
  - o 911 Director
  - o 911 System Coordinator

**Alexander County Emergency Medical Services (EMS)**
- The Alexander County EMS Office has the primary responsibility of the following Emergency Support Functions:
  - o ESF 8: Public Health and Medical Services
- The Alexander County EMS Office assists with the following Emergency Support Functions:
  - o ESF 1: Transportation
  - o ESF 4: Firefighting
  - o ESF 6: Mass Care
  - o ESF 9: Search and Rescue
  - o ESF 10 Oil and Hazardous Materials
  - o ESF 13: Public Safety and Security
- The Alexander County EMS Office accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - Operational Coordination (All Mission Areas)
    - Public Health, Healthcare, and EMS (Response)
  - o Assists
    - Planning (All Mission Areas)
    - Community Resilience (Mitigation)
    - Threats and Hazards Identification (Mitigation)
    - Environmental Response/Health and Safety (Response)
    - Situational Assessment (Response)
    - Fatality Management Services (Response)
    - Fire Management and Suppression (Response)
    - Mass Search and Rescue Operations (Response)
    - Mass Care Services (Response)
    - Operational Communications (Response)
- Overall Responsibilities:
  - o Coordinating emergency field medical service operations and ensuring emergency medical teams' safety.
  - o Provide triage of casualties of emergencies in the pre-hospital setting.
  - o Provide transportation for individuals requiring medical treatment.
  - o Advise and assist emergency management in determining County emergency medical needs.
  - o Provide emergency medical treatment support to emergency shelters when available.
  - o Provide Community Paramedics to assist with homebound patients.
  - o Provide Post Overdose Response Team (PORT) Paramedics to assist with overdose prevention and response during and after a disaster.
- Order of Succession:
  - o EMS Director
  - o EMS Major
  - o EMS Supervisor/Captain

**Alexander County Department of Social Services**
- The Alexander County Department of Social Services has the primary responsibility of the following Emergency Support Functions:
  - ESF 6: Mass Care
- The Alexander County DSS Office assists with the following Emergency Support Functions:
  - ESF 8: Public Health and Medical Services
  - ESF 11: Agriculture and Natural Resources
  - ESF 14: Cross-Sector Business and Infrastructure
- The Alexander County DSS Office accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - Primary
    - Mass Care Services (Response)
    - Health and Social Services (Recovery)
    - Housing (Recovery)
  - Assists
    - Planning (All Mission Areas)
    - Community Resilience (Mitigation)
    - Threats and Hazards Identification (Mitigation)
    - Situational Assessment (Response)
- Overall Responsibilities:
  - Develop, maintain, and revise SOGs for Social Services operations during emergency/disaster periods.
  - Coordinate emergency shelter openings with Alexander County Emergency Management, Alexander County Health Department, Alexander County School System, American Red Cross, and/or other VOADs.
  - Provide shelter managers, supplies, and other support personnel during sheltering periods.
  - Coordinate transition of emergency shelter operations with NGOs if required.
  - Provide liaison, if necessary, to the United Way of Alexander County, Salvation Army, or other NGOs for receiving, managing, and distributing solicited and unsolicited donated goods following a disaster.
  - Ensure that adult care homes develop evacuation or in-place care plans and coordinate with Alexander County Emergency Management.
  - Support the Special Needs community as required.
  - Coordinate the efforts of volunteers recruited to assist in managing and distributing donated goods for the elderly.
  - Advise officials on the needs of the elderly following disasters.
  - Assist in designating feeding sites, if necessary.
- Order of Succession:
  - DSS Director
  - Consolidated Human Services Director
  - County Manager

**Alexander County Health Department**
- The Alexander County Health Department has the primary responsibility of the following Emergency Support Functions:
  - ESF 8: Public Health and Medical Services
- The Alexander County Health Department assists with the following Emergency Support Functions:
  - ESF 5: Information and Planning
  - ESF 6: Mass Care
  - ESF 7: Logistics
  - ESF 11: Agriculture and Natural Resources
  - ESF 15: External Affairs
- The Alexander County Health Department accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:

- o Primary
  - Planning (All Mission Areas)
  - Operational Coordination (All Mission Areas)
  - Screening, Search, and Detection (Prevention and Protection)
  - Fatality Management Services (Response)
  - Public Health, Healthcare, and EMS (Response)
  - Health and Social Services (Recovery)
  - o Assists
    - Access Control and Identity Verification (Protection)
    - Risk and Disaster Resilience Assessment (Mitigation)
    - Community Resilience (Mitigation)
    - Threats and Hazards Identification (Mitigation)
    - Environmental Response/Health and Safety (Response)
    - Situational Assessment (Response)
    - Infrastructure Systems (Response and Recovery)
    - Logistics and Supply Chain Management (Response)
    - Mass Care Services (Response)
- Overall Responsibilities:
  - o Develop, maintain, and revise SOGs for emergency public health operations during emergencies.
  - o Coordinate health care for emergency shelters and mass care facilities with Alexander County Department of Social Services and/or American Red Cross (when shelters open).
  - o Provide nurses to staff emergency shelters and ensure training as appropriate.
  - o Coordinate with water supply authorities to expedite emergency public water supplies.
  - o Provide health inspections and immunizations to evaluate, detect, prevent, or control communicable diseases.
  - o Coordinate environmental public health activities for waste disposal, refuse, food safety, water, sanitation, restaurants, and vector/vermin control in the County.
  - o Provide inspection of mass care facilities, to assure proper sanitation practices.
  - o Coordinate with the proper authorities to establish a temporary morgue, or if necessary, expand morgue services.
  - o Coordinate with area mental health professionals and critical incident stress debriefing (CISD) resources identified in the Alexander County Resources List to ensure that crisis counselors and mental health services are available in disaster assistance centers, shelter areas, crisis line activities, and support staff if needed.
  - o Coordinate the distribution of exposure-limiting drugs, medicines, vaccines, or other preventative measures, when required.
  - o Assist Alexander County Department of Social Services and Alexander County Emergency Management with inquiries and inform families on the status of individuals injured or missing.
  - o Assist with the Special Needs Registry and coordinate Access and Functional Needs during evacuation and sheltering
  - o Provide water-testing services.
- Order of Succession:
  - o Health Director
  - o Director of Nursing

## Alexander County Public Works & Facilities Department
- The Alexander County Public Works & Facilities Department has the primary responsibility of the following Emergency Support Functions:
  - o ESF 3: Public Works and Engineering
  - o ESF 12: Energy
- The Alexander County Public Works & Facilities Department assists with the following Emergency Support Functions:
  - o ESF 5: Information and Planning
  - o ESF 7: Logistics

- The Alexander County Public Works & Facilities Department accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - Assists
    - Planning (All Mission Areas)
    - Risk and Disaster Resilience Assessment (Mitigation)
    - Long-Term Vulnerability Reduction (Mitigation)
    - Critical Transportation (Response)
    - Infrastructure Systems (Response and Recovery)
    - Logistics and Supply Chain Management (Response)
    - Mass Care Services (Response)
- Overall Responsibilities:
  - Develop and maintain resource lists with source, location, and availability of equipment, fuel, and operational personnel to support response/recovery operations.
  - Identify workforce and equipment limitations and provide resources to cover these shortfalls.
  - Develop, maintain, and update SOGs for public works functions during emergency periods.
  - Terminate non-essential services and re-deploy personnel and equipment resources to areas of greatest need.
  - Develop procedures, guidelines, or memorandums of understanding with the Town to utilize excess resources to support recovery operations in the County.
  - Provide housekeeping and maintenance support for activation of the EOC.
  - Provide staff to assist in shelter activation and operation.
  - Obtain equipment and personnel required to support the EOC.
  - Secure County facilities in preparation for pre-emergency/post-emergency events.
  - Compile a report on damages to County property and deliver it to Emergency Management.
  - Coordinate the repair/replacement of County-owned vital facilities following a disaster.
  - Provide trucks and courier personnel to the EOC.
  - Provide 24-hour maintenance support for County vehicles.
  - Provide fuel service arrangements for all County public safety agencies.
  - Provide maintenance service for backup generators.
  - Provide emergency replacement or repairs of County-owned motor vehicles during and following disaster/emergency.
  - Have backup vehicle and equipment repair services including on-site tire inventory and on-site tire repair.
  - Provide spare vehicles for EOC use.
  - Maintain basic repair capability during power outages.
  - Plan for energy emergencies, including fuel shortages.
  - Coordinate the repair and restoration of utility systems for Alexander County customers.
  - Identify workforce and equipment limitations and provide for resources to cover these shortfalls.
  - Maintain water and sanitation services at critical facilities during periods of emergencies.
  - If able, coordinate response to requests for emergency repairs of privately operated utility systems (water/wastewater) as requested by the Alexander County Emergency Management Coordinator and 911 Communications Department.
  - Provide technical guidance or contact points for equipment and supplies.
- Order of Succession:
  - Public Works & Facilities Director
  - Garage Lead, Grounds Lead, Maintenance Lead — Dependent on issue.

## Alexander County Tax Department
- The Alexander County Tax Department is not responsible for any primary Emergency Support Functions.
- The Alexander County Tax Department assists with the following Emergency Support Functions:
  - ESF 14: Cross-Sector Business and Infrastructure
- The Alexander County Tax Department accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - Assists
    - Situational Assessment (Response)

- ▪ Natural and Cultural Resources (Recovery)
- Overall Responsibilities:
  - o Develop, maintain, and revise SOGs for County tax operation and record protection during disasters/emergencies.
  - o Report to EOC upon activation and coordinate damage assessment operations in conjunction with Emergency Management.
  - o Provide property tax information assistance for County residents and damage assessment teams.
  - o Assist the executive group in prioritizing repairs and restoration of affected facilities during the recovery period.
  - o Revise property tax records to reflect damages to privately-owned property, as directed.
  - o Provide clerical and support staff if needed.
  - o Provide GIS information and support as needed.
- Order of Succession:
  - o Tax Administrator
  - o Assistant Administrator

## Alexander County Animal Services

- The Alexander County Animal Services has no primary responsibility for Emergency Support Functions.
- The Alexander County Animal Services assists with the following Emergency Support Functions:
  - o ESF 6: Mass Care
  - o ESF 11: Agriculture and Natural Resources
- The Alexander County Animal Services accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - o Assists
    - ▪ Mass Care Services (Response)
    - ▪ Mass Search and Rescue Operations (Response)
- Overall Responsibilities:
  - o Serve as the lead agency for animal issues during a disaster.
  - o Coordinate and work with mass care facilities and shelter locations for pets of evacuees.
  - o Assist with animal rescues.
  - o Coordinate the efforts of Alexander County Animal Services, animal welfare groups, and volunteers during times of disaster.
  - o Identify County property that could be used to house animals forced from their regular quarters.
  - o Coordinate emergency vaccination for rabies and other protective measures, if required.
  - o Coordinate efforts to reunite lost pets and owners.
  - o Advise EOC staff on animal protection issues.
  - o Operate the Alexander County Animal Control facility for extended hours, when necessary.
- Order of Succession:
  - o Animal Services Director
  - o Animal Services Assistant Director
  - o Animal Control Officer with seniority

## Alexander County Finance Department

- The Alexander County Finance Department is not responsible for any primary Emergency Support Functions.
- The Alexander County Finance Department assists with the following Emergency Support Functions:
  - o ESF 5: Information and Planning
  - o ESF 7: Logistics
- The Alexander County Finance Department accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - o Assists
    - ▪ Planning (All Mission Areas)

- ▪ Operational Coordination (All Mission Areas)
- ▪ Logistics and Supply Chain Management (Response)
- Overall Responsibilities:
  - o Develop, maintain, and review standard operating procedures for County emergency financial record keeping during disasters.
  - o Assist the Public Works & Facilities Director with documentation of disaster damage to County-owned facilities.
  - o Provide County budget information in support of the Governor's request for a Presidential Declaration of Disaster.
  - o Develop financial accounting procedures to assist County agencies in recording and reporting their emergency expenses.
  - o Assist in the establishment and management of post-disaster donated funds.
  - o Coordinate emergency-related expenditure procedures with the Town of Taylorsville finance officer to ensure that state and federal forms are submitted.
  - o Develop procedures for the emergency expenditure of contingency funds to support emergency response and recovery activities.
  - o Maintain a manual purchase order system.
  - o Assist agencies with financial accountability records during the response and recovery period.
  - o Provide support staff to the EOC.
- Order of Succession:
  - o Finance Director
  - o Deputy Finance Director
  - o Senior Accountant

**AC Fire Marshal**
- The Alexander County Fire Marshal's Office has the primary responsibility of the following Emergency Support Functions:
  - o ESF 4: Firefighting
- The Alexander County Fire Marshal's Office assists with the following Emergency Support Functions:
  - o ESF 2: Communications
  - o ESF 3: Public Works and Engineering
  - o ESF 5: Information and Planning
  - o ESF 7: Logistics
  - o ESF 8: Public Health and Medical Services
  - o ESF 9: Search and Rescue
  - o ESF 10: Oil and Hazardous Materials
  - o ESF 13: Public Safety and Security
  - o ESF 14: Cross-Sector Business and Infrastructure
- The Alexander County Fire Marshal's Office accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - ▪ Operational Coordination (All Mission Areas)
    - ▪ Fire Management and Suppression (Response)
  - o Assists
    - ▪ Planning (All Mission Areas)
    - ▪ Long-Term Vulnerability Reduction (Mitigation)
    - ▪ Community Resilience (Mitigation)
    - ▪ Threats and Hazards Identification (Mitigation)
    - ▪ Environmental Response/Health and Safety (Response)
- Overall Responsibilities:
  - o Develop, maintain, and review SOGs for the coordination of firefighting activities during disasters/emergencies.
  - o Plan for the coordination of firefighting operations throughout the County.
  - o Assist with dissemination of warning instructions.
  - o Coordinate firefighting actions with NC Forestry for wild-land fire activities.

- o Provide for the relocation of firefighting equipment, as needed.
- o Assist with the identification of staging areas for firefighting resources coming into the County, when appropriate.
- o Request additional firefighting resources from the State, when appropriate, through the County EOC.
- o Support community drills and exercises whenever possible.
- o Conduct fire inspections during recovery operations.
- o Assist in basic search and rescue operations during emergency/disaster situations.
- o Support the evacuation of special needs facilities and handicapped/disabled special needs individuals.
- Order of Succession:
  - o Fire Marshal
  - o Deputy Fire Marshal
  - o NC Office of the State Fire Marshal

## Alexander County Planning Department
- The Alexander County Planning Department is not responsible for any primary Emergency Support Functions.
- The Alexander County Planning Department assists with the following Emergency Support Functions:
  - o ESF 2: Communications
  - o ESF 3: Public Works and Engineering
  - o ESF15: Cross-Sector Business and Infrastructure
- The Alexander County Planning Department accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - Planning (All Mission Areas)
    - Long-Term Vulnerability Reduction (Mitigation)
    - Community Resilience (Mitigation)
    - Risk and Disaster Resilience Assessments (Mitigation)
    - Housing (Recovery)
  - o Assists
    - Public Information and Warning (All Mission Areas)
    - Risk Management for Protection Programs and Activities (Protection)
    - Threats and Hazards Identification (Mitigation)
- Overall Responsibilities:
  - o Coordinate assessment teams conducting post-disaster damage assessment field surveys.
  - o Collect data and prepare damage assessment reports and summaries to be submitted to Emergency Management.
  - o Approve occupancy of damaged and/or temporarily repaired structures.
  - o Assist State and/or Federal teams with assessments if dispatched to the County.
  - o During recovery, request additional inspectors to assist in the identification of habitable structures.
  - o Provide citizens with information regarding rebuilding and repairs.
  - o Assist AC Emergency Management in Alexander County's Hazard Mitigation Plan maintenance.
  - o Revise County land use plans following disaster.
- Order of Succession:
  - o Planning Director
  - o Senior Planner
  - o Planner
  - o Code Compliance Officer

## Alexander County Inspections Department
- The Alexander County Inspections Department is not responsible for any primary Emergency Support Functions.

- The Alexander County Inspections Department assists with the following Emergency Support Functions:
  - ESF 2: Communications
  - ESF 3: Public Works and Engineering
  - ESF15: Cross-Sector Business and Infrastructure
- The Alexander County Inspections Department accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - Primary
    - Long-Term Vulnerability Reduction (Mitigation)
    - Community Resilience (Mitigation)
    - Risk and Disaster Resilience Assessments (Mitigation)
    - Infrastructure Systems (Response, Recovery)
  - Assists
    - Planning (All Mission Areas)
    - Risk Management for Protection Programs and Activities (Protection)
    - Threats and Hazards Identification (Mitigation)
    - Housing (Recovery)
- Overall Responsibilities:
  - Coordinate assessment teams conducting post-disaster damage assessment field surveys.
  - Collect data and prepare damage assessment reports and summaries to be submitted to Emergency Management.
  - Approve occupancy of damaged and or temporarily repaired structures.
  - Assist State and/or Federal teams with assessments if dispatched to the County.
  - During recovery, request additional inspectors to assist in the identification of habitable structures.
  - Provide citizens with information regarding rebuilding and repairs.
  - Assist AC Emergency Management in Alexander County's Hazard Mitigation Plan maintenance.
  - Revise County land use plans following disaster.
- Order of Succession:
  - Chief Code Official
  - Building Inspectors

**Alexander County Solid Waste Division**
- The Alexander County Solid Waste Division is not responsible for any primary Emergency Support Functions.
- The Alexander County Solid Waste Division assists with the following Emergency Support Functions:
  - ESF 3: Public Works and Engineering
  - ESF 10: Oil and Hazardous Materials
  - ESF 14: Cross-Sector Business and Infrastructure
- The Alexander County Solid Waste Division accomplishes these duties by ensuring readiness in the following secondary core capability:
  - Assists
    - Infrastructure Systems (Response and Recovery)
- Overall Responsibilities:
  - Serve as debris management coordinator for the County and report to the Emergency Operations Center on issues dealing with debris materials generated by the disaster.
  - Develop an emergency plan dealing with solid waste issues and debris management/disposal in a disaster.
  - Be familiar with the debris forecasting model for both C&D and wooded debris.
  - 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 or responsibilities may be found in Procedures and Annexes as well as Hazard

Specific Checklists and additional plans that are part of this Emergency Operations Plan.
- Order of Succession:
    - Public Works & Facilities Director
    - Landfill Supervisor

## Alexander County Parks
- Alexander County Parks is not responsible for any primary Emergency Support Functions.
- Alexander County Parks assists with the following Emergency Support Function:
    - ESF 11: Agriculture and Natural Resources
- Alexander County Parks accomplishes these duties by ensuring readiness in the following secondary core capability:
    - Assists
        - Natural and Cultural Resources (Recovery)
- Overall Responsibilities:
    - Coordinate support personnel within the Department of Parks and Recreation to assist the EOC.
    - Assist with logistical support to other departments/agencies.
    - Assist with emergency debris clearance, when requested.
    - Coordinate cleanup of debris from county parks following a disaster, if required.
    - Provide logistical support for supplies and deliveries for the EOC.
- Order of Succession:
    - Parks Director
    - Park Maintenance
    - Park Attendant
    - Park Attendant (Rock Climbing)
    - Park Attendant (Swim Beach)

## Alexander County Recreation
- Alexander County Recreation is not responsible for any primary Emergency Support Functions.
- Alexander County Recreation assists with the following Emergency Support Functions:
    - ESF 3: Public Works and Engineering
- Alexander County Recreation accomplishes these duties by ensuring readiness in the following secondary core capability:
    - Assists
        - Natural and Cultural Resources (Recovery)
- Overall Responsibilities:
    - Coordinate support personnel within the department to assist the EOC.
    - Assist with logistical support to others departments/agencies.
    - Assist with emergency debris clearance, when requested.
    - Coordinate cleanup of debris from county parks following a disaster, if required.
    - Provide logistical support for supplies and deliveries for the EOC.
- Order of Succession:
    - Recreation Director
    - Field Worker
    - Administrative Assistant

## Alexander County Information Technology Department
- The Alexander County IT Department is not responsible for any primary Emergency Support Functions.
- The Alexander County IT Department assists with the following Emergency Support Functions:
    - ESF 2: Communications
    - ESF 5: Information and Planning
    - ESF 9: Search and Rescue
    - ESF 10: Oil and Hazardous Materials
    - ESF 15: External Affairs

- The Alexander County IT Department accomplishes these duties ensuring readiness in the following primary and secondary core capabilities:
  - Primary
    - Cybersecurity (Protection)
    - Operational Communications (Response)
  - Assists
    - Planning (All Mission Areas)
    - Intelligence and Information Sharing (Prevention and Protection)
    - Access Control and Identity Verification (Protection)
    - Risk Management for Protection Programs and Activities (Protection)
    - Infrastructure Systems (Response and Recovery)
- Overall Responsibilities:
  - Coordinate data processing systems, including Geographic Information Systems (GIS) for the County during disasters/emergencies.
  - Provide technical assistance with social media, county websites, and using the government TV channel to release public information.
  - Provide personal computers, telecommunications support staff, and staff to the AC EOC.
  - Develop procedures for replacing County-owned office equipment/supplies damaged during disasters.
  - Set up the information technology equipment.
  - Provide real-time support for internet and telephone resources to temporary field offices.
  - Manage inventory of loaned cellular phones and other equipment as requested by the AC EOC.
- Order of Succession:
  - IT Director
  - Systems Administrator
  - Systems Analysts

**Alexander County Human Resources**
- The Alexander County HR Department is not responsible for any primary Emergency Support Functions.
- The Alexander County HR Department assists with the following Emergency Support Functions:
  - ESF 5: Information and Planning
- The Alexander County HR Department accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - Assists
    - Access Control and Identity Verification (Protection)
    - Risk Management for Protection Programs and Activities (Protection)
    - Risk and Disaster Resilience Assessment (Mitigation)
    - Environmental Response/Health and Safety (Response)
- Overall Responsibilities:
  - Develop and maintain a process for identifying and securing essential human resource records and documents.
  - Provide clerical assistance to the EOC when requested.
  - Coordinate procedures for payroll accountability for disaster operations.
  - Develop procedures for the hiring and placement of temporary workers following a disaster.
  - Assist with the development of a 24-hour shift plan for the EOC and update this plan semi-annually.
  - Assist in identifying County staff to work at emergency shelters, if needed.
  - Alexander County's Safety Officer falls under Human Resources and will serve as the Safety Officer for the County during emergencies.
- Order of Succession:
  - Human Resources Director
  - Assistant Human Resources Director
  - Risk Management Specialist

**Alexander County Cooperative Extension**
- The Alexander County Cooperative Extension has the primary responsibility of the following Emergency Support Function:
  - ESF 11: Agriculture and Natural Resources
- The Alexander County Cooperative Extension assists with the following Emergency Support Functions:
  - ESF 14: Cross-Sector Business and Infrastructure
- The Alexander County Cooperative Extension accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - Assists
    - Situational Assessment (Response)
    - Threat and Hazards Identification (Mitigation)
    - Economic Recovery (Recovery)
- Overall Responsibilities:
  - Provide support to the EOC, when requested.
  - Work in conjunction with the Health Director and County PIO to educate citizens on proper food-handling procedures and decontamination of drinking water following a disaster.
  - Work with local farms to provide situational assessment and resources to farmers where needed.
  - Make departmental facilities and staff available when needed.
- Order of Succession:
  - County Extension Director, Livestock & Field Crop Agent
  - County Operations Support Specialist
  - FCS Agent
  - Horticulture Agent
  - 4-H Youth Development Agent

**Alexander County Attorney**
- The Alexander County Attorney is not responsible for any primary Emergency Support Functions.
- The Alexander County Attorney assists with the following Emergency Support Functions:
  - ESF 5: Information and Planning
  - ESF 7: Logistics
  - ESF 13: Public Safety and Security
- The Alexander County Attorney accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - Assists
    - Planning (All Mission Areas)
- Overall Responsibilities:
  - Assist with emergency legal matters and contracts about evacuations, recovery, and purchase of goods and services.
  - Participate in after-action review of departmental operations.
- Order of Succession:
  - County Attorney
  - Contracted Attorney

**Alexander County Public Library**
- The Alexander County Public Library is not responsible for any primary Emergency Support Functions.
- The Alexander County Public Library assists with the following Emergency Support Functions:
  - ESF 11: Agriculture and Natural Resources
  - ESF 14: Cross-Sector Business and Infrastructure
- The Alexander County Public Library accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - Community Resilience (Mitigation)
  - Natural and Cultural Resources (Recovery)
- Overall Responsibilities:
  - Provide administrative personnel in support of the recovery effort.

- o Provide conference rooms or parking spaces at branch facilities as needed to stage personnel/equipment.
  - o Assist with the dissemination of recovery brochures/flyers/public information/news releases.
  - o Provide computers and internet to community members to complete insurance claims and recovery needs.
  - o Develop a facility recovery plan to protect departmental assets and resources.
- Order of Succession:
  - o Library Director
  - o Circulation Supervisor
  - o Branch Manager

**Alexander County Register of Deeds**
- The Alexander County Register of Deeds is not responsible for any primary Emergency Support Functions.
- The Alexander County Register of Deeds assists with the following Emergency Support Functions:
  - o ESF 11: Agriculture and Natural Resources
- The Alexander County Register of Deeds accomplishes these duties by ensuring readiness in the following core capabilities:
  - o Natural and Cultural Resources (Recovery)
- Overall Responsibilities:
  - o Provide staff and support for damage assessment activities, if required.
  - o Assist in parcel identification for recovery and reconstruction.
  - o Protect vital records in the Register of Deeds office.
- Order of Succession:
  - o Register of Deeds
  - o Assistant Register of Deeds
  - o Deputy Register of Deeds (by seniority)

**Local Emergency Planning Committee (LEPC) - Chairman or Designee**
- The Alexander County LEPC has the primary responsibility of the following Emergency Support Functions:
  - o ESF 10: Oil and Hazardous Materials
- The Alexander County LEPC accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - o Assists
    - ▪ Planning (All Mission Areas)
    - ▪ Risk Management for Protection Programs and Activities (Protection)
    - ▪ Threats and Hazards Identification (Mitigation)
    - ▪ Environmental Response/Health and Safety (Response)
- Overall Responsibilities:
  - o Carry out the responsibilities for local emergency planning according to SARA Title III and adhere to the policies of the NC Emergency Response Commission.
  - o Provide a private industry representative to the EOC to serve as a conduit of information to major businesses and industries, as needed.
  - o Assess and make recommendations as to the current level of prevention, preparedness, and response capabilities of existing programs and procedures.
  - o Ensure the development of plans to protect the public by maintaining the Hazardous Materials Annex, consistent with guidance contained in the NC Plan for Multi-Hazards prototype.
  - o Develop and ensure that procedures for notification are in place and effective in the event of a hazardous materials accident.
  - o Ensure that facility emergency coordinators provide information to the LEPC promptly.
  - o Yearly, publish the legal notice for the emergency planning committee in the local newspaper.
- Order of Succession:

- o   LEPC Chair
- o   Voting Membership

## Alexander County Senior Center

- The Alexander County Senior Center has no primary responsibility for Emergency Support Functions.
- The Alexander County Senior Center assists with the following Emergency Support Functions:
  - o   ESF 6: Mass Care
  - o   ESF 8: Public Health and Medical Services
  - o   ESF 14: Cross-Sector Business and Infrastructure
  - o   ESF 15: External Affairs
- The Alexander County Senior Center accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - o   Assists
    - ▪   Public Information and Warning (All Mission Areas)
    - ▪   Community Resilience (Mitigation)
    - ▪   Mass Care Services (Response)
    - ▪   Health and Social Services (Recovery)
- Overall Responsibilities:
  - o   Provide resources and be a point of contact for seniors in the event of an emergency.
  - o   Assist seniors in recovery efforts where needed.
  - o   Provide training and guidance to seniors in the community about disaster resiliency.
- Order of Succession:
  - o   Senior Center Director
  - o   Assistant Director
  - o   Activity Assistant

## Alexander County Economic Development

- Alexander County Economic Development is not responsible for any primary Emergency Support Functions.
- Alexander County Economic Development assists with the following Emergency Support Functions:
  - o   ESF 14: Cross-Sector Business and Infrastructure
- Alexander County Economic Development accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - o   Assists
    - ▪   Economic Recovery (Recovery)
- Overall Responsibilities:
  - o   Work with businesses before, during, and after disasters to ensure continuity of operations and recovery efforts are in place to prevent economic hardships.
- Order of Succession:
  - o   Economic Development Director
  - o   Business Development Manager

## Mayor, Town of Taylorsville

- The Town of Taylorsville supports all Emergency Support Functions.
- The Town of Taylorsville accomplishes these duties ensuring readiness in all 32 core capabilities spread out over the five (5) mission areas.
- Overall Responsibilities:
  - o   Ensure 24-hour availability to the EOC.
  - o   Ensure coordinated policy and public information dissemination in conjunction with the County and EOC director.
  - o   Utilize municipal personnel, facilities, and equipment resources to support the Alexander County Emergency Operations Plan, not to conflict with municipal requirements.
  - o   Assess the needs of the municipality and request resources through Emergency Management via its EOC representative.

- o Enforce provisions of local ordinances relating to disasters/emergencies and NC General Statutes.
- o Declare a State of Emergency for the municipality in coordination with the County and ensure enforcement.
- o Ensure the protection of life and property within the municipality.
- o Coordinate development of internal, interdepartmental, and interagency Standard Operating Procedures and memorandums of understanding.
- o Ensure that drills and emergency exercises are conducted periodically to test the Emergency Operations Plan.
- o Coordinate policymaking functions necessary to ensure public health and safety within the municipal borders.
- o Make available municipal resources, as appropriate, in response to resource requests from other agencies.
- o Implement emergency policies, procedures, and ordinances as appropriate for the governing body.
- Order of Succession:
  - o Mayor
  - o Mayor Pro Tem
  - o Town Council Members

## Taylorsville Police Department

- The Taylorsville Police Department has the primary responsibility of the following Emergency Support Functions:
  - o ESF 9: Search and Rescue
  - o ESF 13: Public Safety and Security
- The Taylorsville Police Department assists with the following Emergency Support Functions:
  - o ESF 1: Transportation
  - o ESF 5: Information and Planning
  - o ESF 6: Mass Care
  - o ESF 7: Logistics
  - o ESF 8: Public Health and Medical Services
  - o ESF 15: External Affairs
- The Taylorsville Police Department accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - Planning (All Mission Areas)
    - Public Information and Warning (All Mission Areas)
    - Operational Coordination (All Mission Areas)
    - Intelligence and Information Sharing (Prevention and Protection)
    - Interdiction and Disruption (Prevention and Protection)
    - Screening, Search, and Detection (Prevention and Protection)
    - Forensics and Attribution (Prevention)
    - Mass Search and Rescue Operations (Response)
    - On-Scene Security, Protection, and Law Enforcement (Response)
  - o Assists
    - Supply Chain Integrity and Security (Protection)
    - Risk Management for Protection Programs and Activities (Protection)
    - Community Resilience (Mitigation)
    - Threats and Hazards Identification (Mitigation)
    - Environmental Response/Health and Safety (Response)
    - Critical Transportation (Response)
    - Situational Assessment (Response)
    - Infrastructure System (Response and Recovery)
    - Logistics and Supply Chain Management (Response)
    - Mass Care Services (Response)

- ▪ Operational Communications (Response)
- • Overall Responsibilities:
  - o Develop and maintain SOGs to direct and control law enforcement operations during emergencies/disasters.
  - o Provide direction and control for law enforcement, traffic control, evacuations, and re-entry.
  - o Identify law enforcement assistance needs and develop necessary mutual aid agreements to support those needs.
  - o Provide security for the EOC, staging areas, shelters, vital facilities, and essential equipment locations.
  - o Control ingress and egress into damaged, evacuated, and secured areas and facilities.
  - o Coordinate the need for additional law enforcement support with State Highway Patrol and adjacent jurisdictions.
  - o Develop procedures to ensure that law enforcement personnel can respond at the awareness level for Hazardous Material incidents.
  - o Coordinate the release of all public information/instructions with the County Public Information Officer.
- • Order of Succession:
  - o Chief of Police
  - o Major
  - o Captain

## Superintendent, Alexander County Schools
- • Alexander County Schools has the primary responsibility of the following Emergency Support Functions:
  - o ESF 1: Transportation
- • Alexander County Schools assists with the following Emergency Support Functions:
  - o ESF 6: Mass Care
  - o ESF 7: Logistics
  - o ESF 11: Agriculture and Natural Resources
  - o ESF 12: Energy
  - o ESF 15: External Affairs
- • Alexander County Schools accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - ▪ Critical Transportation (Response)
  - o Assists
    - ▪ Planning (All Mission Areas)
    - ▪ Public Information and Warning (All Mission Areas)
    - ▪ Community Resilience (Mitigation)
    - ▪ Mass Care Services (Response)
- • Overall Responsibilities:
  - o Develop, maintain, and revise SOGs for the safety and protection of students, facilities, and other personnel during emergencies.
  - o Coordinate evacuation and transportation operations for students during emergencies.
  - o Provide support personnel, equipment, and facilities as necessary (schools, bus drivers, cafeteria personnel, other equipment, etc.).
  - o Provide support personnel to the EOC during activation, if requested.
  - o Provide school facilities for temporary shelters, as needed.
  - o Develop a memorandum of understanding for use of facilities.
  - o Assist with transportation of County residents in a disaster or emergency, including those without transportation, elderly, handicapped, and other special needs citizens, when requested by the County EOC.
  - o Maintain school transportation resources and provide for the refueling of these resources when necessary.
  - o During the recovery period, conduct damage assessment on school properties and report to Emergency Management.
  - o Participate in the Local Information Team and Joint Information Center for public

information.
- Order of Succession:
  - Superintendent
  - Assistant Superintendent

**Alexander County Clerk of Court**
- The Alexander County Clerk of Court is not responsible for any primary Emergency Support Functions.
- The Alexander County Clerk of Court assists with the following Emergency Support Functions:
  - ESF 11: Agriculture and Natural Resources
- The Alexander County Clerk of Court accomplishes these duties ensuring readiness in the following core capabilities:
  - Assists
    - Planning (All Mission Areas)
    - Public Information and Warning (All Mission Areas)
    - Natural and Cultural Resources (Recovery)
- Overall Responsibilities:
  - Notify judicial officials, when requested by the EOC.
  - Coordinate court closures and re-openings as requested by the County Manager.
  - Secure and protect on-site and off-site records.
  - Make available staff and facility resources as needed.
- Order of Succession:
  - Clerk of Court
  - Assistant Clerk of Court
  - Deputy Clerk of Court

**Alexander County Greenway Public Transportation**
- Alexander County Greenway Public Transportation has the primary responsibility of the following Emergency Support Functions:
  - ESF 1: Transportation
- Alexander County Greenway Public Transportation does not currently assist with any Emergency Support Function.
- Alexander County Greenway Public Transportation accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - Primary
    - Critical Transportation (Response)
  - Assists
    - Mass Care Services (Response)
- Overall Responsibilities:
  - Provide representative and transportation assets to Alexander County Emergency Services and Alexander County EOC during an emergency.
  - Coordinate emergency transportation operations with Alexander County Schools through the EOC.
  - Provide current resource list to the Alexander County Emergency Management office, as requested.
  - Make vans and drivers available as needed to enable a coordinated evacuation/transportation operation.
  - Provide for refueling of vehicles.
  - Periodic review of memorandum of understanding with Alexander County Emergency Services for use of vehicles and personnel.
- Order of Succession:
  - Dependent on the Department's Succession Plan

**Medical Examiner (Private Contractual Relationship)**
- The Alexander County Medical Examiner is not responsible for any primary Emergency Support Functions.

- The Alexander County Medical Examiner assists with the following Emergency Support Function:
    - ESF 8: Public Health and Medical Services
- The Alexander County Medical Examiner accomplishes these duties ensuring readiness in the following secondary core capabilities:
    - Assists
        - Fatality Management Services (Response)
        - Public Health, Healthcare, and EMS (Response)
- Overall Responsibilities:
    - Respond to notifications of fatalities if required.
    - Supervise the location and transportation of the remains of the deceased.
    - Certify the cause of death and issue death certificates.
    - Notify next-of-kin in coordination with other authorities. Release remains and personal effects.
    - Coordinate with PIO on the issuance of media advisories.
    - Assist the NC Medical Examiner's Office with multiple fatality identification.
- Order of Succession:
    - On-Call Medical Examiner
    - Western Regional Medical Examiner Trainer/Coordinator

**American Red Cross**
- The American Red Cross is not responsible for any primary Emergency Support Functions.
- The American Red Cross assists with the following Emergency Support Functions:
    - ESF 6: Mass Care
- The American Red Cross accomplishes these duties by ensuring readiness in the following core capabilities:
    - Assists
        - Planning (All Mission Areas)
        - Logistics and Supply Chain Management (Response)
        - Mass Care Services (Response)
        - Housing (Recovery)
- Overall Responsibilities:
    - Coordinate activities with the Alexander County Emergency Management Coordinator, Social Services Director, and Health Director in providing shelter/mass care services.
    - Provide support personnel as requested for shelter/mass care operations.
    - Assist with shelter surveys to make sure emergency shelters are compliant with the Americans with Disabilities Act (ADA).
    - Provide training for shelter staff in support of shelter operations.
    - Cooperate/coordinate with VOADs and other agencies in the delivery of mass feeding services.
- Order of Succession:
    - Community Disaster Program Manager
    - Senior Community Disaster Program Manager
    - Regional Disaster Officer

**Alexander County Fire Departments**
- Alexander County Fire Departments have the primary responsibility of the following Emergency Support Functions:
    - ESF 4: Firefighting
    - ESF 10: Oil and Hazardous Materials
- Alexander County Fire Departments assist with the following Emergency Support Functions:
    - ESF 8: Public Health and Medical Services
    - ESF 9: Search and Rescue
- Alexander County Fire Departments accomplish these duties by ensuring readiness in the following primary and secondary core capabilities:
    - Primary
        - Environmental Response/Health and Safety (Response)

- - - Fire Management and Suppression (Response)
  - o Assists
    - Planning (All Mission Areas)
    - Operational Coordination (All Mission Areas)
    - Community Resilience (Mitigation)
    - Threats and Hazards Identification (Mitigation)
    - Situational Assessment (Response)
    - Public Health, Healthcare, and EMS (Response)
    - Mass Search and Rescue Operations (Response)
    - Operational Communications (Response)
    - Mass Care Services (Response)
- Overall Responsibilities:
  - o Provide resources and personnel for Fire Suppression and Hazardous Material responses.
  - o Assist in warning and notifying the affected population of an existing or impending emergency.
  - o Designate staging areas for mutual aid and volunteer forces responding from other areas.
  - o Support Rescue Operations.
  - o Provide radiological and hazardous material decontamination and monitoring support.
  - o Maintain fire security in evacuated areas.
  - o Assist in debris clearance for emergency access in the disaster area.
- Order of Succession:
  - o Dependent on the Department's Succession Plan

**Alexander Rescue Squad and EMS Inc.**
- Alexander Rescue Squad has the primary responsibility of the following Emergency Support Functions:
  - o ESF 9: Search and Rescue
- Alexander Rescue Squad assists with the following Emergency Support Functions:
  - o ESF 1: Transportation
  - o ESF 4: Firefighting
  - o ESF 6: Mass Care
  - o ESF 8: Public Health and Medical Services
  - o ESF 9: Search and Rescue
  - o ESF 10: Oil and Hazardous Materials
  - o ESF 11: Agriculture and Natural Resources
- Alexander Rescue Squad accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - Environmental Response/Health and Safety (Response)
    - Mass Search and Rescue Operations (Response)
  - o Assists
    - Planning (All Mission Areas)
    - Operational Coordination (All Mission Areas)
    - Community Resilience (Mitigation)
    - Threats and Hazards Identification (Mitigation)
    - Situational Assessment (Response)
    - Public Health, Healthcare, and EMS (Response)
    - Fire Management and Suppression (Response)
    - Operational Communications (Response)
    - Mass Care Services (Response)
- Overall Responsibilities:
  - o Rescue of injured people during emergency operations.
  - o Provide a support role for emergency operations as needed for public warning and traffic control.
  - o Deploy rescue personnel and equipment in an emergency.
  - o Provide radiological and hazardous material decontamination and monitoring support.

- o Support the evacuation of special institutions and handicapped/disabled individuals.
  - o Provide search and rescue services for lost individuals and for individuals unable to evacuate due to injury.
  - o The delegated officer of the Rescue Squad will report to the Emergency Operations Center to assist in the coordination of rescue operations.
  - o Assist in debris clearance for emergency access in the disaster area.
  - o Provide emergency backup services to the County Emergency Medical Services
- Order of Succession:
  - o Dependent on the Department's Succession Plan

## North Carolina Forestry Service
- North Carolina Forestry Service has the primary responsibility of the following Emergency Support Function:
  - o ESF 4: Firefighting
- North Carolina Forestry Service assists with the following Emergency Support Function:
  - o ESF 11: Agriculture and Natural Resources
- North Carolina Forestry Service accomplishes these duties by ensuring readiness in the following primary and secondary core capabilities:
  - o Primary
    - Fire Management and Suppression (Response)
  - o Assists
    - Planning (All Mission Areas)
    - Operational Coordination (All Mission Areas)
    - Community Resilience (Mitigation)
    - Threats and Hazards Identification (Mitigation)
    - Environmental Response/Health and Safety (Response)
    - Situational Assessment (Response)
- Overall Responsibilities:
  - o Be the lead agency for wildland fire and support Wildland Urban Interface.
  - o Conduct educational programs to inform the public about forest conservation, wildfire prevention, and the benefits of healthy forests.
  - o Provide resources and support to structure-fire response during times of increased fire danger.
  - o Enforce and regulate opening burning laws and regulations.
  - o Manage chainsaw crews for debris clearance for emergency access in the disaster area.
  - o Support all-hazard incident response within their training.
- Order of Succession:
  - o Forest Ranger
  - o Smoke Chaser
  - o Part-Time Smoke Chasers

## North Carolina Emergency Management
- NCEM assists Alexander County with Emergency Support Functions 1-15.
- NCEM assists in these duties by ensuring readiness in all 32 core capabilities spread out over the five (5) mission areas.
- Overall Responsibilities:
  - o Support the local response with state regional and state resources.
  - o Staff Regional Coordination Center and/or local EOC to support resource requests.
  - o Provide Incident Management Team (IMT) staffing if requested and available.
- Point of Contacts:
  - o State Emergency Operations Center (SEOC)
  - o Area 11 Coordinator
  - o Western Region Branch Director

**Alexander County Community Emergency Response Team (CERT)**
- Alexander County CERT is not responsible for any primary Emergency Support Functions.
- Alexander County CERT assists with the following Emergency Support Functions:
  - ESF 6: Mass Care
- Alexander County CERT accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - Assists
    - Mass Care Services (Response)
- Overall Responsibilities:
  - Coordinate receipt and distribution of donated goods and services.
  - Coordinate the community's Volunteer Organizations Active in Disasters (VOAD).
- Order of Succession:
  - Dependent on the Department's Succession Plan

**Amateur Radio Operators (ARES)**
- Alexander County ARES is not responsible for any primary Emergency Support Functions.
- Alexander County ARES assists with the following Emergency Support Functions:
  - ESF 2: Communications
  - ESF 6: Mass Care
- Alexander County ARES accomplishes these duties by ensuring readiness in the following secondary core capabilities:
  - Assists
    - Infrastructure Systems (Response and Recovery)
    - Operational Communications (Response)
    - Mass Care Services (Response)
- Overall Responsibilities:
  - Provide a liaison to the Alexander County EOC during emergency activation, if requested.
  - Transmit/receive emergency traffic as necessary during disasters.
  - Disassemble and relocate radio equipment to alternate locations, if necessary.
  - Maintain message log for all traffic.
  - Support post-disaster emergency communications requirements, if needed.
  - Provide weather and spotter information to Alexander County Emergency Management.
  - Provide operators in all public shelters, when requested.
- Order of Succession:
  - Dependent on the Department's Succession Plan

## V.      DIRECTION, CONTROL, AND COORDINATION

This section outlines the direction and control procedures for emergency operations and identifies personnel and resources that are utilized in the coordinated response activities.

- The overall direction and control of County emergency activities is vested with the Chairman of the County Commissioners. The Emergency Management Coordinator carries out the function of disaster coordination at the direction of the County Commissioners. The Incident Commander will establish on-site management. Emergency Management may support the Incident Commander. The supporting agencies and their respective responsibilities are identified in the Emergency Support Functions (ESFs) of this plan.

- Hazards existing within or near the County have the potential to cause disasters of great magnitude; therefore, in order to conduct effective emergency operations, the direction and control function will operate from the Alexander County EOC.

- The Town of Taylorsville may exercise independent direction and control of their own emergency resources. Additional resources may be requested and sent to the municipality. Requests for State and/or Federal assistance will be directed to the Alexander County EOC. If the EOC is not

operational, the requests will be forwarded to the Emergency Management Coordinator or his/her designee.

- The County EOC may be activated if one or more of the following situations occur:

  o Imminent threat to public safety/health (hurricane warnings, river flooding, predictions of hazardous weather, elevated threat levels, etc.).

  o Extensive multi-agency/jurisdictional response and coordination are required to resolve or recover from the emergency.

  o The Incident Commander or Unified Command indicates an incident could expand rapidly, involve cascading effects, or require additional resources.

  o A similar incident in the past led to EOC activation.

  o Local resources are inadequate/depleted and significant mutual aid, State, and/or Federal resources are needed to resolve the emergency.

  o The disaster affects multiple political jurisdictions within the County, which are relying on the same emergency resources to resolve the situation.

  o The disaster affects a large area of the County, requiring prioritization of scarce resources.

  o The health and safety of the County are threatened to the extent that it will be necessary for multiple departments and agencies to respond to the event in a coordinated manner.

  o Local emergency ordinances are implemented to control an emergency.

  o Other situations as deemed appropriate by the County Commissioners, County Manager, or Emergency Management Coordinator.

- The Alexander County Emergency Operations Center (EOC), located at 75 1st Street SW in Taylorsville, serves as the central direction and control point for countywide emergency response activities. Should this location become inoperable, an alternate EOC can be positioned at the CVCC Alexander Campus, located at 345 Industrial Boulevard, Taylorsville, NC 28681.

- Communications between the County EOC and the Town of Taylorsville will be via phone, cellular phone, email, fax, and/or radio. The Town of Taylorsville will act in unity with the County on such issues as proclamations, security, evacuation, reentry, recovery, public information, protection of life and property, and resource management.

- Most of the routine emergencies within the County are directed by a single agency with direction and control being exercised by the senior on-scene officer, per NIMS. When two or more agencies respond, the response is conducted in accordance with local ordinances, policies, procedures, and agreements.

- Response agencies within the County will use the Incident Command System (ICS) during incidents.

- Before activation of the EOC, documented requests for State or Federal assistance will be directed to the Emergency Management Coordinator or designee.

- Whenever the EOC is activated, or activation becomes imminent, the Emergency Management Coordinator or designee will notify the NC Division of Emergency Management.

- Existing Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) will be utilized within the EOC to manage operations and dispatch resources.

- Personnel that are assigned or will be responding to the EOC will be assigned duties in one of the following groups:
    - **Alexander County Control Group**: Chairman of the Board of Commissioners, County Manager, and Emergency Management Coordinator.

    - **Municipal (Town of Taylorsville) Control Group**: If established, may consist of the Mayor or designee, selected Board Members, Town Manager, and Chief of Police, and the Emergency Management Coordinator or designee functioning as an advisor.

    - **Departmental Groups**: Each department will represent themselves within the EOC. Each department head or representative will work with the EOC team through the EOC Director or EOC Liaison, if assigned. Departments may come together and designate a spokesperson for their respective areas if able to provide similar services.

## VI.      CONTINUITY OF GOVERNMENT

- All levels of local government and departments within must develop and maintain procedures to ensure continuity of government in case of any emergency and/or disaster that could result in disruption of government services or functions.

- The line of succession of the County Board of Commissioners proceeds from the Chairman to the Vice-Chairman to the members of the board following County policy.

- The line of succession of the Town of Taylorsville proceeds from the Mayor to the Mayor Pro Tem to the members of the town board following Town policy.

- To ensure continued operational readiness and compliance with existing laws and ordinances, each department is responsible for the preservation of essential records, documents, and staff recall lists.

- The County Governing Body will relocate to a location based on the current continuity operations plan if required during an emergency.

- Critical Facilities - Continued operation of the following facilities and systems is essential to support an immediate response following a disaster or emergency, and for long-term recovery operations:

    - Electrical distribution systems
    - Water distribution systems
    - Sewer systems
    - Health and medical facilities
    - Transportation resources and facilities
    - Communications networks
    - Public buildings and schools
    - Public services/emergency services facilities
    - Landfill and debris sites
    - Public/private supply centers

## VII.     PLAN DEVELOPMENT AND MAINTENANCE

- The Alexander County Manager, through the Emergency Management Coordinator, will ensure

development, annual review, and revisions of this plan are conducted by all officials involved.

- The plan will be exercised periodically per DHS/FEMA HSEEP guidelines to ensure the readiness of those with emergency responsibilities.

- Local government agencies are responsible for developing standard operating procedures, checklists, and guidelines to support their assignments, as identified in this plan. Each agency should provide a copy of said procedures and/or guidelines to the Alexander County Emergency Management Coordinator for placement in the reference library.

## VIII.    AUTHORITIES AND REFERENCES

Selected references that form the legal basis for actions outlined in this plan are on file in the Alexander County Emergency Management Coordinator's Office. These references include the following:

- **Federal**
    - Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288. (https://www.fema.gov/media-library-data/1519395888776-af5f95a1a9237302af7e3fd5b0d07d71/StaffordAct.pdf)
    - US Department of Homeland Security Laws (https://www.dhs.gov/key-dhs-laws)
    - Emergency Planning and Community Right to Know Act (SARA Title III). (https://www.govinfo.gov/content/pkg/USCODE-2011-title42/html/USCODE-2011-title42-chap116.htm)
    - OSHA 1910 (https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1910)
    - Oil Pollution Act of 1990 (OPA 90) (https://www.epa.gov/laws-regulations/summary-oil-pollution-act)
    - Comprehensive Environmental Compensation and Recovery Act (CERCLA) (https://www.epa.gov/laws-regulations/summary-comprehensive-environmental-response-compensation-and-liability-act)
- **State**
    - NCGS 166A Emergency Management Act https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_166A.html
    - NC Oil Pollution and Hazardous Substances Control Act of 1978 https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_143/Article_21A.html
- **Local**
    - Alexander County Emergency Management Ordinance (June 3, 2024) (https://alexandercountync.gov/pdf/ordinances/emergency-management-ordinance.pdf)
    - Fire Ordinance (https://alexandercountync.gov/pdf/ordinances/fire-ordinance.pdf)
    - Hazardous Materials Containment Plan (https://alexandercountync.gov/pdf/ordinances/hazardous-materials-containment-plan.pdf)
    - Hazardous and Low-Level Radioactive Waste Ordinance (https://alexandercountync.gov/pdf/ordinances/hazardous-and-low-level-radioactive-waste.pdf)
    - Flood Damage Prevention Ordinance (https://alexandercountync.gov/pdf/ordinances/flood-damage-prevention-ordinance.pdf)
    - Animal Control Ordinance ( https://alexandercountync.gov/pdf/ordinances/animal-control-ordinance.pdf)
    - Alexander County Safety Policies (https://alexandercountync.gov/employee-information)
    - Local Emergency Planning Committee (LEPC) Bylaws
    - Mutual Aid Agreements with Partner Agencies