WILSON COUNTY EMERGENCY OPERATIONS PLAN
ASSIGNMENT OF RESPONSIBILITIES

I. PURPOSE

This section tasks departments within local government with emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own Standard Operating Guidelines. Specific responsibilities are outlined below under the section entitled **ASSIGNMENT OF RESPONSIBILITIES.** Responsibilities for certain organizations, which are not a part of local government, are also outlined.

II. ORGANIZATION

A. Policy/Administration Group

1. The Wilson County Emergency Policy/Administration Group consists of the following:

   Wilson County Board of Commissioners Chairperson
   County Manager
   Sheriff
   County Emergency Management Director
   Designees as necessary

2. The Municipalities Emergency Policy/Administration Group may consist of the following from each municipality (if applicable):

   Mayor
   Board Members
   Manager/Clerk
   Police Chief
   Safety/Risk Management Coordinator
   County Emergency Management Director
   Designees as necessary

B. Support Groups

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

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

C. Assignment of Individual Responsibilities

1. **<u>Chairperson, Wilson County Board of Commissioners or Designee</u>**

   a. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.

b. Declare a State of Emergency for Wilson County

c. Execute the Wilson County Emergency Operations Plan.

d. Implement other measures as necessary to provide for the protection of life and property.

e. Nominate members for the Local Emergency Planning Committee to the Chairperson of the State Emergency Response Commission.

f. Coordinate emergency response actions with the elected officials from adjoining jurisdictions.

2. <u>County Manager</u>

a. Implement the Wilson County Emergency Operations Plan by the authority of the Chairperson of the Board of County Commissioners.

b. Direct county agencies to develop and continually update emergency plans and standard operating guidelines (SOGs) to respond to emergencies.

c. Support the Emergency Management Agency in the development of periodic exercises and tests of the emergency systems.

d. Designate a Public Information Officer (PIO)

e. Authorize the release of emergency public information statements.

f. Coordinate emergency response actions with County Managers from adjoining jurisdictions.

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

3. <u>Mayors</u>

a. Utilize and commit municipal personnel, facilities and equipment resources in support of Wilson County emergency/disaster response operations, not to conflict with the municipalities needs.

b. Assess needs of the municipalities through the Wilson County Emergency Management Director.

c. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.

d. The Mayor or his/her designee will declare a State of Emergency for the municipality.

e. Execute the Wilson County Emergency Operations Plan, or the municipalities Emergency Operations Plan in conjunction with the Wilson County Emergency Operations Plan.

f. Implement other measures as necessary to provide for the protection of life and property.

4. <u>County Emergency Management Director</u>

a. Develop and maintain standard operating guidelines for emergency management operations during emergency and disaster situations.

b. Perform assigned duties according to North Carolina General Statutes and Wilson County ordinances.

c. Develop plans in accordance with Federal and State guidelines.

d. Coordinate emergency operations within the jurisdiction.

e. Develop and maintain a current notification list of emergency operation personnel.

f. Provide for delivery of programs to properly train the emergency management organization.

g. Maintain a current list of available resources.

h. Coordinate the procurement of resources requested from municipalities within the County and direct aid to areas where needed.

i. Coordinate with private industry for use of privately owned resources.

j. Request additional resources through the Central Branch Office in those cases where local resources cannot meet resource or recovery requirements.

k. Coordinate exercises and tests of the emergency systems within the jurisdiction.

l. Alert and activate, as necessary, the County Emergency Management Organization when informed of an emergency within the County.

m. Submit necessary emergency information and reports to the proper agencies during emergency and disaster events.

n. Assume the role of the Operations Section Chief.

o. Maintain contact with the Central Branch Office during emergency situations.

p. Serve as the Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee.

q. Coordinate emergency response actions with the Emergency Management Personnel in adjoining jurisdictions ,and state and federal agencies.

r. Serve as principle liaison and advisor for emergency operations during emergency/disaster situations.

s. Perform hazard analysis to determine potential evacuation routes.

t. Identify and arrange suitable shelter locations.

5. <u>Sheriff</u>

a. Develop and maintain standard operating guidelines for law enforcement operations during emergency/disaster situations.

b. Provide direction and control for law enforcement operations.

c. Anticipate resources needed to support law enforcement during emergencies and plan for timely resource requests.

d. Coordinate security for the damaged areas, vital facilities, equipment, staging areas, and shelter operations.

e. Assist the Communications Center with the Warning and Notification process for the affected population of any existing or impending emergency/disaster.

f. Coordinate traffic control throughout the county during operations.

g. Function as or designate the Public Information Officer for law enforcement operations.

h. Provide security for the Emergency Operations Center as needed.

6. <u>Communications Director</u>

a. Establish and maintain the communications network for two-way communications between the Emergency Operations Center and the field emergency response resources.

b. Provide for the dissemination of warning information to emergency response personnel.

c. Coordinate the Warning and Notification process for the affected population of any existing or impending emergency/disaster.

d. Develop and maintain standard operating guidelines for communications center operation during emergency events.

e. Identify radio repair capabilities and maintenance for emergency repairs.

7. <u>Municipal Law Enforcement</u>

a. Develop and maintain standard operating guidelines for disaster operations in conjunction with municipal emergency operations plans if provided or in support of the County Emergency Operations Plan.

b. Be aware of local traffic control points for regional evacuations affecting the municipality.

c. Identify local emergency evacuation routes from high hazard areas.

d. Anticipate resources needed to support local law enforcement activity during emergencies, and plan for timely resource requests.

e. Assist in notification and warning of the general public, primarily in their respective jurisdiction.

f. Provide security of homes, businesses, and property in damaged areas.

g. Assist with initial impact assessment.

h. Assist with reentry of evacuees into damaged areas.

8. <u>Public Information Officer</u>

a. Develop and maintain standard operating guidelines for public information operations during emergency and disaster operations.

b. Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.

c. Coordinate all County/City media releases during an emergency situation.

d. Provide for rumor control and emergency instructions and direct information for the public at the time of the disaster or emergency.

e. Develop media advisories for the public.

f. Function as the official spokesperson for the County during emergencies.

g. Serve in the County EOC during time of emergency activation.

h. Clear information with the Incident Commander or Chief Executive before releasing any information to the media.

i. Ensure that all sources of information being received are authenticated and verified for accuracy.

9. <u>County Fire Marshal or Designee</u>

a. Direct and control County fire fighting resources.

b. Identify fire service requirements and request mutual aid as required.

c. Designate staging areas for mutual aid units.

d. Serve as advisor on hazardous materials incidents.

10. Fire Departments

a. Assist law enforcement with Warning and Notifying the affected population of an existing or pending emergency.

b. Plan for coordination of fire fighting activities throughout the county during disasters.

c. Support rescue operations.

d. Provide support personnel to assist in traffic control.

e. Provide direction and control during hazardous materials incidents.

f. Provide fire protection for shelters.

g. Assist in Search and Rescue operations during emergency/disaster situations.

h. Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.

i. Assist with debris removal.

11. County Emergency Medical Services

a. Develop and maintain standard operating guidelines for emergency medical service activities during emergency and disaster situations.

b. Plan for coordination of ambulance/rescue activities throughout the county during disasters.

c. Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.

d. Coordinate and direct local volunteer rescue squads to assist where needed.

e. Coordinate with area hospitals concerning receipt of mass casualties during emergency and disaster events.

f. Coordinate with the County Health Director, and Social Services Director to determine emergency transportation needs for special needs populations.

12. Social Services Director

a. Develop and maintain standard operating guidelines for Social Services operations during emergency/disaster situations.

b. Coordinate emergency shelter openings with Local Red Cross Chapter and Superintendent of Schools.

c. Contact medical/health care facilities (nursing homes, rest homes, etc.) to encourage the development of emergency procedures and adequate coordination with appropriate agencies.

d. Coordinate with the Health Director concerning needs for special needs populations.

e. Provide training for shelter managers for special needs shelters.

f. Provide shelter managers for special needs shelters.

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

h. Coordinate transition of emergency shelter operations with Red Cross Management.

13. <u>Health Director</u>

a. Develop and maintain standard operating guidelines for emergency public health operations during emergency/disaster situations.

b. Coordinate health care for emergency shelters, including mass care facilities.

c. Coordinate with State water supply authorities to expedite emergency public water supply.

d. Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable diseases.

e. Coordinate environmental health activities for waste disposal, refuse, food, water control and sanitation.

f. Coordinate with the Social Services Director in the identification of special needs populations.

g. Provide for inspections of mass care facilities to assure proper sanitation practices are followed.

h. Coordinate with the proper authorities to establish a temporary morgue if necessary following an emergency/disaster.

i. Provide a Public Health Nurse at all Disaster Assistance Centers.

j. Provide direction and control over all Public Health issues including pandemic events and events involving Strategic National Stockpile resources.

14. Mental Health Professionals

a. Develop and maintain standard operating guidelines for mental health operations during emergency situations.

b. Coordinate with the Director of Social Services to provide crisis counseling when necessary during emergency situations.

c. Provide crisis counseling to professionals and support staff working with the emergency response and recovery.

d. Provide crisis counselors for Disaster Application Centers operated following a Presidential Declaration of Disaster.

e. Provide for a 24-hour crisis line during periods of emergency.

f. Maintain and provide information pertaining to mental health resources that may be utilized during emergency/disaster situations.

15. Finance Officer

a. Develop and maintain standard operating guidelines for County emergency financial record keeping during emergency situations.

b. Assist the Tax Officer with documentation of disaster damage to County owned facilities.

c. Provide County budget information in support of the Governor's request for a Presidential Declaration of Disaster.

d. Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses, damage claims, compensation and reimbursements.

e. Assist in the establishment and management of post-disaster donated funds.

16. Damage Assessment Officer/Tax Officer

a. Develop and maintain standard operating guidelines for County tax operations and records protection during disaster situations.

b. Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.

c. Collect data, prepare damage assessment reports, and forward reports to the Emergency Management Coordinator.

d. Provide property tax information assistance for applicants at Disaster Application Centers.

e. Assist the Emergency Management Coordinator and other County or

municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected facilities.

17. <u>Superintendent of Schools</u>

a. Develop and maintain standard operating guidelines for the safety and protection of students, faculty, and other personnel during emergency situations.

b. Coordinate evacuation and transportation operations for students during emergency situations.

c. Provide support personnel, equipment, and facilities as necessary (schools, cafeteria personnel, etc.).

18. <u>Air Operations Manager</u>

a. Develop and maintain standard operating guidelines for air operations during emergency situations.

b. Coordinate aircraft operations during and following disaster events.

c. Provide for the priority clearance of runways at the area airport/airstrips.

d. Determine capabilities and limitations of the airport/airstrip facility to support aviation operations during emergencies.

e. Coordinate with the FAA regarding the need to restrict air space over the disaster area.

f. Provide liaison with the National Transportation Safety Board and the FAA in the event of a mass casualty aircraft accident.

g. Coordinate with military officials in support of disaster-related military flight operations at the airport.

19. <u>Data Processing Director</u>

a. Develop and maintain standard operating guidelines for the management of county data processing during emergency/disaster situations.

b. Provide support for technical assistance with computer equipment, telephone and information systems during emergency/disaster activations.

c. Provide for the protection of computerized vital records during emergency/disaster situations.

20. <u>Amateur Radio Operator</u>

a. Develop and maintain a list of communications resources that may be used during emergency/disaster.

b. Provide liaison with the Emergency Operations Center during

emergency/disaster activations.

c. Transmit and receive emergency traffic as necessary during emergency/disaster events.

d. Maintain a message log for all emergency traffic.

e. Coordinate with other amateur radio operators to establish and support post-disaster emergency communications.

f. Report communications transmissions to the Operations Officer.

h. Provide emergency communications at shelter sites as needed.

21. <u>Transportation Officer</u>

a. Develop and maintain standard operating procedures for transportation operations during large scale emergencies.

b. Coordinate requests for vehicles and drivers needed for evacuation.

c. Coordinate staging areas with law enforcement and other agencies.

d. Obtain additional resources as needed from adjacent jurisdictions.

22. <u>Department of Transportation</u>

a. Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.

b. Advise the Emergency Management Coordinator of roadway conditions and support removal of disabled vehicles or other blocks to evacuation.

c. Maintain a resource list to identify public and private transportation resources.

d. Obtain additional transportation resources as needed from adjacent jurisdictions, the State, and private resources.

23. <u>American Red Cross</u>

a. American Red Cross, Frederick E. Turnage Chapter, will provide personnel and services as outlined in their Memorandum of Understanding with Wilson County.

24. <u>County Water Department</u>

a. Develop and maintain resource lists for manpower and equipment for utilities restoration.

b. Maintain and protect sources of potable water and sanitary sewage systems from the effects of potential hazards.

25. Donations Manager/Volunteer Resources Coordinator

a. Coordinate with other volunteer agencies for the reception of donations, including what types of donations are needed and where these donations should be routed.

b. Coordinate with other volunteer agencies for the use of emergent volunteers when possible.

26. Office of the Sheriff, Animal Enforcement Division

a. Develop and maintain standard operating guidelines for animal control activities during emergency and disaster situations.

b. During shelter operations, provide for the use of Animal Control resources to assist persons evacuating with domestic animals.

c. Provide for continuation of animal and rabies control during the disaster period.

d. Coordinate for the needs of large animals (farm animals) during disaster situations.

27. Solid Waste Director

a. Develop and maintain standard operating guidelines for solid waste disposal during an emergency/disaster situation.

b. Coordinate with all debris removal agencies (public and private contractors) for the disposal of all disaster debris.

***28.* Safety Officer**

a. Develop and maintain procedures for monitoring safety aspects of the EOC and related facilities.

b. Coordinate with the EOC Manager and Incident Commanders and report safety concerns.