

Chairperson, Vance County Board of Commissioners

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Establish policy and incident guidance procedures in coordination with other officials.
- Carry out appropriate provisions of State general statutes, in addition to local ordinances, relating to emergencies.
- Declare a State of Emergency for Vance County if determined to be necessary.
 - Execute the Vance County Emergency Operations Plan through the Emergency Operations Director
 - Order an evacuation to include all or portions of the county
 - Restrict the sale of alcohol and or firearms
 - Order a curfew
 - Restrict entry into Vance County
 - Enforce local ordinances in effect
- Implement other measures as necessary to provide for the protection of life and property.
- Coordinate emergency response actions with the elected officials from adjoining jurisdictions before during and after disasters.
- Ensure the line of succession for county departments and agencies.
- Relocate the seat of government if administrative offices become damaged beyond usage.
- Direct county personnel to return to work following a disaster or emergency.
- Assess needs of the County and request resources through the Emergency Operations Director.
- Provide a representative to EOC as requested

Signature _____

Date _____

City of Henderson Mayor / City Manager

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Establish policy and incident guidance procedures in coordination with other officials.
- Utilize and commit municipal personnel, facilities and equipment resources in support of Vance County emergency/disaster response operations, not to conflict with the city's needs.
- Declare a State of Emergency for Vance County if determined to be necessary.
 - Execute the Vance County Emergency Operations Plan through the Emergency Operations Director
 - Order an evacuation to include all or portions of the city
 - Restrict the sale of alcohol and or firearms
 - Order a curfew
 - Restrict entry into City of Henderson
 - Enforce local ordinances in effect
- Assess needs of the municipality and request resources through the Emergency Operations Director.
- Carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies.
- Implement other measures as necessary and/or appropriate to provide for the protection of life and property in the municipality.
- Direct city personnel to return to work following a disaster or emergency.
- Relocate the seat of government if administrative offices become damaged beyond usage.
- Ensure the line of succession for city departments and agencies.
- Coordinate emergency response actions with the elected officials from adjoining jurisdictions before during and after disasters.
- Provide a representative to EOC as requested

Signature_____

Date_____

County Manager / Deputy County Manager

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- On behalf of the County, implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction. Establish incident guidance procedures in coordination with other officials.
- Implement the County Emergency Operations Plan by the authority of the County Chairperson through the Emergency Operations Director.
- Direct county agencies to develop and continually update emergency plans and standard operation guidelines (SOG's) to respond to emergencies.
- Support the Emergency Management Agency in the development of periodic exercises and test of the emergency systems.
- Ensure that a qualified trained Public Information Officer is established, trained and available if needed.
- Coordinate emergency response actions with County Managers from adjoining counties as needed.
- Implement direction, control, coordination, and policy making functions as necessary to provide for optimum efficiency.
- Coordinate with the Local Public Health Director to ensure the protection of public health and safety within the jurisdiction.
- Direct county personnel to return to work following a disaster or emergency.
- Provide a representative to EOC as requested

Signature_____

Date_____

Emergency Operations Director

- Develop and maintain standard operating procedures for emergency management operations during emergencies and disaster situations.
- Perform assigned duties according to state statutes and local ordinances.
- Develop plans in accordance with Federal and State guidelines.
- Coordinate all emergency operations within the jurisdiction.
- Develop and maintain a current notification list of emergency operations personnel.
- Provide for delivery of programs to properly train the emergency management organization.
- Maintain a current list of available resources.
- Coordinate the procurement of resources requested from municipalities and townships within the County and direct the appropriate aid to areas where it is needed.
- Coordinate with private industry for the use of privately owned resources when available.
- Request additional resources through the North Carolina State EOC as needed for disaster response and recovery activities.
- Coordinate, plan and execute exercises and tests of the emergency systems and agencies within the jurisdiction.
- Alert and activate, as necessary, the County Emergency Management Organization when informed of an emergency within the County.
- Submit necessary emergency information and reports to the proper agencies during emergencies and disaster situations.
- Maintain contact with the North Carolina State EOC during emergency situations.
- Serve as the Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee.
- Coordinate emergency response actions with the Emergency Management Coordinators in adjoining jurisdictions.
- Serve as the principal liaison and advisor for emergency operations during emergencies, critical incidents and disasters.
- Maintain the operational readiness of County Emergency Operations Center at all times.
- Work with law enforcement agencies to determine potential evacuation routes.
- Establish and maintain the communications network for two-way communications between the Emergency Operations Center and the field emergency response resources.
- Provide for the dissemination of warning information to emergency response personnel and to the public at large.

- Coordinate the Warning and Notification process for the affected population of any existing or impending emergency/disaster.
- Develop and maintain standard operating guidelines for communications center operations during emergency events and disasters.
- Appoint a designee for Air Operations conducted during emergency/disaster situations as needed.

Department _____

Signature _____

Date _____

Sheriff

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Develop standard operating guidelines for disaster operations in support of the County Emergency Operations Plan and coordinate all efforts with the all other law enforcement agencies in the county.
- Be aware of local traffic control points for regional evacuations affecting the municipality.
- Identify local emergency evacuation routes from high hazard areas.
- Anticipate resources needed to support local law enforcement during emergencies, and plan for timely resource requests.
- Assist in communicating notifications and warnings of the general public, primarily in their respective jurisdiction.
- Provide security for emergency shelters if established within the County of Vance.
- Provide security for the County Receiving and Distribution facility if activated. The CRDP is located at the City of Henderson Operations Center.
- Control ingress and egress into damaged, evacuated and secured areas and facilities
- Assist Emergency Management with initial impact assessment of damage within the County of Vance
-
- Coordinate the need for additional law enforcement support with the NC Highway Patrol, other state law enforcement agencies, Municipal Police Departments, and adjacent jurisdictions
- Develop procedures to ensure that law enforcement personnel are trained in accordance with OSHA 1910.120 for hazardous material incidents
- Coordinate actions with other law enforcement agencies to ensure continuity of operations throughout the county
-
- Coordinate traffic control throughout the County during disasters and critical incidents.
- Provide security for the Emergency Operations Center as requested by the Emergency Operations Director.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

City of Henderson Police Department

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Develop standard operating guidelines for disaster operations in support of the County Emergency Operations Plan and coordinate all efforts with the all other law enforcement agencies in the county.
- Be aware of local traffic control points for regional evacuations affecting the municipality.
- Identify local emergency evacuation routes from high hazard areas.
- Anticipate resources needed to support local law enforcement during emergencies, and plan for timely resource requests.
- Assist in communicating notifications and warnings of the general public, primarily in their respective jurisdiction.
- Provide security for emergency shelters if established within the municipal city limits of Henderson.
- Provide security for the County Receiving and Distribution facility if activated. The CRDP is located at the City of Henderson Operations Center.
- Control ingress and egress into damaged, evacuated and secured areas and facilities
- Assist Emergency Management with initial impact assessment of damage within the municipality.

- Coordinate the need for additional law enforcement support with the NC Highway Patrol, other state law enforcement agencies, Municipal Police Departments, and adjacent jurisdictions
- Develop procedures to ensure that law enforcement personnel are trained in accordance with OSHA 1910.120 for hazardous material incidents
- Coordinate actions with other law enforcement agencies to ensure continuity of operations throughout the City of Henderson and County of Vance
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

EMS Director

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Coordinating with and advising the EOC and all emergency medical agencies in taking actions to reduce injuries and the loss of life during disaster operations.
- Support rescue operations.
- Survey shelter sites for safety.
- Develop and maintain standard operating guidelines for emergency medical service during emergency and disaster situations.
- Plan for coordination of ambulance activities throughout the County during disasters.
- Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Coordinate with area hospitals concerning receipt of mass casualties during emergency and disaster events.
- Coordinate with the County Health Director and Social Services Director to determine emergency transportation needs for special needs population.
- Assist Public Health in providing medical care at emergency shelters, including mass care facilities.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

City / County Fire Chiefs

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Provide direction and control for firefighting resources within the primary fire departments jurisdictions.
- Identify fire service requirements during critical incidents and disasters and request mutual aid as needed.
- Identify local emergency evacuation routes from high hazard areas.
- Designate staging areas for mutual aid fire support.
- Serve as advisor on hazardous materials incidents within the primary fire departments jurisdictions.
- Support rescue operations within the primary fire department's jurisdictions.
- Survey shelter sites for fire safety within the primary fire departments jurisdictions.
- Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Coordinate firefighting actions with the U. S. and/or NC Forestry Services for wild-land fire operations
- Conduct basic search and rescue operations during emergency or disaster situations
- Provide preliminary, emergency clearing of roadways following a disaster and assist in the development of preliminary damage reports to the EOC
- Participate in post-disaster sub-grantee meetings and workshops when state or federal reimbursement is applicable
- Maintain detailed, complete, written documentation of all disaster related incidents, events, and work performed, such as the of ICS 214 forms
- Staff your stations during disasters or as soon as safe to do so, particularly when communications and/or 9-1-1 services or down
- Ensure the capability exists to alert personnel on your primary assigned frequency (talk-a-round mode) in case of central communications system failure
- Serve as a community hub for the distribution of emergency public information when communications are non-functional, and a point for the provision of emergency supplies as appropriate (PODs)
- Assist law enforcement with warning and notifying the affected population of an existing or impending emergency.
- Allow fire stations to serve as regional limited duration shelters following disasters and large scale incidents.

- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Vance County Rescue Squad

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Develop and maintain standard operating guidelines for emergency rescue activities during emergency and disaster situations.
- Plan for coordination of rescue activities throughout the County during disasters.
- Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed rescue resources during emergency and disaster events.
- Coordinate with the County Health Director and Social Services Director to determine emergency transportation needs for special populations.
- Provide support services for incidents of entrapment as a result of structural collapse.
- Provide support in coordination with other fire agencies in the county for emergency clearing of roadways following a disaster to facilitate the opening of primary and secondary roads
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Social Services Director

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Provide support personal to the EOC as required
- Develop and maintain standard operating guidelines for Social Service operations during emergency/disaster situation.
- Contact medical/health care facilities (e.g. nursing homes, rest homes, etc.) to encourage development of emergency guidelines and adequate coordination with appropriate agencies.
- Coordinate with the Health Department Director and American Red Cross concerning unmet needs for special needs population during a disaster
- Coordinate emergency shelter openings with Vance County Emergency Management, Health Department, Vance County School System and American Red Cross.
- Coordinate with Health Department, American Red Cross and other volunteer/non-volunteer agencies, both public and private, to provide support personnel for shelters when activated.
- Coordinate with the Emergency Operations Center for basic needs of general population are being met.
- Coordinate emergency shelter operations with the American Red Cross
- Provide shelter managers, supplies and other support personnel during sheltering periods, if required.
- Provide liaison, as necessary for the receipt, management and distribution of solicited and unsolicited donated goods following a disaster
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Health Director

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Develop maintain and revise standard operating guidelines for emergency public health operations during emergency/disaster situations.
- Coordinate health care for emergency shelters, including mass care facilities.
- Develop and implement health awareness and public information programs regarding personal health.
- Provide a representative to EOC as requested to provide direction and control for emergency health operations.
- Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable disease.
- Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- Provide for inspections of mass care facilities to assure proper sanitation practices are followed.
- Coordinate with the proper authorities to establish a temporary morgue if necessary following an emergency/disaster.
- Provide water testing services for private wells only
- Provide Nurse on telephone standby for communicable disease issues during disasters and immediately following disasters
- Responsible for coordinating and staffing mass dispensing of medication. Refer to Granville-Vance Public Health Emergency Operations Plan
- Responsible for the coordination and receiving of Strategic National Stockpile supplies

Department _____

Signature _____

Date _____

Finance Officer

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Develop and maintain standard operating guidelines for County/City emergency financial record keeping during emergency situations.
- Maintain a separate account of disaster related expenditures and expenses and be familiar with the FEMA Schedule of Equipment rates.
- Assist the Tax Officer with documentation of disaster damage to County/City-owned facilities.
- Provide County/City budget information in support of Governor's request for a Presidential Declaration of Disaster.
- Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses.
- Assist in the establishment and management of post-disaster donated funds.
- Ensure contracted public safety departments are invited to any disaster sub-grantee meetings and workshops.
- Develop procedures for emergency expenditure of contingency funds to support emergency response and recovery activities.
- Provide financial and resource support to Special Needs Shelters, Pet Co-Location Shelters, and General Population Shelters.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Information Technology (IT)

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Develop procedures for replacement of County owned office equipment/supplies damaged during disasters.
- Provide real time support for internet, network and telephone resources to EOC and temporary field offices.
- Managed inventory of loaned equipment as requested by the EOC.
- Provide personal computers, support staff around the clock to the EOC as requested by EOC.
- Coordinate data processing systems, including Geographic Information Systems (GIS) for the City/County during disasters/emergencies.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Planning and Development Director

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.
- Collect data, prepare damage assessment reports, and forward reports to the Emergency Operations Director.
- Assist the Emergency Operations Director and other County or municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected facilities.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Tax Administrator

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Develop and maintain standard operating guidelines for County tax operations and records protection during disaster situations.
- Provide property tax information assistance for applicants at Disaster Application Centers.
- Provide clerical and support staff if needed to the Emergency Operations Center
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Superintendent of Schools

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Develop and maintain standard operating guidelines for the safety and protection of students, faculty, and other personnel during emergency situations.
- Provide support personnel, equipment, and facilities as necessary (schools, lunch, room personnel, transportation, etc.).
- Direct the evacuation of school populations.
- Coordinate letters of agreement for use of schools as shelters.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

School Operations Director

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Maintain accessibility to schools during disasters as emergency shelters
- Coordinate with the American Red Cross for the staffing of shelters during disasters and critical incidents.
- Develop and maintain standard operation procedures for the use of schools as emergency shelters.
- Ensure that each school that has been pre-designated as an available school is in a state of readiness to be used as an emergency shelter at all times.
- Develop and maintain standard operating guidelines for transportation operations during emergencies.
- Coordinate request for vehicles and drivers needed for evacuation.
- Coordinate staging areas with law enforcement and other agencies during evacuations and large scale personnel movements.
- Obtain additional transportation resources as needed from adjacent jurisdictions.
- Coordinate evacuation and transportation operations for students during emergency situations.
- Provide for fuel support when refueling buses being used in transportation activities.
- Plan for transportation of County residents in a disaster, including special population groups (handicapped, elderly, etc.)
- Coordinate transportation operations, and keep Emergency Operations Center advised of status.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Hospital Emergency Preparedness Coordinator

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Provide direction and control for hospital staff during emergencies.
- Identify facilities that could be expanded into emergency treatment centers.
- Prepare procedures for reducing patient populations (e.g. discharge of less critically ill patients).
- Implement hospital disaster plan.
- Maintain liaison with EMS Coordinator and provide medical guidance as needed to field units.
- Maintain contact with Vance County EOC for unmet needs that arise
- Establish and maintain field and hospital medical communications.
- Provide for emergency treatment and hospital care of disaster victims and arrange for hospital triage team when appropriate.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

American Red Cross

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- ARC will provided shelter and support services and shall coordinate all shelter functions with the Director of School Maintenance and the Emergency Operations Director.
- Provide shelter supplies and coordinate feeding for evacuees in the shelters.
- Coordinate shelter activities with Vance County Social Services.
- Coordinate with other community partners and VOADS for the emergency feeding of disaster victims not utilizing public shelter space.
- Provide information on conditions in the disaster area for shelterees.
- Support post-disaster donated goods coordination activities with the Vance County Social Services, United Way of Henderson, Salvation Army and other VOADS providing disaster relief services.
- Provide manpower for general facilities oversight including shelter set up and tear down at approved shelters.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Public Works Director

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Direct and control activities regarding debris clearance operations.
- Store and provide fuel for emergency vehicles.
- Coordinate with Municipal Agencies for restoration of the water distribution and sanitary sewer collection system.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____

Local Emergency Planning Committee (LEPC Chairman)

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Ensure compliance with the provisions of Title III, Superfund Amendments and Reauthorization Act of 1986.
- Ensure an ongoing program for plan implementation, maintenance, training and exercise.

Signature_____

Date_____

Department of Transportation

- Become familiar with Emergency Operations Plan for the City of Henderson and County of Vance.
- Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.
- Advise the Emergency Operations Director (Director of Emergency Services) of roadway conditions and support removal of disabled vehicles or other blocks to evacuation.
- Obtain additional transportation resources, as needed from adjacent jurisdictions, the State and private resources following EOC Operating Guidelines for procurement of resources.
- Provide a representative to EOC as requested

Department _____

Signature _____

Date _____