

TOWN OF EMERALD ISLE



EMERALD ISLE EMERGENCY OPERATIONS PLAN

(Original Adoption July 13, 2004)

(Amended June 12, 2012)

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EMERALD ISLE EMERGENCY OPERATIONS PLAN

PREFACE

Overview for Hurricanes

It is the intent of this policy, to explain step by step, the procedures used by the town during a destructive storm. With this policy it will be the responsibility of each Department Head to train their personnel and have the equipment at hand to carry out this policy, prior to any storm.

The following is a quick overview of the plan in action. It should give an idea of what has to be done to survive this storm.

1. The Town Manager publishes an article on hurricanes and what to do in case one hits in each spring Emerald Tidings.
2. The National Weather Service announces a hurricane is predicted to strike the North Carolina Coast.
3. The Town Manager announces Condition III hurricane watch.
4. The Town Government goes into the hurricane operation procedures outlined in this plan.
5. After the evacuation of the town, the Emergency Personnel and equipment are moved to the alternate location off the island, if required (Category 4 or greater).
6. All key-Town personnel stand by for landfall.
7. A curfew will be in effect until re-entry is allowed. Curfews may be modified after curfew lifted.
8. After the storm the Fire, Police, Public Works, Planning & Inspections personnel will proceed back to the island to secure LP tanks, do the preliminary damage assessment, and take care of any casualties.(if the bridge is not passable the fire department watercraft will be used)The Public Works Dept. and Public Utilities will follow them.
9. After the storm, Parks and Recreation Department will set up the Recreation Building to house employees and will coordinate with Salvation Army/American Red Cross to provide three meals a day for the employee's and volunteers to keep them working. (if the recreation building is destroyed, the EOC will designate a location for them to set up to accomplish this task.) if the town does not have a lot of damage, the EOC may open this facility depending on the severity of the storm.

10. If relocated to the alternate Emergency Staging Area, and the Town Administration Building is still intact the EOC will move back to it.
11. After making a quick survey of the town's buildings the Emergency Management Coordinator will contact the County EOC and tell them what we will need ie, Tents, water,...
12. The Town personnel should be prepared for at least three days before help can be expected to arrive.
13. The Town Manager, or his designee will make all the press releases and publish a news update to all departments periodically.
14. The EOC should handle any purchases or any other problem that arises. All requests must go through the EOC and be marked with the storm's name on the request for accounting purposes.
15. Once staff determines that conditions are and roads are cleared, property owners will be allowed to return to their properties displaying the proper re-entry pass if so required.

Town Time Frame Condition Codes

<u>Condition</u>	<u>Time Frame</u>
CONDITION V	Actions taken prior to an actual event
CONDITION IV	72 Hours before expected landfall
CONDITION III	48 Hours before expected landfall
CONDITION II	24 Hours before expected landfall
CONDITION I	12 Hours before expected landfall
CONDITION 0	landfall Imminent

A check list of responsibilities can be found on the following pages:

TOWN OF EMERALD ISLE HURRICANE CHECKLIST Page 2		Town Manager	EM Coordinator	Police Chief	Public Works	Planning Dir	Mayor	Depart. Heads	EMS
CONDITION II - 24 Hours before expected landfall									
1	Assemble all town personnel and volunteers (per department) for final preparations and briefing.	X						X	
2	Coordinate evacuation of all invalids and persons unable to evacuate themselves								X
3	Public Works Department to depart for designated shelter to establish an alternate town EOC (condition III, IV and V storms only).				X				
4	Establish traffic control operations at key intersection's if necessary			X					
5	Store all town minutes and records on upper shelves and cover same				X				
6	Issue the order for the essential personnel identification passes to be issued to all employees and volunteers	X							
7	Board up windows on town buildings				X				
8	Accomplish any other requirements as deemed necessary							X	
CONDITION I - 12 Hours before expected landfall									
1	Proclaim State of Emergency sign and issue local evacuation order						X		
2	Inform residents of evacuation in accordance with the established evacuation plan		X	X					
3	Carry out local traffic control responsibilities.			X					
4	Station town trucks and heavy equipment along evacuation routes to assist in clearing operations				X				
5	Assist in evacuation							X	
6	Make final check to ensure evacuation is complete. If time is available			X					
7	Establish Town Emergency Operations Center at alternate location, if deemed necessary	X							
CONDITION 0 - landfall Imminent									
1	Town personnel stand by at the alternate Emergency Personnel Staging Center (Category IV, & V storms only).	X							

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EMERALD ISLE EMERGENCY OPERATIONS PLAN
Destructive Weather

The Town of Emerald Isle has identified several natural hazards that may occur within the Town. This Emergency Operations Plan is designed to assist the employees in mitigating these disasters. It is the towns desire to be proactive in the mitigation of natural disasters. The Town will operate under the NIMS incident command system.

Plan Summary

This Plan will establish a comprehensive framework of policy and guidance for storm preparedness, response, recovery, and mitigation operations. The plan details authorities and responsibilities of each of the Town's departments during a storm/emergency event. The plan describes a system for the effective use of Emerald Isle's resources necessary to preserve the health, safety, and welfare of those persons affected during various storm related emergencies.

The plan also serves as the foundation for the maintenance of detailed standing operating procedures to implement Town response and recovery activities efficiently and effectively.

Purpose

The purpose of this Plan is to establish a plan for a systematic, coordinated, and effective response to and recovery from weather related emergencies or disasters occurring in Emerald Isle. The plan will be used to train and educate the Town's staff about what will be expected of them before, during, and after a major storm event in Emerald Isle. The staff will be able to use this plan as a step-by-step guide in preparing for, responding to, and recovering from these events.

All town staff should review this plan on at least an annual basis to become familiar with these plans. It is recommended that the annual review takes place during the standing monthly Manager / Department Head meeting in April of each year.

Scope

This plan is designed to address major storm events that could adversely affect the Town. The plan applies to each of the Town's departments. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the storm/emergency from its onset through the post disaster phase.

Hazard Analysis

The Town is exposed to many weather related hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential weather related hazards for the Town of Emerald Isle are:

- Hurricanes
- Tropical Storms
- Northeasters
- Severe Thunderstorms
- Tornadoes/Waterspouts
- Tidal Flooding/Over wash
- Extreme Heat
- Snow Storm
- Tsunami

The occurrence of any one or more of the emergency/disaster events previously listed could impact the Town of Emerald Isle severely, and include several of the following consequences:

- Loss of electrical power
- Severance of road/highway network
- Creation of a new inlet
- Necessity for mass care and feeding operations
- Evacuation of people from the town
- Need for debris clearance
- Multiple injuries and fatalities
- Drastic increase in media attention
- Damage to the communications network, IT capabilities
- Economic impact
- Need for official public information and rumor control
- Need for State or Federal assistance
- Need to evacuate town resources
- Re-entry of essential personnel and equipment
- Re-entry of the public
- Damage to vital records
- Need for damage assessment
- Need for auxiliary power
- Over taxing local resources
- Need for additional staffing
- Loss of or damage to facilities vital to maintaining essential services
- Adverse environmental impacts
- Need to effectively manage reconstruction
- Coordination of staged resources
- Isolation of population

The severity of problems resulting from a storm/emergency event will depend on factors such as time of occurrence, severity of impact, existing weather conditions, area demographics, and nature of building construction. Collateral events such as fire, floods, and hazardous materials incidents will also increase the impact on the community, multiply property losses, and hinder the immediate emergency response effort. It is necessary for the Town 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 necessary in most major disaster situations affecting the Town. Officials of the Town are aware of the

possible occurrence of a storm/emergency event and they have acknowledged their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.

Plan Activation

This plan will be activated when a storm/emergency event has occurred or is imminent. The Town Manager will be responsible for plan activation. Once the plan has been activated, all Town personnel will be responsible for reporting to their assigned base of operations and beginning their pre-event roles and responsibilities as laid out in the plan if such preparations have not already begun.

Overtime Compensation

Once this plan is activated by the Town Manager, Town employees defined as exempt below, and by the Town's Personnel Policy shall receive overtime compensation for hours worked above the number allowed by the Fair Labor Standards Act in their standard work period.

Classification of Employees

During the course of the year it may be determined that we need to close the town facilities due to weather conditions. Although the town is closed there is still a need for some employees to report to work as scheduled to protect the lives and property of our citizens and visitors. For this reason the employees will be classified into two categories, Essential and Non-Essential.

Essential employees are employees needed to provide safety and security to the general public. These employees are to report to work regardless of whether the town is closed or not. They are broken down by department as follows:

Admin: Town Manager

Police: Scheduled shift personnel

Fire: Scheduled On-Duty Shift

EMS: Scheduled On-Duty Shift

Public Works: Director & predetermined employees, (used to clear fire station ramps and other areas needed)

Any other employees determined by the Manager on a case by case basis

All other employees are classified as non-essential and will not be required to report to work. However, they will be paid as if they were at work without penalizing their leave.

For Hurricanes obviously, the town will need most of their employees to accomplish the jobs identified in this policy. And more importantly, after a major hurricane is over. If they release them before the storm there will be no way to get them back to perform the jobs required after the storm. Communication will be limited and the roads will not be passable for days. For these reason it will be the policy of the town to keep the essential departments throughout the storm.

For minor storms most of the employees will not be needed after the storm. Therefore they will more than likely be excused during condition 1 except for essential employees.

Inclement Weather Days

The town manager shall have the authority to grant up to five working days off per employee for inclement weather annually. For essential employees who must come to work to maintain the safety and well being of the town and its citizens, In addition to their regular pay, 8 hours of inclement weather pay (or equivalent to the holiday) will be granted.

This Plan does not account for every possibility that may arise during a storm/emergency event. The level of activation of this Plan will depend on the magnitude of the situation. Employees should use their judgment when following the guidelines laid out in this Plan. Employees will be expected to fill whatever role is needed of them if this Plan is activated.

Coordination with the State and Other Local Governments

The Town of Emerald Isle has entered into the North Carolina State Mutual Aid Agreement, which will allow Emerald Isle to receive aid from other participants in this agreement during emergency situations

The Town recognizes that the State has emergency resources and expertise beyond the capabilities of local government. These resources can and will be used to relieve emergency or disaster related problems. Federal agency resources and expertise can be mobilized to augment local and state efforts in relieving emergency or disaster related problems that are beyond the capabilities of both state and local governments.

In order to better coordinate with Federal, State, and other local governments, the Town has established the National Incident Management System (NIMS) as the Town standard for incident management.

Town staff is required to complete the required NIMS and Incident Command System (ICS) training

Carteret County Control Group

In the event of the evacuation of Carteret County or any part thereof, the Carteret County has established the Carteret County Emergency Control Group. This group is composed of the mayor (or his designee) from each municipality along with the Chairman of the County Board of Commissioners. This Group will meet to decide when and if an evacuation is to be ordered. They will also work together on re-opening any area they evacuate when necessary.

Due to the nature of their meetings the county has limited the amount of people allowed to be in these meetings. They are limited to each Mayor, the Town Manager, and the Town Emergency Manager.

Upon activation of this plan, each town department must accomplish specific actions. They are to make a joint coordinated effort to minimize the possible damages of the impinging event.

Responsibilities

Mayor and/or Board of Commissioners:

The Mayor and/or Board of Commissioners of the Town of Emerald Isle are responsible for declaring a state of emergency and empowering the Town Manager to carry out the this plan and policy.

Town Manager:

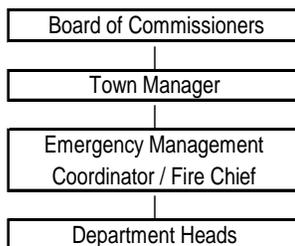
The Town manager is responsible for making all decisions and overseeing the entire operation of the town staff. The Town Manager will be at or in constant communication with the EOC at all times. He/she or his/her appointee shall be responsible for publishing a news bulletin periodically to keep everyone apprised of the current situation. This shall be posted on the town's web page.

Department Heads:

- A. Takes whatever precautions necessary to prepare for the upcoming event.
- B. All employees are to assist with securing their department's equipment and facilities.
- C. Report all activity to the Town Manager.

Chain of Command

The Town, as required by FEMA, operates under the National Incident Management System on a day to day basis. An Emergency Operations Center has been identified for long term incidents. When the Emergency Operations Center is open, the following Chain of Command will be established:



Board of Commissioners: Formulates Policy, Initiates the legal process to meet emergency needs,

Mayor Pro Tem in succession.

Town Manager: Carries out the plan and policy of the Board of Commissioners
Emergency Management Coordinator in line of succession

Emergency Management Coordinator: Coordinates operations according to established procedures and as directed by the Town Manager,

Department Heads: Each Department Head will be responsible for the overall operation of their department. Order of Succession is based on the structure of their department

State of Emergency

In the event of a major storm which has the potential of creating major damage, certain precautions need to be considered to protect the citizens. An example would be to evacuate the town prior to tropical storm winds arriving. In order to give this order, a "State of Emergency" must be declared as required by law.

Pursuant to NCGS 14-288, The Mayor has the authority to declare a state of emergency to protect the welfare of the public. Under a declared State of Emergency several restrictions can be put in place. These can range from a curfew to prohibiting the sale of alcohol. This will also authorize the town to evacuate as determined. A blank copy of a State of Emergency can be found in the appendix of this plan.

Definitions

Storms are a potential and continuous threat to the Town of Emerald Isle and communities along Bogue Banks. Adequate and timely warnings, coupled with prompt and effective actions by departments within the town, will minimize loss of life and damage to property by destructive weather conditions.

Advisory:

Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.

Best Track:

A subjectively-smoothed representation of a tropical cyclone's location and intensity over its lifetime. The best track contains the cyclone's latitude, longitude, maximum sustained surface winds, and minimum sea-level pressure at 6-hourly intervals. Best track positions and intensities, which are based on a post-storm assessment of all

available data, may differ from values contained in storm advisories. They also generally will not reflect the erratic motion implied by connecting individual center fix positions.

Center:

Generally speaking, the vertical axis of a tropical cyclone, usually defined by the location of minimum wind or minimum pressure. The cyclone center position can vary with altitude. In advisory products, refers to the center position at the surface.

Cyclone:

An atmospheric closed circulation rotating counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

Eye:

The roughly circular area of comparatively light winds that encompasses the center of a severe tropical cyclone. The eye is either completely or partially surrounded by the eyewall cloud.

Eyewall / Wall Cloud:

An organized band or ring of cumulonimbus clouds that surround the eye, or light-wind center of a tropical cyclone. Eyewall and wall cloud are used synonymously.

Extra-tropical:

A term used in advisories and tropical summaries to indicate that a cyclone has lost its "tropical" characteristics. The term implies both poleward displacement of the cyclone and the conversion of the cyclone's primary energy source from the release of latent heat of condensation to baroclinic (the temperature contrast between warm and cold air masses) processes. It is important to note that cyclones can become extratropical and still retain winds of hurricane or tropical storm force.

Extratropical Cyclone:

A cyclone of any intensity for which the primary energy source is baroclinic, that is, results from the temperature contrast between warm and cold air masses.

Gale Warning:

A warning of 1-minute sustained surface winds in the range 34 kt (39 mph or 63 km/hr) to 47 kt (54 mph or 87 km/hr) inclusive, either predicted or occurring and not directly associated with tropical cyclones.

High Wind Warning:

A high wind warning is defined as 1-minute average surface winds of 35 kt (40 mph or 64 km/hr) or greater lasting for 1 hour or longer, or winds gusting to 50 kt (58 mph or 93 km/hr) or greater regardless of duration that are either expected or observed over land.

Hurricane / Typhoon:

A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

Hurricane Season:

The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the Eastern Pacific basin runs from May 15 to November 30. The hurricane season in the Central Pacific basin runs from June 1 to November 30.

Hurricane Warning:

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected somewhere within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Watch:

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are possible within the specified coastal area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Landfall:

The intersection of the surface center of a tropical cyclone with a coastline. Because the strongest winds in a tropical cyclone are not located precisely at the center, it is possible for a cyclone's strongest winds to be experienced over land even if landfall does not occur. Similarly, it is possible for a tropical cyclone to make landfall and have its strongest winds remain over the water. Compare direct hit, indirect hit, and strike.

Major Hurricane:

A hurricane that is classified as Category 3 or higher.

Storm Surge:

An abnormal rise in sea level accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide.

Storm Tide:

The actual level of sea water resulting from the astronomic tide combined with the storm surge.

Storm Warning:

A warning of 1-minute sustained surface winds of 48 kt (55 mph or 88 km/hr) or greater, either predicted or occurring, not directly associated with tropical cyclones.

Subtropical Cyclone:

A non-frontal low pressure system that has characteristics of both tropical and extratropical cyclones. This system is typically an upper-level cold low with circulation extending to the surface layer and maximum sustained winds generally occurring at a radius of about 100 miles or more from the center. In comparison to tropical cyclones, such systems have a relatively broad zone of maximum winds that is located farther from the center, and typically have a less symmetric wind field and distribution of convection.

Subtropical Depression:

A subtropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

Subtropical Storm:

A subtropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 34 kt (39 mph or 63 km/hr) or more.

Tropical Cyclone:

A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this they differ from extratropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (baroclinic effects).

Tropical Depression:

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph or 62 km/hr) or less.

Tropical Disturbance:

A discrete tropical weather system of apparently organized convection -- generally 100 to 300 nmi in diameter -- originating in the tropics or subtropics, having a nonfrontal migratory character, and maintaining its identity for 24 hours or more. It may or may not be associated with a detectable perturbation of the wind field.

Tropical Storm:

A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph or 63 km/hr) to 63 kt (73 mph or 118 km/hr).

Tropical Storm Warning:

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are expected somewhere within the specified coastal area within 36 hours.

Tropical Storm Watch:

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are possible within the specified coastal area within 48 hours.

Tropical Wave:

A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere.

Hurricane Categories:

The National Weather Service categorizes hurricanes by a scale known as the Saffir/Simpson Hurricane Scale.

The scale was developed in 1971 developed by wind engineer Herb Saffir and meteorologist Bob Simpson. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The scale does not address the potential for other hurricane-related impacts, such as storm surge, rainfall-induced floods, and tornadoes.

The NHC decided in 2010, it would use the experimental Saffir–Simpson Hurricane Wind Scale (SSHWS), which would be based on the SSHS, but exclude flood ranges and storm surge estimations. The agency cited various hurricanes as reasons for removing the "scientifically inaccurate" information, including Hurricane Katrina and Hurricane Ike which both had stronger than estimated storm surge and Hurricane Charley which had weaker than estimated storm surge.

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 categorization based on the hurricane's intensity at the indicated time. The scale provides examples of the type of damage and impacts in the United States associated with winds of the indicated intensity. The following table shows the scale broken down by winds:

Category	Wind Speed (mph)	Damage
1	74 - 95	Very dangerous winds will produce some damage
2	96 - 110	Extremely dangerous winds will cause extensive damage
3	111 - 130	Devastating damage will occur
4	131 - 155	Catastrophic damage will occur
5	> 155	Catastrophic damage will occur

A detailed description of the Saffir-Simpson Hurricane Wind Scale, which was revised in early 2010, is available in the appendix.

Town Time Frame Condition Codes:

<u>Condition</u>	<u>Time Frame</u>
CONDITION V	Actions taken prior to an actual event
CONDITION IV	72 Hours before expected landfall
CONDITION III	48 Hours before expected landfall
CONDITION II	24 Hours before expected landfall
CONDITION I	12 Hours before expected landfall
CONDITION 0	landfall Imminent

Hurricane Names

Hurricanes are given names by an international committee. This reduces confusion when two or more tropical cyclones occur at the same time. The list repeats itself every six years, but if a hurricane is especially damaging, the name is retired.

Experience shows that the use of short, distinctive given names in written as well as spoken communications is quicker and less subject to error than the older more cumbersome latitude-longitude identification methods. These advantages are especially important in exchanging detailed storm information between hundreds of widely scattered stations, coastal bases, and ships at sea.

Since 1953, Atlantic tropical storms have been named from lists originated by the National Hurricane Center and now maintained and updated by an international committee of the World Meteorological Organization. The lists featured only women's names until 1979, when men's and women's names were alternated. Six lists are used in rotation.

Emergency Operations Center

It is the policy of the Town of Emerald Isle to open the Emergency Operations Center for any storm and/or emergency that may arise. The Town Manager and/or the Emergency

Coordinator should be contacted at any time this center should be opened. In most cases, the Emergency Operations Center will be in the Town Administration Building.

The Emergency Operations Center, as required by FEMA, operates under the National Incident Management System and a unified Command Structure with the Town Manager as the Incident Commander.

For minor storms, snow storms, tornadoes, or other emergencies the town may open it to make decisions encompassing sheltering citizens without electricity to snow removal. The Town Manager will determine how much of the EOC should be activated.

Upon establishing a condition III hurricane watch, the Town's Emergency Operations Center will be activated for the pending storm.

The Town Manager is the Incident Commander and is responsible for making all the decisions. He/she will base these decisions upon all the information given him/her at the time.

The Town Manager shall set a timetable for EOC briefings. These times will vary as the storm moves. It will be their responsibility to keep the EOC updated with all available information.

The Town Manager or his/her appointee will publish updates as necessary to all departments and the town web page notifying everyone of the current status of the town and personnel.

Alternate Emergency Staging Area (Operations Center)

Upon notification of Condition I, The EOC personnel must make the decision whether to activate the Alternate Emergency Staging Area for our personnel. A category I or II storm will not warrant this decision. A category III storm is questionable, evacuation is required with a condition IV and V storm. After the entire town is evacuated, the decision to go will be made. This shelter is to house all employees as well as the EOC during the actual storm.

Hurricane Staffing:

- All departments will report for work as the department's checklist dictates.
- The Fire Department employees will finish the evacuation. After the evacuation is complete, the employees will remain at the fire stations or the alternate Emergency Staging Area.
- The Police Department after the evacuation will remain at the station or be sent to the alternate Emergency Staging Area during the storm.

- The EMS Department employees will report to work at the beginning of the evacuation efforts and will remain at the EMS building or the alternate Emergency Staging Area during the storm.
- In the event the Alternate Emergency Staging Area is opened, the Fire, EMS, and Police Department's will be the first back on the island. Therefore they will be required to stay throughout the storm.
- The Parks and Recreation Department will be staffed as necessary.
- The Administration Department will be released after they complete their checklist.
- The Public Works Department employees, after their checklist is complete, will all stay to take care of problems that may arise during the storm. Directly after the storm the employees released are to report to the Emergency Staging Area.
- The Planning & Inspections Department will finish their checklist and be released with the Administration Department. The Planning Director or representative will remain at the EOC. After the storm, he/she will coordinate with the police and fire departments to complete the windshield damage assessment

The EOC may decide to change this policy during the storm. The department heads will request any changes to the EOC to send home or keep additional personnel.

For minor storms, the EOC, which consist of all department heads, will make the decision at what point employees will be released. If there is no need for evacuation most employees will not be needed. This will be a command decision by the EOC.

Special Needs Registry

Carteret County has established a program to determine residents with special needs during emergencies. Residents can contact Carteret County Emergency Management at 252-222-5841 to apply for assistance. Also forms to sign up for this program can be found at the Town Administration Building, and on the Town website. The EMS Chief shall make contact with the county when condition IV is set for each storm. He/she shall make arrangements for everyone on the list for Emerald Isle, and will also coordinate the communication outreach regarding special needs.

Evacuation Plan

For small events such as fires, public disturbances, or other emergencies which may require evacuation of any part of the Town, it shall be the responsibility of the senior police department personnel working, to carry out the evacuation.

The town has been broken down into workable zones and sectors. These maps can be used for evacuation, damage assessment, organized searches, Etc.

The evacuation plan has been established in the event the entire town or any part of it, has to be evacuated. Once the decision has been made to evacuate the town, the mayor will sign the state of emergency declaration and order the evacuation. The evacuation policy has been established to break up the Town into workable zones and sectors to make the evacuation process as easy as possible. The Police and Fire Departments will carry out this evacuation plan. The Police Lieutenant will oversee this evacuation and assign zones and sectors to both departments. Each unit will drive through their assigned sector a minimum of three times (more if deemed necessary) using the loud speaker.

As soon as the evacuation is complete, a curfew will be put in place. Anyone who decided not to evacuate must stay on his or her property. They will not be allowed to drive around the town and look for damages to other people's property. This is for the safety of all personnel, Civilian and town. This curfew will be in effect until the Mayor lifts it, at which time a decision will be made whether to enact a nighttime curfew.

A copy of the Evacuation Plan can be found in the appendix.

Discontinuance of Emergency Responses:

Once the Evacuation is complete, emergency services may be discontinued. If a call for help is received the senior person of the prospective department after doing a quick risk assessment, they will make a judgment call on whether it is safe for their personnel to answer the call. Obviously, if the EOC has evacuated across the bridge there will not be anyone here to answer the call anyway.

Re-entry:

Once the Town has been evacuated, and the curfew has been established the bridge will be secured from people coming back onto the island. The North Carolina Highway Patrol will staff the checkpoint on the north side of the B. Cameron Langston Bridge. The only people they will allow back onto the Island will be Essential personnel pass holders. The bridge will be open to anyone wanting to leave the Island until it is determined unsafe for vehicles to cross the bridge. At that time the bridge will be closed to all traffic and the troopers will seek shelter from the storm.

Once the storm has passed, The North Carolina Highway Patrol will once again man the checkpoint on the north side of the bridge. They will keep the bridge secured until further notice from the Carteret County EOC.

Emerald Isle Fire, Police, & Inspections Departments will begin their windshield damage surveys. With the curfew in place, these are the only personnel who should be on the roads, with the exception of other utility personnel and public works.

Bogue Banks Towns will survey their prospective towns and meet (or Conference Call) to discuss when and who will re-open. This decision will be sent to the County EOC. They will then open the bridge for pass holders of whatever towns are open.

It is the policy of the Town of Emerald Isle to make every attempt to open the island back up to pass holders as soon as the roads are clear to permit travel. We shall discourage opening the Bridge during darkness.

Pass System:

HURRICANE DISASTER RE-ENTRY PERMIT SYSTEM

In the fall of 1998, Emerald Isle established a group of citizens to help revise the re-entry permit system. Input was sought from the citizens, taxpayers, and businesses. After several meetings, the system was adopted in March 1999, and amended as follows in December 2014 by the Emerald Isle Board of Commissioners.

RESIDENTIAL:

HURRICANE DISASTER RE-ENTRY PERMITS

1. Applicants must provide proof of property ownership or residency in the Town (for long-term renters).
2. Re-entry permits are permanent permits and do not need to be renewed each year.
3. Permits should be transferred at closing or at the transferring of the title. This is as important as receiving the keys, parking passes, or gate control cards at closing.
4. Re-entry permits can be purchased at a cost of \$25.00 per permit.
5. Rental property owners may wish to have their permit mailed to their rental agent, manager, or subcontractor of their choice who may be in a better local position to check on the property.
6. The rental agency or property owner who handles his/her own rentals for long term renters is responsible for notifying tenants relative to these permit requirements and determining how many permits and who pays the costs of those needed. If a homeowner manages his/her own property, the homeowner is responsible for making arrangements with the renter. Remember that long-term renters are NOT vacation renters.
7. Replacement of issued permits will be \$25.00 per permit. The only exception will be for torn or worn permits that need replacing and can be brought to Town Hall for a replacement without charge.

8. Only two colored permits will be issued and will not contain any year or date:
 - a. WHITE PERMITS: Utility Company Crews, Emergency Personnel, Clergy, Town Staff
 - b. YELLOW PERMITS: Business, Long Term Renter, Property Owner
9. The Town reserves the right to cease permit issuance within 72 hours of projected landfall.

COMMERCIAL:
BUSINESS HURRICANE DISASTER RE-ENTRY PERMITS

1. Applicants must provide proof that their business provides goods and/or services in Emerald Isle.
2. Re-entry permits are permanent permits for each business providing goods and/or services in Emerald Isle, and do not need to be renewed each year.
3. Business re-entry permits can be purchased at a cost of \$25.00 each.
4. Torn or worn permanent permits that need replacing can be brought to Town Hall for replacement without charge.
5. The Town reserves the right to cease permit within 72 hours before projected landfall.
6. The re-entry permit will not allow the permit holder on the streets of Emerald Isle during a curfew.

WHITE ESSENTIAL PERSONNEL PASSES

This pass is for the Mayor/Commissioners, Town Employees, Electrical Personnel and any other essential personnel designated by the Town Manager, These passes are to be kept securely by the Finance Director until a storm threatens. At which time they will be distributed by number and signed for. After the island has been reopened to everybody these passes must be turned back in.

MISCELLANEOUS-REENTRY

If the Island is totally devastated the Emergency Management Coordinator along with the Town Manager will make arrangements for permanent residents to park on the mainland and will be bused to their properties, depending on the severity of the damage.

Once the Island is cleared and it is safe for the Yellow card holders to reenter the Town Manager will make this decision, lift the curfew, and make the announcement to the Public. The Emergency Management Coordinator will relay this information to the County EOC.

After the Yellow cardholders have had sufficient time to secure their Properties the Town Manager will make the decision to open the city to the general public.

DAMAGE ASSESSMENT

Damage assessment for storm events is coordinated by the Director of Planning and Inspections department for the Town. In addition to Planning and Inspection Department personnel, both the Police and Fire Departments provide critical assistance in completed damage assessment reports. If there is significant damage that is too large and widespread to be assessed solely by Town personnel, then outside (state and other local government) resources can be brought in to assist Town personnel. For purposes of carrying out the damage assessment, the Town is divided into three zones and these zones are divided into a total of eleven sectors. These are the same zones used for the evacuation plan.

The Damage Assessment Zones and Forms to be filled out can be found in the appendix.

RECORDKEEPING

In order to be reimbursed by FEMA in the case of a Presidential Declaration. We must have our entire documentation ready to be turned in when the Damage Survey Team arrives a few days after a declaration event.

In order to maintain complete records of an event the Town has developed form(s) to keep track of all man-hours, equipment, and materials used for the storm. A copy of the form(s) can be found in the appendix of this policy. It is important to note that each employee should be listed along with the equipment he/she was assigned to, and how many hours the equipment was in use.

It is also recommended that each department head keep a daily log of all activities for the individual departments. The more paperwork and documentation we have the better the chances the town has to recover any loses that may be incurred from a declared event.

All paperwork should be directed to the Finance Officer for processing.

At the beginning of each hurricane season, The Town will attempt to bid out the following services prior to any storm hitting in order to eliminate any problems that may arise in the event of a storm.

Debris Removal

Pumps

Generators

The Public Works Director will determine how many pumps and generators are needed each year for this bid proposal.