

Emergency Operations Plan

Morgan County, West Virginia

Released 2023

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

RELEASED DECEMBER 2023

FOR THE JURISDICTION OF MORGAN COUNTY, WEST VIRGINIA AND
PARTICIPATING MUNICIPAL JURISDICTIONS THEREIN

MORGAN COUNTY EMERGENCY OPERATIONS PLAN PROMULGATION STATEMENT

WHEREAS, preparedness to cope with disasters requires many diverse but interrelated elements which must be woven into an integrated emergency management system involving all departments of local government and private support agencies as well as the individual citizen, planning is necessary to coordinate all of these elements.

WHEREAS, disasters necessitate a sudden escalation in the material needs of a community and a reorganization of resources and personnel to address the emergency response, a lack of planning results in disorganized, “salvage-type” activities instead of a coordinated response.

WHEREAS, planning for population protection must be a cooperative effort to avert or minimize the effects of an emergency, a standard set of incident management guidelines should be followed to allow for seamless interoperability and cooperation to restore the stricken area to its pre-disaster condition with as little social or economic disruption possible.

WHEREAS, the National Incident Management System (mandated by Homeland Security Presidential Directive-5) requires all jurisdictions to follow a standardized operational framework for managing emergency incidents that includes the incident command system, multi-agency coordination systems (e.g., local EOC), and a joint public information system, a plan outlining this framework must be developed.

AND WHEREAS, this plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to county officials and department heads, specifying their roles during an emergency or disaster situation. It is developed pursuant to Homeland Security Presidential Directive (HSPD)-5, Presidential Policy Directive (PPD)-8, and Chapter 15, Article 5 of the West Virginia Code.

NOW THEREFORE IT IS RESOLVED, ORDERED, AND DETERMINED, that the *Morgan*

County Commission does hereby approve and adopt the *Morgan County Emergency Operations Plan*, which is filed in the office of the Morgan County Commission at the courthouse in Martinsburg, West Virginia, and which is incorporated herein by this reference.

PASSED AND ADOPTED, by the County Commission of Morgan County, State of West Virginia this 6th day of December 2023.

Commission President

Commision Vice-President

Commission Person

OES Director

ATTEST:

County Clerk

MORGAN COUNTY EMERGENCY OPERATIONS PLAN APPROVAL AND IMPLEMENTATION

This plan provides Morgan County with the basis for a systematic approach to the solution of problems created by the threat or occurrence of emergencies. It identifies the responsibilities, functions, operational guidelines, and working relationships between and within governmental entities and their various departments, private support groups, and individual citizens.

Implementation

The *Morgan County Emergency Operations Plan* has been developed and maintained by the Morgan County Office of Emergency Services (MCOES). Originally, the MCOES coordinated with county government departments as well as in-county and neighboring jurisdictions to ensure an overall compatibility of operations. Recently, Morgan County has complied with national standards to facilitate an effective, coordinated response regardless of the jurisdictions involved, including such ideals as the “whole community” approach and the use of small planning committees to govern the content of individual Emergency Support Functions (ESFs).

Generally, this plan is a representation of Morgan County’s implementation of a planning process. This plan is developed to guide training and exercises as well as actual responses. All types of events (e.g., training, exercises, and real responses) serve to inform the next update of this document. Such a process conforms to *Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans*.

The first step in the planning process identified each potential hazard, either natural, technological, or man-made, to serve as the basis for the basic plan and the Emergency Support Functions (ESFs). This hazard analysis has been continually updated and its latest version is contained in the *Region 9 Multi-Jurisdictional Hazard Mitigation Plan*. The second step assessed the resources of each governmental entity, and the third step was to develop response procedures based solely on the resources.

The second and third steps were accomplished through the use of *planning committees* for each ESF. Organized planning committee meetings specifically called for work on this plan occurred on May 12, 2022. Most generally, the identified “ESF Coordinator” for each ESF is responsible for its maintenance and revision. For the support and hazard-specific annexes, a “plan development and maintenance” section is included.

Regular review of this plan as well as emergency exercises and actual emergencies serve to refine and clarify these emergency responsibilities and contribute to the ongoing planning process. MCOES ensures that all revisions to the plan are coordinated with the original planning partners.

Instructions for Plan Use

This document is organized per Emergency Support Functions (ESFs). As such, the following serve as the major sections of the document, along with the basic plan, and provide the majority of the planned response guidelines for Morgan County.

- ESF #1: Transportation
- ESF #2: Communications
- ESF #3: Public Works and Engineering
- ESF #4: Firefighting
- ESF #5: Emergency Management
- ESF #6: Mass Care
- ESF #7: Logistics
- ESF #8: Public Health and Medical Services
- ESF #9: Search and Rescue
- ESF #10: Hazardous Materials Response
- ESF #11: Agriculture and Natural Resources
- ESF #12: Energy
- ESF #13: Public Safety and Security
- ESF #14: Cross Sector Business & Infrastructure
- ESF #15: External Affairs

The plan also contains *support annexes*, which provide additional guidance not otherwise covered in ESFs. Concepts discussed in support annexes may either cross ESFs or may represent circumstances where multiple ESFs may be involved. The following support annexes are included.

- SPT 1 - Direction and Control
- SPT 2 - Volunteer and Donations Management
- SPT 3 - Morgan County Debris Management Plan
- SPT 4 - Cyber Incident Response
- SPT 5 - Distribution Management
- SPT 6 - Evacuation

Approval

This document has been officially adopted by the Morgan County Commission. As the head of the custodial agency, the Morgan County Director of the Office of Emergency Services' signature below verifies that this is the current version of the document (dated 2023) and confirms that agency's commitment to supporting its implementation.

Date

Morgan County OES Director

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

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MORGAN COUNTY EMERGENCY OPERATIONS PLAN

DISTRIBUTION LIST

The following agencies and jurisdictions are scheduled to be the recipients of the completed plan. When revisions are made, the Morgan County Office of Emergency Management (MORGAN COUNTY OES) Director should use this list in distributing revised pages.

No. Of Copies	Recipient Agency	Date Delivered
1	Morgan County Office of Emergency Services	
1	Morgan County Alternate EOC	
1	Morgan County, WV Clerk	
1	Office of the Mayor, Berkeley Springs, WV	
1	Office of the Mayor, Paw Paw, WV	
1	Morgan County WV Sheriff's Office	
1 each	Morgan County Fire Departments	
1	West Virginia Division of Emergency Management	
1	FEMA, Region 3, Philadelphia, Pennsylvania	

A master copy of all parts of the EOP will be maintained electronically and in hard copy at the Morgan County EOC. A backup copy will be maintained off-site in a secure location.

The master copy and its backup will be kept updated with all major revisions to any part of the plan. The other copies of this plan which are listed in the EOP Distribution List will not necessarily be updated with each revision. It is at the discretion of the Director of MORGAN COUNTY OES to distribute changes to copies of the plan on the distribution list. MORGAN COUNTY OES has no responsibility to maintain revisions of copies of the EOP not on the distribution list.

Plans will be distributed electronically. A written request should be made to the Morgan County OES Director for a printed copy.

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

RECORD OF CHANGES

Date	Description of Change	Initials
December 2023	<ul style="list-style-type: none"> • Complete plan update • Conversion from Functional Annex format to Emergency Support Function format • Complete rewrite of the Basic Plan • Integration of information obtained from the National Response Framework 	MCOES

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. INTRODUCTION

The Morgan County Emergency Operations Plan (EOP) – Basic Plan provides the coordinating structures, processes, and mechanisms in a collective framework for the coordination of resources during a large-scale incident. It is compatible with the West Virginia Emergency Operations Plan, the National Response Framework (NRF), and the National Disaster Recovery Framework (NDRF), and provides the structure for coordinating with the state and federal governments in the delivery of disaster assistance. The plan supports the emergency mission of the county by improving the capability to respond to, and recover from, natural, human-caused, and technological hazards. County agencies and departments, Non-Government Organizations (NGOs), and private institutions that have been assigned primary emergency response or recovery duties and responsibilities will maintain their designated components of the EOP.

Policies

West Virginia Code §15-5 – Public Safety, requires that every county establish an emergency management organization, and develop and maintain a current Emergency Operations Plan (EOP).

Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level. As such, the direction of emergency operations will be exercised by the level of affected local jurisdiction closest to the incident. If the incident is suspected to be, or determined to be terrorism, the appropriate Federal agencies should assume direction and control of the investigation, in coordination with state and local authorities.

Emergency response should be accomplished within the guidelines of the National Incident Management System (NIMS), allowing for coordination of local, state, federal, and private sector departments and agencies. The Morgan County Commission should issue a “state of emergency” declaration prior to requesting assistance from higher levels of government.

II. PURPOSE AND SCOPE

A. Purpose

1. This plan provides an efficient, standardized response capability for Morgan County during emergencies and major disasters. The plan outlines methods to reduce the vulnerability of the residents and visitors of Morgan County to loss of life, injury, environmental damage, economic damage and the loss of property resulting from natural, human-caused, and technological events. It predetermines, where possible, actions to be taken by the responsible elements of the governments as well as Non-Governmental Organizations (NGOs) within Morgan County and its municipalities and integrates them with the National Response Framework (NRF).
2. This plan outlines an effective response to actual disaster occurrences and provides for recovery in the aftermath of an emergency, to include the protection and restoration of critical infrastructure and key resources, the recovery of individuals, businesses, communities, governments, and the environment.
3. This plan identifies the relationship between local response functions and those of the State Emergency Operations Plan (State EOP) and Federal Emergency Support Functions (ESFs). The plan provides a framework of policies, objectives, and approaches for coordinating, integrating, and

administering the emergency operations and related plans of local, state, and federal governments, as well as private industry, educational, and healthcare facilities.

B. Scope & Applicability

1. This plan applies to emergency incidents in Morgan County, West Virginia that require a coordinated response from multiple departments, agencies, and/or emergency functions. It does not apply to smaller emergencies, such as single building structure fires, minor motor vehicle accidents, etc.
2. This Emergency Operations Plan (EOP) is based on the “Whole Community” approach to emergency response and may be used in any disaster or large-scale event. This plan assigns responsibilities to the agencies that are under the auspices of the Morgan County Commission and recommends tasks to partner agencies such as municipalities, quasi-government agencies, private sector agencies, and citizens. All agencies not under the auspices of the county Commission would be expected to act within accordance with their own Standard Operating Guidelines (SOGs) and protocols. To ensure the consistency of response efforts, planning committee meetings are held to provide an opportunity to standardize expectations and plan the most efficient use of capabilities.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. The Morgan County Emergency Operations Plan (EOP) has been built on the templates of the National Response Framework (US DHS, 2016), The National Incident Management System (US DHS, 2017), and the West Virginia Emergency Operations Plan (WVEMD, 2018).

2. Geographic and Demographic Characteristics

a. Morgan County is one (1) of 55 counties in West Virginia and is located in the foothills of the Allegheny Mountains in the Eastern Panhandle of West Virginia. It is bordered on the north by Washington County, MD; on the south by Hampshire County, WV; and Frederick County, VA; on the east by Berkeley County, WV; and on the west by Allegany County, MD. Morgan County contains two (2) incorporated municipalities: the Town of Paw Paw (410 population), and Berkeley Springs (758 population), which functions as the county seat. Morgan County has a total population of 17,430 (2022 U.S. Census estimate).

b. Geography

The county has a land area of 229 square miles. Metropolitan cities located within close proximity to Morgan County include Washington DC; Baltimore, MD; and Pittsburgh, PA. The Potomac River makes up the entire northern border of the county and provides drainage for the majority of the county, with the Cacapon River as well as Sleepy Creek draining smaller areas. The general elevation of Morgan County is 627 feet above sea level, with the highest point located on Cacapon Mountain at 2,320 feet above sea level. There are six (6) mountains in the county and include the following from west to east: Purslane Mountain, Sideling Hill, Little Mountain, Cacapon Mountain, Short Mountain and Sleepy Creek Mountain.

c. Climate

The climate of Morgan County consists of a mean average temperature of 55°F, a January average temperature of 22°F, and a July average temperature of 85°F. Morgan County receives approximately 37" of rainfall annually and a mean annual snowfall of 30 to 40".

d. Economic Base and Infrastructure

Morgan County has a large agricultural component, along with a mix of industries from geological mining, timbering, and tourism. The Morgan County Board of Education, Valley, Health, Caperton Furniture Works, Morgan County Commission, and West Virginia Division of Natural Resources are among the largest employers in the county.

e. Transportation

1. Major Highways: US Route 522 and WV State Rt. 9.
2. Local Bus Services: Currently there are no public bus services in Morgan County.
3. Railroads: CSX
4. Airports: Potomac Airpark (Private).
5. Nearest navigable waterway: Potomac River (105 miles).

f. Healthcare

1. Morgan County is home to Valley Health War Memorial Hospital.
2. Other Healthcare assets are detailed in ESF #8.

g. Utilities

1. Electricity: Potomac Edison
2. Natural Gas: Mountaineer Gas
3. Telephone: Frontier
4. Water: Berkeley Springs Water Works
5. Sewer: Warm Springs Public Service District, Local PSD's.
6. Cable TV: Comcast
7. Media/Communications:
8. Newspaper: Morgan Messenger
9. Radio Stations: 92.9 WXDC (FM), 1010 WCST (AM), 107.9 WDTF-LP (FM).
10. Television Stations: None.

h. Sensitive Environmental Areas

1. Major rivers, streams, and creeks such as: the Potomac and Cacapon Rivers, and Sleepy Creek, Sir Johns Run and Warm Springs Run.
2. Quarries, caverns, springs, sinkholes, etc. with direct access to groundwater such as: Rock Gap Cave, and numerous springs which issue warm mineral water at constant flow and a temperature of 74°F.
3. Public and private parks and recreation areas such as: Berkeley Springs State Park, Cacapon State Park, Sleepy Creek Wildlife Management Area, Widmeyer Wildlife Management Area, and Ridge State Fish Hatchery.
 - i. Appraisal of the Threat
 - a. The *Region 9 Multi-Jurisdictional Hazard Mitigation Plan* (2022), which includes Morgan County, contains a detailed risk assessment outlining how the following hazards threaten the county.
 - b. Additional human-caused and technological hazards that could affect Morgan County and require the activation of this plan include:
 - i. Long term shortage of critical resources (e.g., water, fuel, electrical power, etc.),
 - ii. Industrial accident, building collapse,
 - iii. Bridge collapse,
 - iv. Criminal activity (e.g., protests, active assailants, active shooter incident, hostage situation, etc.).
 - c. Additional situations are included in each Support Annex and Hazard-Specific Annex relevant to the subject being addressed.
 - d. Due to the many streams and creeks in the county with the narrow riverbeds and steep gradients, flash flooding is the most frequent and potentially dangerous natural hazard.

- e. Other hazards that may require emergency actions include prolonged or severe winter storms, severe wind and tornado, drought, and hazardous materials incidents.
- f. FEMA's National Risk Index score is 11.58, which places Morgan County in the very low risk category, this document is included in the appendix.

LIST OF HAZARDS		
Natural Hazards		Human-Caused Hazards
Drought	Landslide	Civil Disturbance
Earthquake	Lightning	Cyber-Terrorism
Extreme Temperature	Pandemic	Dam Failure
Flooding	Radon Exposure	Hazardous Materials
Hailstorm	Tornado	Source Water Contamination
Hurricane	Wildfire	Substance Use Disorder
Invasive Species	Winter Storm	Terrorism
		Transportation
		Accidents
		Utility Interruption

Table 1

B. Planning Assumptions

1. Morgan County, its political subdivisions, and private industry partners have capabilities that, if effectively managed in the event of an emergency or disaster, will maximize preservation of life and property.

These capabilities include workforce, equipment, supplies, facilities, and specialized skills.

2. All local governments in Morgan County are prepared to commit all available resources to respond to any emergency and have Mutual Aid Agreements (MAAs) amongst themselves (and adjoining jurisdictions) should the need exceed the capability of one particular organization or jurisdiction.
3. Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS), (US DHS, 2017).
4. When required, a “state of emergency” can be declared by the county Commission to allow the activated Emergency Operations Center (EOC) to request assistance from the state and federal government.
5. Though the response to incidents is primarily a local endeavor, the combined expertise and capabilities of all levels of government, the private sector, and Non-Governmental Organizations (NGOs) will be required to prevent, prepare for, respond to, and recover from, large-scale emergency incidents in Morgan County.
6. All agencies, departments, and organizations assigned tasks in any part of the Emergency Operations Plan (EOP) are aware of their responsibilities and have appropriate policies and plans in place to accomplish the assigned tasks.
7. Government offices, including the EOC and other emergency facilities, may be destroyed or rendered uninhabitable during a major incident.
8. Some incidents may occur after implementation of warning and other preparedness and public protection measures, but others may occur with little or no warning.
9. Normal communication systems may be overwhelmed, destroyed, degraded, or rendered inoperable in a disaster.
10. Morgan County may experience emergency situations that cause injury, death, property loss, environmental damage, economic situation

disruption and its effects, disruption of normal support systems, evacuation and/or sheltering of the public at risk.

11. Additional assumptions are included in each Support Annex and Hazard- Specific Annex relevant to the subject being addressed.

IV. ORGANIZATIONAL STRUCTURE

- A. The Morgan County Commission has created an Office of Emergency Management and has appointed a director to oversee the agency.
- B. The various municipalities have entered into an emergency management agreement with the county.
- C. When the county Emergency Operations Center (EOC) is activated, the Morgan County Office of Emergency Management (MORGAN COUNTY OES) Director, Deputy Director, or designee, will serve as the EOC Manager.
- D. All departments and agencies will maintain control over their personnel and other resources.

V. CONCEPT OF OPERATIONS

A. General

- a. It is the responsibility of Morgan County's government to protect life and property from the effects of hazardous events before, during and following an emergency. Each local government has the primary responsibility for emergency management activities within its jurisdiction. When the emergency exceeds the county's capability to respond, assistance will be requested by the county Office of Emergency Services (OES) Director, or designee, from state and/or federal government or other external sources using the resource typing system as described by the National Incident Management System (NIMS) Integration Center and as directed by the State of West Virginia.

- b. Incident priorities - All strategy, tactics, policy decisions, and resource allocation shall be decided upon using the following incident priorities in the order they are written.
 - i. Responder safety
 - ii. Citizen life safety
 - iii. Protection of vital infrastructure listed in Appendix A
 - iv. Incident containment
 - v. Incident stabilization
 - vi. Environmental conservation
 - vii. Property conservation
- c. Activation
 - i. The basic concepts outlined in this plan are always recommended and remain as a guideline during all emergency incidents. However, when a formal declaration of a Local State of Emergency is made the operational guidelines, organization, and assignment of responsibilities becomes a required need.
 - ii. The President of the Morgan County Commission, or designee, shall issue and sign a declaration of a Local State of Emergency upon the recommendation of the Morgan County OES Director, or designee, in consultation with the Sheriff of Morgan County, Fire, EMS, and other Morgan County essential services.
 - iii. The Morgan County EOC shall be activated at the direction of the Morgan County OES Director, or designee, when incident coordination is necessary, or resource needs are unmet by normal means of request. The Morgan County

EOC is under the direction of the Morgan County OES Director.

iv. The Morgan County EOC is governed by the Morgan County EOC Standard Operating Procedures included in the Appendix.

v. Level of Activation

The activation levels are based on the National Terrorism Advisory System (NTAS) and similar to the activation levels used by West Virginia Division of Emergency Management (WVEMD).

READINESS AND RESPONSE ACTIVATION LEVELS	
Normal Operations:	Reflects daily operations. MORGAN COUNTY OES staff is available either on- site or via telephone/email to receive information about emergencies or disasters that may arise. The Morgan County 911 center operates 24-hours a day and will contact MORGAN COUNTY OES staff as requested or needed.
Enhanced Watch:	Reflects those times when on-call MORGAN COUNTY OES personnel should be prepared to respond to the EOC due to a potential threat or hazard.
Partial Activation:	Appropriate at times when MORGAN COUNTY OES staff may be under time constraints. Situations may include monitoring a significant situation for changes or planned events involving a large attendance, or the need to issue multiple notifications or receive requests for information from the public.

Full Activation:	Reflects when the EOC or virtual EOC is activated and is staffed by MORGAN COUNTY OES personnel and activated ESF coordinators.
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Table 2

- d. Notification and response
- i. Morgan County OES (MCOES) and partner agencies and organizations have multiple methods to relay information concerning emergencies and emergency operations to the general public.
 - ii. The methods and systems used to relay information to the public are discussed in ESF #15: External Affairs.
 - iii. Upon receipt of notification of an imminent or actual emergency MCOES will notify the appropriate personnel and assess the situation to determine the scope of the emergency.
 - iv. MCOES should determine if the need to activate the EOC, either partial or full activation, is necessary, and if activated MCOES will notify personnel of activation and to respond to the physical EOC or login to the virtual EOC on the Homeland Security Information Network (HSIN).
 - v. MCOES, through an activated EOC, should maintain contact with the State EOC to provide situational updates, receive information provided by the state, and to request resources as needed.
- e. Morgan County OES will communicate information regarding actual or potential incidents of national significance to the WV Emergency Operations Center.

- f. Each local government, county agency, and department head has the responsibility to develop Operating Guidelines (OGs) and/or checklists detailing how their organization's assigned tasks will be performed to support the implementation of this plan. These guidelines must be written to coordinate efforts with the document and the Office of Emergency Services.
- g. Assistance will be requested by executing in-place mutual aid agreements with all county and municipal agencies and with WVEMD in accordance with WV Code §15-5-9. Other mutual aid agreements may be negotiated with additional agencies such as the American Red Cross (ARC), Salvation Army, and other volunteer groups. Pre-established mutual aid agreements will be maintained by the MCOES. Mutual Aid will be coordinated through the EOC and MCECC as necessary during large-scale operations.
- h. The Morgan County Chief Executive Official (CEO) – County Commission President – is ultimately responsible in an emergency or disaster situation and is authorized by Morgan County to declare a Proclamation of Emergency that provides the following powers:
 - i. Direct all public offices and employees to discharge assigned duties for the duration of the emergency.
 - ii. Exercise all necessary emergency authority for the protection of life, limb, and property of all persons in Morgan County.
 - iii. Restore local government with minimum interruption.
 - iv. Call upon citizens and direct them to comply with necessary emergency measures and to cooperate with properly identified officials.

- v. In keeping with the National Incident Management System (NIMS), this plan provides a consistent, broad approach for governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents. On-scene Incident Command (IC) or Unified Command (UC) will be conducted under the Incident Command System (ICS) to facilitate this approach. The ICS is explained in more detail in ESF #1 (Direction and Control).
- vi. Curtailment of non-essential functions and those functions that do not contribute directly to emergency operations may be suspended by the IC or CEO for the duration of the emergency and efforts that would normally be required of those functions will be redirected to accomplish the emergency tasks of other departments involved in emergency operations.
- i. The WVEMD suggests that all personnel playing a role in incident management and response be trained to various levels. The highest levels of local government should receive general training on the NIMS and the NRP. Personnel indirectly involved with the emergency response should be familiar with the NIMS (EMI IS-700) and personnel either directly or indirectly involved with field operations should be trained in ICS (EMI IS-100) and NIMS. Finally, all personnel with supervisory duties should be trained in ICS, NIMS, and the NRP (EMI IS-800). Various training is offered at the state and federal levels.
- j. Per NIMS, the emergency response network, to the extent possible, will utilize the latest science and technology available. Communications systems will continue to be current. Further, the Morgan County Information Technology Department will continue to

integrate planning efforts and other tools into the county's secure server for access by authorized emergency service providers.

B. Inter-Jurisdictional Relationships

- a. Should there be an occurrence that affects only one (1) jurisdiction within the county, emergency operations will take place under that jurisdiction's direction and control using a single Incident Commander. At the request of that jurisdiction, the county OES Director may provide assistance through resource augmentation of workforce, equipment, and materials.
- b. Should there be an occurrence that affects two (2) or more jurisdictions or response entity types (Fire, law, medical), it is recommended that a unified command be established under NIMS concepts.

C. Requests for State Assistance

- a. Before state assistance can be rendered, the Chief Executive Official (CEO) of the affected jurisdiction must assure the Governor that all local resources have been expended and that state assistance is mandatory to protect the life and property of citizens. If an event happens within the boundaries of a single jurisdiction within Morgan County, all county mutual aid and resource options should be exhausted prior to requesting state assistance.
- b. The Morgan County OES Director, or designee, shall request assistance from the State through the platform required by West Virginia Division of Emergency Management (WVEMD) Operations Division or by calling 304-558-5380.

- c. The assistance of federal agencies should be requested through the WVEMD. The Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the USDHS/Federal Emergency Management Agency (FEMA).
- d. When the State EOC is activated, the Morgan County Office of Emergency Services becomes the office of primary responsibility for the State Emergency Response Team.
- e. The Morgan County EOC will serve as the clearinghouse for response and recovery operations and for the deployment of resources within Morgan County.
- f. Planning for recovery will be implemented as the initial emergency response actions are being coordinated.
- g. During disasters for which a Presidential Declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments in accordance with the National Response Plan (NRP).

D. Emergency Authorities

West Virginia Statutes 15-5-8, 15-5-9 and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the county commission, with a number of powers to control emergency situations. If necessary, the following powers will be used during emergency situations.

- a. Emergency Declaration
- b. Disaster Declaration
- c. Authority for Evacuations.

E. Hazard Control and Assessment

When Officials are met with or discover various hazards that may affect the health and well-being of its citizens, they must follow a logical sequence as to how they will assess and control these hazards.

- a. Perceive the threat.
- b. Assess the hazard
- c. Select the control strategy
- d. Control the hazard
- e. Monitor the hazard

F. Protective Actions

- a. Analyze the hazard

All hazards must be analyzed to determine the effect they may have on the citizens of Morgan County. Hazards should be classified according to their direct impact on the life safety of the public and impact on their daily lives. Further consideration must be given to the stabilization of the emergency, protection of property, and the environmental impact of the hazard.

- b. Determine protective actions

- i. The following should be considered:

1. Shelter-in-place
2. Local Evacuation
3. Large-scale Evacuation

- c. Determine public warning needs

- i. Public warning should involve a clear message that indicates the event that is occurring or is imminent.
- ii. Information on evacuation, evacuation routes, and shelter locations should also be relayed.
- iii. Public warning differs from public information due to the urgent need of the message.

- iv. Public warning should be disseminated on media outlets and Morgan County's Mass Notification System.
- d. Determine protective action implementation plan
If protective actions are appropriate and realistic, these actions should be coordinated with on-scene Incident Commanders and the EOC.

G. Public Warning, Notification and Response

- a. Morgan County OES and partner agencies and organizations have multiple methods to relay information concerning emergencies and emergency operations to the general public.
- b. The methods and systems used to relay information to the public are discussed in ESF #15: External Affairs.
- c. Determine message content
- d. Select the appropriate public warning system
- e. Disseminate public warning

H. Protective Action Implementation

- a. Monitor progress of protective action implementation
- b. Control access and isolate danger area
- c. Provide evacuation support
- d. Provide decontamination support
- e. Provide Medical Treatment
- f. Support special populations
- g. Search and Rescue

I. Short-term Needs

- a. Shelter Operations
- b. Reunification
- c. Continued medical treatment
- d. Increased security

- e. Stabilize the affected area

J. Long-term Needs

- a. Re-entry
- b. Recovery

VI. Roles and Responsibilities

A. Primary Agencies

- a. Morgan County Commission
 - i. Appoint a Director to Morgan County Office of Emergency Management (MORGAN COUNTY OES) to coordinate emergency preparedness and management activities in Morgan County.
 - ii. Appropriate funds for emergency management, and ensure that personnel, equipment, and supplies are available for emergency operations.
 - iii. Declare local “states of emergency” as appropriate.
 - iv. Establish a local Emergency Operations Center (EOC) to facilitate support of emergency response operations.
 - v. Adopt and support the National Incident Management System (NIMS) as the preferred management construct for Morgan County.
 - vi. Approve and maintain Mutual Aid Agreements (MAAs) and Memorandums of Understanding (MOUs) entered into by county agencies.
- b. Morgan County Office of Emergency Services (MCOES)
 - i. Coordinates the preparation and maintenance of the county Emergency Operations Plan (EOP) and distributes it to stakeholders as appropriate.

- ii. As appropriate, activates the Morgan County Emergency Operations Center (EOC) and coordinates local operations based on guidance and direction of the Incident Command/Unified Command (IC/UC).
 - iii. Requests assistance and/or resources from the state EOC as appropriate and needed.
 - iv. Develop and coordinate an Emergency Public Information (EPI) program to provide timely and accurate information to the public during all phases of emergency management.
 - v. Coordinate exercises to test, evaluate, and update emergency plans.
 - vi. Coordinate training to ensure the preparedness of emergency services and Non-Governmental Organizations (NGOs) for disaster conditions.
 - vii. Develop and enter into Mutual Aid Agreements (MAAs) with other jurisdictions, agencies, organizations, and private businesses for reciprocal aid when an emergency exceeds the capabilities of the county's agencies.
- c. Municipal Governing Bodies
- i. Enter into, and maintain, an emergency management agreement with Morgan County.
 - ii. Enter into Mutual Aid Agreements (MAAs) with other jurisdictions, agencies, and organizations.
 - iii. Make resources available for disaster response as necessary.
- d. Emergency Response Agencies
- i. Develop and maintain plans and policies to complete tasks assigned in this Emergency Operations Plan (EOP).

- ii. Coordinate training opportunities for personnel to ensure National Incident Management System (NIMS) compliance.
- iii. Facilitate or participate in exercises testing abilities to implement the EOP.

B. Support Agencies

- a. West Virginia Division of Emergency Management (WVEMD)
 - i. Develops, tests, and maintains the *West Virginia Emergency Operations Plan*.
 - ii. Receives local resource requests.
 - iii. Coordinates state agency response to an incident.
 - iv. Activates and staffs the state Emergency Operations Center (EOC), if appropriate.
 - v. Requests and coordinates federal assistance to an emergency.
- b. United States Department of Homeland Security (US DHS)
 - i. As per Executive Order #12148, the Department of Homeland Security coordinates all federal disaster assistance, including military support provided to state and local governments.
 - ii. Coordinates Emergency Support Function (ESF) #5 (of the *National Response Framework*) operations with all other activated ESFs to ensure the federal response is integrated with state and local objectives.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

- a. Most departments/agencies of government have emergency functions in addition to their normal day-to-day duties; these emergency functions usually parallel or complement normal

functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

- b. The Morgan County Commission has the responsibility for the activation and implementation of this plan. During extreme situations, responsibility may fall to other individuals in the line of succession as written in the Morgan County Continuity of Operations Plan.
- c. During emergency operations, the OES Director, or designee, ensures that the Executive, Operations, and Support Groups are working in a concerted, supportive effort to overcome the effects of the disaster.
- d. Further detailed information may be found in Annex A – Direction and Control.

B. Organization

- a. Chief elected officials
 - i. Morgan County Commission President
 - ii. Morgan County Commission
 - 1. County Administrator
 - 2. Facilities Director
 - iii. Mayor – Town of Bath
 - iv. Mayor – Town of Paw Paw
- b. Emergency management agencies
 - i. Morgan County Office of Emergency Services Director
- c. Law enforcement agencies
 - i. Sheriff of Morgan County
 - ii. Town of Bath Police Chief
 - iii. Town of Paw Paw Police Chief
- d. Fire departments
 - i. Berkeley Springs Volunteer Fire Company Fire Chief
 - ii. Great Cacapon Volunteer Fire Company Fire Chief
 - iii. South Morgan Volunteer Fire Department Fire Chief

- iv. Paw Paw Volunteer Fire Department Fire Chief
- e. Emergency medical services agencies
 - i. Morgan County Rescue Chief Official
- f. Emergency communications centers
 - i. Morgan County Emergency Communications Center Director
- g. Health departments
 - i. Berkeley-Morgan Health Department Administrator
- h. Hospitals
 - i. War Memorial Hospital Administrator
- i. Public works agencies
 - i. WV Department of Highways County Supervisor
 - ii. Town of Bath Public Works Supervisor
 - iii. Warm Springs Public Service District Supervisor
- j. Departments of education
 - i. Morgan County School Superintendent
- k. Legal department
 - i. Morgan County Prosecuting Attorney
- l. Finance department
 - i. Morgan County Commission County Clerk
- m. Family Support and Social Services
 - i. WV DHHR
 - ii. American Red Cross
 - iii. Health Department
 - iv. Morgan County Senior Center
 - v. Morgan County OES

C. Assignment of Responsibilities

- a. Chief elected officials
 - i. Disaster Declarations
 - ii. Evacuation Orders
 - iii. Re-entry Decisions

- iv. Other protective measures as necessary
- b. Emergency management agencies
 - i. EOC staffing and functioning
 - ii. Communications
 - iii. Operations of the shelter system in conjunction with the American Red Cross
 - iv. Emergency Public Information
 - v. Alert and Warning systems
 - vi. Assistance from other jurisdictions
 - vii. State assistance
 - viii. Federal assistance
 - ix. Emergency control and use of resources
 - x. Damage assessment
- c. Law enforcement agencies
 - i. Maintaining law and order
 - ii. Controlling traffic
 - iii. Protecting vital infrastructure
 - iv. Controlling and limiting access to the scene of a disaster
 - v. Supplementing communications
 - vi. Assisting with evacuation efforts
 - vii. Search and rescue
- d. Fire departments
 - i. Providing fire protection and combatting fires
 - ii. Search and Rescue
 - iii. Decontamination
 - iv. Damage assessment
 - v. Determining if materials are hazardous
 - vi. Coordinating hazardous materials activities
- e. Emergency medical services agencies
 - i. Emergency medical transport
 - ii. Emergency medical treatment

- iii. Field triage of patients
- iv. Assisting with special needs evacuations
- f. Emergency Communications Centers
 - i. Notification of emergency services
 - ii. Notification of law enforcement
 - iii. Notification of mutual aid agencies
- g. Health departments
 - i. Emergency medical care information and coordination
 - ii. Emergency hospital treatment information and coordination
 - iii. Medical support to shelters
 - iv. Health advisories
 - v. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, and supplying and using medical and health items
 - vi. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing)
 - vii. Emergency interment coordination
 - viii. Insect and rodent control
 - ix. Pest control as required
 - x. Inoculation
 - xi. Sanitation
- h. Hospitals
 - i. Emergency medical care
 - ii. Limited on-site decontamination
 - iii. Hospital evacuation
 - iv. Traditional hospital services
- i. Public works agencies
 - i. Maintaining designated major streets and avenues, highways, and other designated routes of travel

- ii. Assisting with heavy rescue
- iii. Decontamination
- iv. Engineering services as required
- v. Transportation
- vi. Debris removal
- vii. Inspection of shelter sites for safe occupancy
- viii. Inspection of damaged buildings, public and private, for safe occupancy
- ix. Enforcement of building codes
- x. Maintenance of vehicles and other essential equipment of the various departments and agencies
- xi. Development of a plan of priorities to be used during the period of increased readiness that addresses the repair of vehicles and equipment
- xii. Maintenance of a reserve supply of fuel
- xiii. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits
- j. Departments of education
 - i. Providing the use of facilities for emergency public education
 - ii. Providing facilities for emergency housing of evacuees and relief forces
 - iii. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues
 - iv. Providing personnel for shelter managers and staff
 - v. Providing recreation plans for shelter occupants' use during shelter-stay period
 - vi. Coordinating transportation
- k. Legal department
 - i. Providing legal advice as needed
 - ii. Performing other necessary legal functions

- iii. Serving as liaison with other legal and judicial agencies and sections of the government
- I. Finance department
 - i. Maintaining economic stabilization as required
 - ii. Maintaining a list of suppliers, vendors, and items of critical emergency need through the appropriate legal methods
- m. Office of family support or social services
 - i. Supporting shelter managers
 - ii. Emergency welfare services
 - iii. Emergency lodging
 - iv. Emergency feeding
 - v. Emergency clothing
 - vi. Emergency registration and inquiry
 - vii. Coordinating services for the area's homeless population
 - viii. Coordinating religious services
 - ix. Coordinating private welfare groups
 - x. Identifying non-English-speaking persons and provisions for translation
 - xi. Identifying special needs population (by culture, language, or age-specific requirements).

D. Support Functions

- a. Support from the WV National Guard may be requested from WV EOC or through the designated electronic program. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command but will support and assist in response efforts.

- b. Support from other State government departments and agencies may be made available in accordance with the WV State EOP.
- c. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.
- d. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.
- e. Assistance from surrounding jurisdictions may be available through the execution of a memorandum of understanding (MOU) or MOA.

E. Continuity of Government

- a. Succession of Command
 - i. State Government Succession
 - 1. Governor
 - 2. Lieutenant Governor
 - 3. Secretary of State
 - 4. Attorney General
 - 5. Treasurer
 - 6. Presiding Officer of the State
 - 7. Presiding Officer of the House of Representatives
 - ii. Local Government Succession
 - 1. Morgan County Commission President
 - 2. Morgan County Commissioners according to their seniority
 - 3. Morgan County Sheriff
 - 4. Morgan County Clerk
 - 5. Morgan County Assessor
 - 6. Morgan County Prosecuting Attorney
 - 7. Morgan County Administrator
- b. Relocation of Government

- i. Each jurisdiction is responsible for designating facilities that will accommodate the relocation of government. Refer to local EOPs for individual jurisdiction.
 - ii. The government of Morgan County and its departments will relocate as directed in the Morgan County Continuity of Operations Plan.
- c. Preservation of Records
 - i. It is the responsibility of Department Directors and Elected Officials to maintain their documentation and ensure its safeguarding as directed in WV Code and by the WV Secretary of State.
 - ii. Records and documentation will be preserved, safeguarded, and transported as directed by the Morgan County Continuity of Operation Plan.

VIII. Direction, Control, and Coordination

A. Authority to Initiate Actions

- a. The Morgan County Commission President, or designee, has the authority to fully activate the Morgan County Emergency Operations Plan.
- b. Consideration to activate this EOP will be done under advisement of the Morgan County Commission, Sheriff of Morgan County, Morgan County OES Director, and Senior elected officials representing the Town of Bath and the Town of Paw Paw.

B. Command Responsibility for Specific Actions

- a. Executive Group
 - i. Staffing
 - 1. Morgan County Commission
 - 2. County Administrator
 - 3. Mayor – Town of Bath
 - 4. Mayor – Town of Paw Paw
 - 5. Prosecuting Attorney
 - 6. Designated Public Information Officer
 - ii. Responsibilities
 - 1. Overall responsibility of the emergency event
 - 2. Provide policy direction related to the event
 - 3. Provide oversight of all matters related to the event and to maintain a comprehensive strategy that incorporates the safety and well-being of all the citizens of Morgan County.
 - iii. Location

The Executive Group will report to the Morgan County Commission Chambers when able to do so. If an individual does not report, it is the responsibility of the Morgan County

Commission President to attempt to make contact to ensure all needs are addressed.

b. Emergency Operations Center (EOC)

i. Staffing

1. OES Director, or designee
2. Morgan County Sheriff, or designee
3. Operations Chief – Senior Fire or EMS Official
4. Logistics Chief – Designated by EOC Manager
5. Planning Chief – Designated by EOC Manager
6. Finance Chief – Designated by EOC Manager
7. Scribe – Designated by EOC Manager
8. Public Information Officer – Designated by EOC Manager
9. Representatives from Essential Support Functions (ESFs)

The following represents a list of agencies that may be represented in the EOC according to the situation occurring. Each agency representative may participate in one of the above-listed roles while simultaneously representing their own agency's needs.

a. ESF #1 – Transportation

- i. WV Department of Highways
- ii. Morgan County Sheriff's Department
- iii. WV State Police
- iv. Morgan County Board of Education
- v. Morgan County Senior Life Services

b. ESF #2 – Communications

- i. Morgan County Emergency Communications Center
 - ii. Frontier Communications
 - iii. Comcast
 - iv. Morgan County Emergency Communications Network
- c. ESF #3 – Public Works and Engineering
 - i. WV Department of Highways
 - ii. Town of Bath Public Works
 - iii. Town of Paw Paw Public Works
 - iv. Morgan County Facilities
 - v. Morgan County Public Service Board
 - vi. Morgan County Planning
- d. ESF #4 – Firefighting
 - i. Berkeley Springs VFC
 - ii. Great Cacapon VFC
 - iii. South Morgan VFD
 - iv. Paw Paw VFD
- e. ESF #5 – Emergency Management
 - i. Morgan County OES Director, or designee
 - ii. WVEMD Region 3
 - iii. WV National Guard
- f. ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
 - i. American Red Cross
 - ii. Berkeley-Morgan Health Department

- iii. WV DHHR
 - iv. Morgan County Senior Services
 - v. Morgan County Animal Control
 - vi. Other Volunteer Organizations
- g. ESF #7 – Resource Support
- i. WV National Guard
 - ii. Morgan County Facilities
- h. ESF #8 – Public Health and Medical Services
- i. Morgan County Rescue
 - ii. Berkeley-Morgan Health Department
 - iii. War Memorial Hospital
 - iv. Valley Health
 - v. WV Medical Examiner
- i. ESF #9 – Search and Rescue
- i. Local Fire Departments
 - ii. Law Enforcement
 - iii. Mutual Aid Agencies
- j. ESF #10 – Oil and Hazardous Materials Response
- i. Local Fire Departments
 - ii. Morgan County OES
 - iii. WV DEP
 - iv. EPA
- k. ESF #11 – Agriculture and Natural Resources
- i. WV Department of Agriculture
 - ii. WVDNR

- iii. WV DEP
- iv. WVU Farm Extension
- v. Volunteer Agencies

I. ESF #12 – Energy

- i. Potomac Edison
- ii. Mountaineer Gas

m. ESF #13 – Public Safety and Security

- i. Morgan County Sheriff's Department
- ii. Town of Bath Police Department
- iii. Town of Paw Paw Police Department
- iv. WV DNR

n. ESF #14 – Long-term Community Recovery

- i. Morgan County Planning
- ii. Morgan County Commission
- iii. Morgan County Chamber of Commerce
- iv. FEMA

o. ESF #15 – External Communications

- i. Morgan County Commission
- ii. Morgan County OES
- iii. Media Affiliates

c. On-Scene Incident Command

Every incident shall have an incident commander as described in NIMS concepts. This may be through the use of a single incident commander, unified command, or area command. Communication to the EOC shall be accomplished by the designated Incident Commander for a particular scene/area.

- i. Command Staff
 - 1. Incident Commander
 - 2. Safety Officer
 - 3. Liaison Officer
 - 4. Public Information Officer
- ii. General Staff
 - 1. Operations
 - 2. Logistics
 - 3. Planning
 - 4. Finance
 - 5. Investigation

IX. Information Collection and Dissemination

- A. Disaster information will be managed by the Morgan County EOC and coordinated through agency representatives located in the EOC, in person or virtually. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. Representatives in the EOC shall use the appropriate forms and procedures to manage the information, messages, and actions taken within the EOC.
- C. Morgan County EOC Forms (Appendix D)
 - a. Message Log
 - b. General Message From

X. Administration, Finance, and Logistics

A. General Policies

a. Appointment of Officials

The following officials are appointed by the Morgan County Commission and serve within the authorities set forth by that appointment:

- i. Director, Office of Emergency Services
- ii. Director, MCECC
- iii. Deputy Director, MCECC
- iv. Director, Morgan County IT
- v. Director, Morgan County Planning
- vi. Director, Morgan County Animal Control
- vii. Morgan County Administrator
- viii. Director, Morgan County Facilities

b. Funding and Accounting

- i. All Morgan County Employees are responsible for maintaining a record of all purchases made related to an emergency event.
- ii. Expenses above normal limits shall be approved by the Morgan County Commission. In most cases the limit is \$5,000.
- iii. All Morgan County Department Directors are required to keep an accurate accounting of their respective employees' hours worked during an emergency event.
- iv. It is the responsibility of the Morgan County Commission to collect and compile financial and administrative records for the purpose of reimbursement of services provided.

c. Records and Reports

- i. It is the responsibility of the OES Director to gather and compile all documentation related to an emergency and

forward that documentation to WVEMD or FEMA representative when requested.

- ii. It is the responsibility of the Chief Executive of Morgan County to verify documentation, financial records, and forms associated with requests for State or Federal reimbursement or aid.
- iii. All departments and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents that may assist with estimating the actual costs of a major emergency incident.

d. Emergency/ Disaster Costs

- i. For a major emergency event, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations to include:
 - ii. Personnel costs, including overtime costs.
 - iii. Equipment operations cost.
 - iv. Costs for leased or purchased equipment.
 - v. Costs of contracted services to support emergency operations.
 - vi. Costs for specialized supplies expended for emergency operations.
- vii. The use of an ICS-214 form is recommended.

e. Activity Logs

- i. Incident Command Posts and the EOC shall maintain accurate logs recording key response activities, including:
 - ii. Activation and deactivation of emergency facilities.
 - iii. Emergency notifications and/or requests made to BCEOC.
 - iv. Significant changes in the emergency situation.
 - v. Major commitment of resources.

- vi. Issuance of protective action recommendations made to the public.
- vii. Evacuations.
- viii. Casualties/ Fatalities.
- ix. Containment or Termination of the Incident.

B. Agreements and Understandings

- a. General Elements of a MOU/MOA
 - i. Emergency use of resources and capabilities of organizations that are not part of a government structure will be pre-arranged through agreements to the maximum extent feasible. Duly authorized officials will enter into agreements, which will be formalized in writing whenever possible.
 - ii. Agreements between elements of the same government will be included in their respective plans. Details of such agreements, which are inappropriate for inclusion in these plans, will be set forth in an SOP (Standard Operating Procedures), instructions, or other directives of the units of government concerned.
 - iii. Unless otherwise provided, agreements remain in effect until rescinded or modified. Annual or other periodic updates will prevent them from becoming outdated.
 - iv. A clear statement of agreement regarding payment reimbursement for personal services rendered, equipment costs, and expenditures of material is mandatory.
- b. Agreements may be entered into by the Morgan County Commission with any governmental, business, or other private organization who may provide assistance or resources during an emergency which Morgan County is unable to render.

c. Understandings

MOUs with adjoining counties or local governments recognize that certain situations require effective coordination and cooperation between jurisdictions to achieve effective response and provide for the general safety and health of residents. These documents formalize and focus attention on commitments and help avoid misunderstandings.

C. Assistance Stipulations

Local policies that have been established regarding the use of volunteers or accepting donated goods and services should be summarized.

- a. Administration of insurance claims
- b. Consumer protection
- c. Duplication of benefits
- d. Nondiscrimination
- e. Relief assistance
- f. Preservation of environment and historic properties

D. Additional Policies

- a. When the resources of Morgan County are exhausted or when a needed capability does not exist with Morgan County, the EOC, in consultation with the Executive Group, may request the needed resource from the State of WV.
- b. The Incident Commander shall submit periodic situation reports to the appropriate authority during a major disaster using standard ICS formats.
- c. After-Action Critique
 - i) Following a major emergency response, the MORGAN COUNTY OES Director should schedule a critique of the emergency response actions. The MORGAN COUNTY OES Director is also

responsible for ensuring that the initiatives discussed during a critique session are implemented.

- ii) During the critique, participants should review the effectiveness of actions taken, resource shortcomings, etc. The purpose of the meeting would be to highlight strengths and weaknesses and identify measures that can improve preparedness and operational readiness.
- d. MORGAN COUNTY OES should facilitate revisions to the appropriate sections of this plan, if necessary.
- e. All legal issues regarding emergency preparedness, response, and recovery are addressed by the county's legal counsel.

E. Finance

- a. Required reports should be submitted to the appropriate authorities in accordance with individual annexes and Emergency Support Functions (ESFs).
- b. Each participating department/agency should submit records of expenditures and obligations in emergency operations (including personnel overtime, equipment used, contracts initiated, etc.) to MORGAN COUNTY OES then County Commission within 10 days after the termination of emergency response activities. Emphasis should be placed on meeting applicable audit requirements.
*NOTE: These records should be maintained by the appropriate local government, department, agency, etc. in accordance with their own standard bookkeeping practices; the county would not accept the responsibility of completing paperwork on behalf of another government, department, or agency.
- c. **Resource Procurement Actions before a Declaration of Local "State of Emergency"**: Every effort should be made to meet requirements with local government resources. County/municipal officials should be contacted without regard to normal business

hours to assist in obtaining those necessary items that are not readily available in the stocks of committed local governments. Unless specifically authorized by the appropriate municipal/county official, normal procurement guidelines should prevail.

- d. Various programs, such as the Federal Emergency Management Agency's (FEMAs) Public Assistance and Individual Assistance programs, loans/grants through the Small Business Administration (SBA), etc. may be available to recover disaster-related costs.
- e. Personal goods (i.e., food, clothing, household items, etc.) which are donated by individuals and/or organizations will be inventoried, sorted, and stored under the direction of the Resources Manager. Donations of funds, supplies, or services are deductible items for tax purposes; therefore, it is necessary to provide receipts to the donors. Receipt of donations of any nature will be recorded with a reasonable value assigned. Signed receipts will be issued as soon as possible.

F. Logistics

- a. In the event that the county's resources prove to be inadequate during a response, requests can be made for assistance from other jurisdictions, higher levels of government, and other agencies. See Emergency Support Function (ESF) #7: Logistics of this plan.
- b. Resource requests should be in accordance with existing Mutual Aid Agreements (MAAs).
- c. Requests to higher levels of government should include National Incident Management System (NIMS) resource types and categories (see ESF #7).
- d. Guidelines have been identified to ensure that authorized personnel are in- place at all times to approve emergency resource procurement and expenses.

G. State and Federal Involvement

a. State

- i. For emergency situations that exceed the combined capabilities of all local emergency response organizations, the State of West Virginia, through the West Virginia Division of Emergency Management (WVEMD), can provide direct services and assistance to the affected county and can act as a channel of obtaining and providing additional resources from outside the state and from the federal government.
- ii. When the WVEMD provides emergency assistance, which may include on-site representation, the overall command and control authority remains with the local jurisdiction, unless local control is otherwise relinquished or if state or federal law requires the transfer of authority to a specified state or federal agency.
- iii. The *West Virginia Emergency Operations Plan* calls for all state departments and agencies with emergency responsibilities to provide direct assistance to local jurisdictions where possible and to participate in local emergency operations activities (WVEMD, 2018).
- iv. The *West Virginia Emergency Operations Plan* expects local jurisdictions to have fully committed and depleted all locally available resources before requesting assistance from a higher level of government (WVEMD, 2018).

b. Federal

- i. Requests for federal assistance should come from the state Emergency Operations Center (EOC).
- ii. Federal to local coordination is most likely to be through state representatives.
- iii. During incidents for which a federal response may be necessary, the Secretary of Homeland Security, in

coordination with other federal departments and agencies, initiates actions to prevent, prepare for, respond to, and recover from the incident. These actions are taken in conjunction with state and local authorities and may occur regardless of whether federal assistance is requested.

- iv. Federal representatives should coordinate with state and local jurisdictions to establish a *joint field office* if federal assistance has been requested or deployed.
- v. Local and state representatives may be invited to participate in the joint field office to manage the integration of on-going local and state incident management objectives/operations into the federal response.
- vi. Overall federal support to the incident command structure on-scene is coordinated through the joint field office.

XI. Plan Development and Maintenance

A. Development

- a. The OES Director is responsible for the coordination of emergency planning.
- b. Department directors and supporting agencies are responsible for understanding and preparing their roles associated with this plan.

B. Maintenance

- a. The OES Director will maintain, distribute, and update the EOP.
- b. Responsible officials in State or Local agencies should recommend changes and provide updated information periodically.
- c. All revision will be distributed to those listed on the distribution list.
- d. Supporting agencies are responsible for maintaining internal emergency plans, SOP's, and resource data to ensure prompt and effective response to and recovery from emergency events.

C. Review

- a. This plan will be reviewed annually by the Morgan County LEPC (LOCAL EMERGENCY PLANNING COMMITTEE) and the Morgan County Office of Emergency Services. Every three years the OES Director shall make a report to the Morgan County Commission updating the status of the Basic Plan.

D. Post-incident and exercise review

- a. The OES Director is responsible for the conduction of a post-incident analysis (PIA) following the conclusion of a significant emergency event, disaster drill or training exercise.
- b. The PIA will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, an individual,

- department, or agency will be assigned the responsibility for correcting the deficiency and a due date shall be established for
- c. that correction. This input should be organized and placed in a Performance Improvement Plan.
 - d. The Performance Improvement Plan shall be disseminated to all agencies affected. This plan should identify the strengths, deficiencies, actions taken to correct the deficiencies, and parties/departments involved.

E. Update

a. Changes

Changes should be made to plans and appendices when the documents are no longer current. Changes in planning documents may be needed:

- i. When hazard consequences or risk areas change
- ii. When the concept of operations for emergencies changes
- iii. When departments, agencies, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents
- iv. When warning and communications systems change
- v. When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available
- vi. When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents
- vii. When State/territorial or Federal planning standards for the documents are revised

b. Methods of updating planning documents

i. Plan Revision

A revision is a complete rewrite of an existing EOP or appendix that essentially results in a new document. Revision is advisable when numerous pages of the document have to be updated, when major portions of the existing document must be deleted or substantial text added, or when the existing document was prepared using a word processing program that is obsolete or no longer available. Revised documents should be given a new date and require new signatures by officials.

ii. Formal Plan Change

A formal change to a planning document involves updating portions of the document by making specific changes to a limited number of pages. Changes are typically numbered to identify them and are issued to holders of the document with a cover memorandum that has replacement pages attached. The cover memorandum indicates which pages are to be removed and which replacement pages are to be inserted in the document to update it. The person receiving the change is expected to make the required page changes to the document and then annotate the record of changes at the front of the document to indicate that the change has been incorporated into the document. A change to a document does not alter the original document date; new signatures on the document need not be obtained.

F. Distribution of Planning Documentation

- a. The Basic Plan shall be distributed to the following necessary organizations and officials.
 - i. Morgan County Commission
 - ii. Morgan County Office of Emergency Services
 - iii. Morgan County Emergency Communication Center

- iv. Sheriff of Morgan County
 - v. Morgan County LEPC
 - vi. WV DOH – Berkeley Springs
 - vii. WVEMD
 - viii. Local Fire Department Chiefs
 - ix. Local EMS Chief
 - x. Warm Springs Public Service District
 - xi. Morgan County Schools
 - xii. American Red Cross – Local Representative
 - xiii. Berkeley County Emergency Management
 - xiv. Other entities as designated by the Office of Emergency Services
- b. Members of the general public may view the Hazardous Materials Annex during the Annual Audit Meeting of the Morgan County LEPC.

XI. Authorities and References

A. Authorities

a. Federal

- *The Homeland Security Act of 2002*, Public Law 107-296, 6 USC 101 et. seq., November 25, 2003.
- *The Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, 42 USC Section 5121, et. seq.
- *The Public Health Security and Bioterrorism Preparedness and Response Act of 2002*, Public Law 107-188, 42 USC 247d.
- National Plan for Telecommunications Support in Non-Wartime Emergencies.

- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CFR Part 13.
- *The Price-Anderson Amendments Act*, Public Law 100-408, 102 Stat. 1066, 1988.
- *The Comprehensive Environmental Response, Compensation, and Liabilities Act (CERCLA)*, as amended by *The Superfund Amendments and Reauthorization Act of 1986*, 42 USC 9601, et. seq., and *The Federal Water Pollution Control Act (Clean Water Act)*, as amended, 33 USC 1251, et. seq.
- *The National Emergencies Act*, 50 USC §1601-1651, as amended.
- *Emergencies Involving Chemical or Biological Weapons*, 10 USC § 382, as amended.
- *Emergencies Involving Nuclear Materials*, 18 USC 831(e), as amended.
- *The Occupational Safety and Health Act*, 29 USC §651-658, as amended.
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- Homeland Security Presidential Directive – 4: National Strategy to Combat Weapons of Mass Destruction.
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents.
- Homeland Security Presidential Directive – 6: Integration and Use of Screening Information.
- Homeland Security Presidential Directive – 7: Critical Infrastructure Identification, Prioritization, and Protection.
- Homeland Security Presidential Directive – 9: Defense of United States Agriculture and Food.
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- Homeland Security Presidential Directive – 11: Comprehensive Terrorist- Related Screening Procedures.
- Homeland Security Presidential Directive – 12: Policy for a Common Identification Standard for Federal Employees and Contractors.
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EMERGENCY PROCLAMATION

Morgan County, West Virginia _____, 20__

WHEREAS, Morgan County, West Virginia has been, or is immediately threatened by a natural / technological / human-caused hazard, and;

WHEREAS, a state of emergency has been declared by the Morgan County Commission and/or the Governor of the State of West Virginia and/or President of the United States;

NOW, THEREFORE, we, the Morgan County Commission, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the West Virginia Code which are applicable to the conditions and have caused the issuance of this proclamation, be in full force and effect in the county for the exercise of a necessary emergency authority for protection of the lives and property of the people of Morgan County and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances, and resolutions, and particularly to Chapter 15, Article 5, Section 6 of the West Virginia Code (WVC).

All public offices and employees of Morgan County are hereby directed to exercise the utmost diligence in the discharge of duties required by them for the duration of the emergency and in execution of emergency laws, regulations, and directives. All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operational plans, and to obey and comply with the lawful direction of properly identified officers. All operating forces will direct their communications and requests for assistance and operations directly to the Emergency Operations Center (EOC).

Morgan County Emergency Operations Plan
Basic Plan

In witness, we have hereunto set our hands this ____ day of _____,
20__ A.D.

Commission President	Commissioner
Commissioner	MCOES Director

DEFINITION OF TERMS AND ACRONYMS

I. DEFINITION OF TERMS

A

Air Burst: The explosion of a nuclear weapon at such a height that the expanding fireball does not touch the earth's surface resulting in little or no fallout.

Allocation (General) (Community Shelter Planning): The process of allocating areas of population to areas of shelter concentration.

Allocation (Specific) (Community Shelter Planning): The process of allocating geographically defined areas of population to a specific shelter facility or group of shelter facilities.

American Red Cross (ARC): A quasi-governmental agency for relief of suffering and welfare activities during war and disaster. The ARC operates under Congressional charter and is supported by the people. Internationally, it operates in accordance with the Treaty of Geneva.

Annex: As used in this plan, an element that is devoted to one function of emergency operations and describes the county's approach to operating in that activity in response to emergencies.

Appendix: Attachment to an annex providing technical information, details, methods, and/or hazard specific procedures to that annex.

Area Command: Established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a large incident that involves multiple ICS organizations.

Attack Warning: A civil defense warning that an actual attack against this country has been detected.

B

Biological Agents: The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Blast Wave: A sharply defined wave of increased pressure rapidly propagated through a surrounding medium from a center of detonation or similar disturbance.

Branches: Are established when the number of divisions of groups exceed the recommended span of control of one (1) supervisor to three (3) to seven (7) subordinates.

C

Census Tract: A nonpolitical, geographical subdivision of no standard size, but within a city, town, county, or other political jurisdiction; it is used by the U.S. Bureau of Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics. Usually, a tract corresponds to Standard Location Area.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by an incident commander.

Chemical Agents: The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Code of Federal Regulations: Title 44, refers to Emergency Management and Assistance.

Congregate Care Facilities: Public or private buildings in host areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as “fallout shelter”.

Credible Threat: A threat that passes an FBI interagency assessment for authenticity. This term is usually used within the context of a terrorist incident.

D

Damage Assessment: The appraisal or determination of the actual effects resulting from any hazard affecting Morgan County.

Damage Classification: For the purpose of reporting damage assessments, damage to structures or objects has been divided into three (3) categories: *Severe Damage* or a degree of damage that precludes further use of the structure or object for its intended purposes without essentially complete reconstruction; *Moderate Damage* or a degree of damage to principal members that precludes effective use of the structure or object for the intended purpose unless major repairs are made; *Light Damage* or a degree of damage to buildings resulting in broken windows,

slight damage to roofing and siding, blown-down light interior partitions, and slight cracking of curtain walls.

Decontamination: The reduction or removal of contamination from a structure, object, or person.

Department of Homeland Security (DHS) – Is a government agency that provides investigation services for and protection services against threats to the United States of America.

Disaster/Emergency: An event that causes or threatens to cause loss of life, human suffering, property damage, and economic and social disruption.

Disaster Assistance Center (DAC): A local center established following a major disaster, staffed by various state and federal agencies to provide assistance to individuals.

Division: Established when the number of resources exceeds the manageable span of control of the IC and the Section Chief.

Dose: A quantity (total or accumulated) of ionizing (or nuclear) radiation experienced by a person or animal.

Dose Rate: As a general rule, the amount of ionizing (or nuclear) radiation to which an individual would be exposed, or which he/she would receive per unit of time.

Dosimeter: An instrument for measuring and registering total accumulated exposure to ionizing radiation.

Dosimeter Charger: An instrument used to reset a dosimeter to a beginning or zero reading.

E

Electromagnetic Pulse (EMP): Energy radiated by nuclear detonation that may affect or damage electronic components and equipment.

Emergency: An occurrence or threat of occurrence which can impair public health and/or safety, or result in injury, damage or loss of life which calls for immediate action. An emergency may be minor or of such magnitude as to constitute a disaster.

Emergency Alert System (EAS): Consists of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency, as provided by the Emergency Alert System Plan.

Emergency Management Assistance: Federal matching funds to state and local agencies for personnel and administrative expenses.

Emergency Operations Center (EOC): The site from which government officials exercise direction and control during emergencies.

Emergency Operations Plan (EOP): A brief, clear and concise description of action to be taken or instructions to all individuals and local government services concerned, stating what will be done in an anticipated emergency. The plan will state the method for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives, and capabilities.

Evacuee: The individual who is moved to a less hazardous area. Also, may be referred to as a relocatee.

Executive Order (EO): A rule or order having the force of law issued by an executive authority of government.

F

Fallout: Particles of radioactive dust that descend to earth following ground-level detonation of a nuclear warhead.

Federal Emergency Management Agency (FEMA): The central point of contact within the federal government for a wide range of emergency management activities in both peace and war times. FEMA is a component of the Department of Homeland Security.

Functional Area Annex Coordinator: Person with overall responsibility for coordinating actions within a particular area, i.e., the County Sheriff is the Law Enforcement Coordinator.

Functions of Emergency Management: Direction and Control, Communications, Warning, Emergency Public Information, Evacuation, Reception and Care, Shelter, Health and Medical, Law Enforcement, Public Works, Fire and Rescue, Radiological Protection, Human Services, Resource Management, Damage Assessment.

G

Greenwich Mean Time (GMT) or (Z): The standard reference time used throughout the world based on the time at the Royal Observatory in Greenwich, England. using the 24- hour system to convert to Greenwich Time:

Add 5 hours to Eastern Standard Time (EST) Add 6 hours to Central Standard Time (CST) Add 7 hours to Mountain Standard Time (MST) Add 8 hours to Pacific Standard Time (PST) Also called “ZULU” Time for Zero Meridian

Grant-in-Lieu: In a major disaster, the scope of work may include improvements.

H

Hazard: A potential event or situation that presents a threat to life and property.

Hazardous Material (Hazmat): Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous materials are classified in this plan as chemical, biological, radiological, or explosive.

Chemical: Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, or mineral fibers (asbestos).

Biological: Microorganisms or associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.

Radiological: Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

Explosive: Material capable of releasing energy with blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity to the blast.

High Altitude Burst: A detonation at an altitude over 100,000 feet. Above this level, the distribution of the energy from the explosion between blast and thermal radiation changes appreciably with increasing altitude due to changes in the fireball phenomena.

Host Area: A specified area designated for reception and care of risk area evacuees.

I

Incident: An event or occurrence with potential threat to the health and safety of residents in the vicinity; may also result in physical damage to properties and facilities.

Incident Action Plan (IAP): Provides a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

Incident Command System (ICS): A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure

Ion: An atom which bears an electrical charge, either positive or negative.

Ionization: The process by which ions are produced.

Isotope: Atoms that have the same atomic number of protons, but different atomic mass or mass number. The isotopes of a particular element have almost identical properties.

J

Joint Information Center (JIC): A physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information dissemination, crisis communications, and public affairs functions.

Joint Information System (JIS): Provides an organized, integrated and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public during a crisis.

K

Key Worker: An individual whose skills or services are required to continue operations of vital facilities and activities that will provide goods and services to the relocated population and host area residents or insure continuance of the jurisdiction's production capabilities and preservation of the economic system.

L

Liaison Officer (LNO): The point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities at the incident site. Serves as a member of the command staff.

Local Warning Point: A facility in a city, town or community that receives warnings and activates the public warning system in its area of responsibility.

M

Major Disaster: Public Law 93-288 provides that any flood, drought, fire, hurricane, earthquake, storm, or other catastrophe in any part of the United States which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the federal government to supplement

the efforts and available resources of state and local governments in alleviating the damage, hardship or suffering caused thereby.

Megaton Energy (MT): The energy of a nuclear (or atomic) explosion which is equivalent to 1,000,000 tons (or 1,000 kilotons) of TNT.

Mitigation: Any action taken which eliminates or reduces the probability of a disaster occurring.

Multi-Agency Coordination System: A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. An Emergency Operations Center is an example.

Mutual Aid Agreements: Written or unwritten understandings among jurisdictions that cover methods and types of assistance available during all phases of an emergency.

N

National Response Plan (NRP): A federal plan designed to develop a unified approach to domestic incident management across the nation; formally the Federal Response Plan (FRP).

National Warning Center: The facility staffed by Attack Warning Officers situated within the combat operations center at NORAD Headquarters. Controls NAWAS when the Regional Warning Circuits are tied together.

National Warning System (NAWAS): Used for the dissemination of warning and other emergency information from the warning centers or regions to warning points in each state.

Nuclear Radiation: Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important nuclear radiation, from the weapons standpoint, are alpha and beta particles, gamma rays, and neutrons.

Nuclear Weapon (or Bomb): A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both. Thus, the A- (or atomic) bomb and the H- (or hydrogen) bomb are both nuclear weapons.

O

On-Site Assistance: A community readiness survey process, involving federal, state and local personnel, to determine the current operational readiness of a particular local jurisdiction to identify deficiencies and to develop a course of future actions that will maximize capabilities to conduct coordinated operations in extraordinary operations.

Operating Guidelines (OG): Checklists or guidance developed by each specific responding organization that detail responsible individuals by name and phone number and delineate in detail specific organizational emergency activities.

Operations Planning: The process of determining the need for application of resources and determining the methods of obtaining and committing these resources to the operations plan.

P

Peak Population: The maximum population occupying an area at any given time on a normal weekday. The peak population of a city or other area that includes more than one area is a summation of the peak populations for each of the areas.

Daytime Peak - The maximum population occurring during the daylight hours (8 am to 6 pm).

Nighttime Peak - The maximum population occurring during the nighttime hours (6pm to 8am).

Political Subdivisions: Local governments, including cities, towns, incorporated communities, counties, parishes, and townships.

Population Protection Planning (PPP): A program that provides for the development, exercising, and maintenance of a single, generic plan that contains annexes which assign tasks and detail procedures for coping with the effects of natural disasters, technological hazards, and nuclear attack.

Preparedness: Action taken to develop the response capabilities needed in an emergency.

Presidential Declared Emergency: To avert or lessen the threat of major disaster.

Presidential Declared Major Disaster: Triggers Disaster Relief Act for state and local assistance.

Protection Factor (PF): A number used to express the relation between the amount of fallout gamma radiation that would be received by a person in a completely unprotected location and the amount that would be received by a person in a protected location.

R

Radiation: The emission and propagation of energy through space or through a material medium in the form of waves: electromagnetic and sound or elastic waves and corpuscular emissions.

Radiation Exposure Record: The card issued to individuals for recording their personal radiation exposure dose.

Radioactivity: The liberation of energy by spontaneous disintegration of nuclei.

Radio Amateur Civil Emergency Services (RACES): An emergency service designated to make efficient use of the vast reservoir of skilled radio amateurs throughout the nation in accordance with approved Emergency Operations Plans. Many of the states and local governments have federally approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency, or emergency conditions.

Radiological Monitor (RM): An individual trained to measure, record, and report radiation dose and dose rates; provide limited field guidance on radiation hazards associated with operations to which he/she is assigned; and performs operator's maintenance of radiological instruments.

Radiological Monitoring: The procedure or operation of locating and measuring radioactive contamination by means of survey instruments which can detect and measure (as dose rates) ionizing radiation. The individual performing the operation is called a monitor.

Recovery: Actions taken to activate the actual provision of emergency services during a crisis.

Resource Tracking: A standardized, integrated process conducted throughout the life cycle of an incident by all agencies at all levels of government.

Risk Area: Areas considered relatively more likely to experience direct hazard effects.

S

Secondary Effects: Emergencies that may develop as a reaction to an initiating emergency. For example, a dam may break as the result of an earthquake.

Shelter, Expedient: A group fallout shelter constructed on a crash basis in a period of crisis.

Shelter, Fallout: A habitable structure of space used to protect its occupants from fallout radiation.

Shelter, improvised: Any shelter constructed in an emergency or crisis period by individuals or single families, usually in or near their homes.

Span of Control: The span of control of any individual with incident management supervisory responsibility should range from three (3) to seven (7) subordinates.

Staging Area: A location where equipment/personnel are maintained temporarily for emergency response.

Strike Teams: A set number of resources of the same kind and type that have an established minimum number of personnel.

Surface Burst: The explosion of a nuclear weapon at the surface of the land or water or at a height above the surface less than the radius of the fireball at maximum luminosity (in the second thermal pulse). An explosion in which the weapon is detonated actually on the surface is called a contact surface burst, or true surface burst resulting in fallout.

I

Tabs: Maps, charts, checklists, resources, inventories, sample forms, or diagrams all used to support the basic plan, annexes and appendices.

Task Force: Any combination of resources assembled in support of a specific mission or operational need.

Terrorism: The FBI defines terrorism as “the unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Traffic Control Point (TCP): Place along evacuation routes that are named by law enforcement personnel to direct and control movement to and from the area being evacuated.

U

Unified Command (UC): An element in multi-jurisdictional or multi-agency domestic incident management, providing guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

Upgrading: Any action that results in physical improvement of existing shelter spaces.

W

Warning: The alerting of emergency management/response officials and the public to the threat of extraordinary danger and the related effects of both natural and man-made disorders.

Warning Point: A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with state and local Emergency Operations Plans.

Weapon of Mass Destruction (WMD): Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in Section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above,

(2) poison gas, (3) any weapon involving a disease organism, or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Worker-Critical: An individual whose skills or services are required to continue operations of vital facilities and activities that will provide goods and services to the relocated population and host area residents or insure continuance of the jurisdiction's production capabilities and preservation of the economic system.

Y

Yield: The total effective energy released in a nuclear explosion. It is usually expressed in terms of the equivalent tonnage of TNT required to produce the same energy release in an explosion. The total energy yield is manifested as nuclear

radiation, thermal radiation, and shock (and blast) energy, the actual distribution being dependent upon the type of weapon and the time after detonation.

II. LIST OF ACRONYMS

ARC – American Red Cross
ARES – Amateur Radio Emergency Services
ASC – Administrative Support Coordinator
BOE – Board of Education
CAP – Civil Air Patrol
CEB – County Emergency Board
CEO – Chief Executive Official
CHEMTREC – Chemical Transportation Emergency Center
CMTF – Crisis Management Task Force
CO – Communications Officer
CST – Central Standard Time
CTO – Communications Task Force
DAC – Damage Assessment Center
DAS – Damage Assessment Section
DFO – Disaster Field Office
DHHR – Department of Health and Human Resources
DMAT – Disaster Medical Assistance Team
DNR – Department of Natural Resources, West Virginia
DOC – Department Operations Center
DOE – Department of Energy
EAS – Emergency Alert System
EMAC – Emergency Management Assistance Compact
EMP – Electromagnetic Pulse
EPM – Emergency Program Manager
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
EPI – Emergency Public Information
EST – Eastern Standard Time
FBI – Federal Bureau of Investigation
FBI OSC – Federal Bureau of Investigation ON-Scene Commander
FEMA – Federal Emergency Management Agency
FOG – Field Operations Guide
FSA – Farm Service Agency
FSC – Fire Service Coordinator
HAZMAT – Hazardous Materials
HSPD – Homeland Security Presidential Directive
IAP – Incident Action Plan

IC – Incident Commander
ICP – Incident Command Post
ICS – Incident Command System
IEMS – Integrated Emergency Management System
IMT – Incident Management Teams
JIC – Joint Information Center
JIS – Joint Information System
JOC – Joint Operations Center
JPIC – Joint Public Information Center
LEADS – Law Enforcement Automated Data System
LEERN – Law Enforcement Emergency Radio Net
LEPC – Local Emergency Planning Committee
LNO – Liaison Officer
MCC – Mass Care Coordinator
MCCC – Morgan County Communications Center
MORGAN COUNTY OES – Morgan County Office of Emergency Management
MCL – Mass Care Liaison
Mhz – Megahertz
MSDS – Materials Safety Data Sheet
MST – Mountain Standard Time
MT – Mega Tons
NIMS – National Incident Management System
NRP – National Response Plan
NAWAS – National Warning System
NBC – Nuclear, Biological, and Chemical
NOAA – National Oceanic and Atmospheric Administration
NORAD – North American Aerospace Defense Command
NRP – National Response Plan
NWS – National Weather Service
OHSEM – Office of Homeland Security & Emergency Management
OG – Operating Guidelines
OP – Operation Plan
PF – Protection Factor
PIO – Public Information Officer
POLREPS – Pollution Reports
PPP – Population Protection Planning
PST – Pacific Standard Time
RACES – Radio Amateur Civil Emergency Service
R&D – Research and Development
RERP – Radiological Emergency Response Plan
ROC – Regional Operations Center
RM – Resource Management
RP – Radiological Protection
RPP – Radiological Protection Plan
SAC – Special Agent in Charge
SAR – Search and Rescue

SDO – Standard Development Organizations
SEB – State Emergency Board
SEOC – State Emergency Operations Center
SERC – State Emergency Response Committee
SITREPS – Situation Reports
SNM – Special Nuclear Material
SO – Safety Officer
SOG – Standard Operations Group
SOP – Standard Operating Plan
SSRA – Supervisory Senior Resident Agent
TAT – Threat Assessment Team
TCP – Tactical Command Post
TMT – Threat Management Team
TNT – Explosives
TO – Tasked Organization
UC – Unified Command
USPHD – United States Public Health Department
WC – Warning Coordinator
WMD – Weapons of Mass Destruction
WVSFM – West Virginia State Fire Marshall
WVARG – West Virginia Army National Guard
WVBPH – West Virginia Bureau of Public Health
WVDEP – West Virginia Department of Environmental Protection
WVDNR – West Virginia Department of Natural Resources
WVDOH – West Virginia Department of Highways
WVEMD – West Virginia Division of Emergency Management
WVEOC – West Virginia Emergency Operations Center
WVEOP – West Virginia Emergency Operations Plan
WVGPO – West Virginia Governor’s Press Office
WVSP – West Virginia State Police

ESF #1 - TRANSPORTATION

Primary Agency	Morgan County OES WV DOH
Supporting Agencies	Morgan County Sheriff's Department Bath Police Department Paw Paw Police Department WV State Police Morgan County Schools Morgan County Senior Life Services

I. PURPOSE

Emergency Support Function (ESF) #1 provides guidance to ensure effective coordination and utilization of the transportation system and resources during emergencies and disasters (i.e., mass evacuations, medical evacuations, transport of emergency supplies and personnel). Morgan County Office of Emergency Management (MORGAN COUNTY OES) coordinates with local transportation resources, the West Virginia Department of Transportation (WVDOT) as well as other state and federal transportation resources, voluntary organizations, Non- Governmental Organizations (NGOs), and the private sector to manage Morgan County's transportation infrastructure in response to incidents.

II. SCOPE

The provisions of Emergency Support Function (ESF) #1 are to outline and describe the relationship between public and private sector transportation stakeholders to sustain transportation services, mitigate adverse economic impacts, meet societal needs, and move emergency relief personnel and commodities throughout Morgan County. This ESF describes the means to monitor and report damages to transportation infrastructure resulting from incidents, and outlines methods to identify temporary alternative transportation solutions to be implemented when Morgan County's transportation systems and infrastructure are damaged, unavailable, or overwhelmed.

TRANSPORTATION

Transportation assistance requirements for the management of an incident may include, but not be limited to:

1. Coordinating request for transportation support within the authorities and resource limitation of this ESF's primary and support agencies.
2. Local law enforcement agencies will monitor and report damages to transportation infrastructure.
3. The Morgan County Public Works Director and the Martinsburg Streets Department would coordinate road closures and identifying alternate systems of transportation.
4. Coordinating the restoration and recovery of transportation infrastructure.
5. Conducting activities under the direct authority of local, state, and federal agencies as they relate to Morgan County's aviation, roadway, railway, waterway, and pipeline transportation systems.
6. ESF #1 will strive to provide any, or all, of the activities to support the Evacuation Support Annex.

III. POLICIES

- A. Primary responsibility for the management of incidents involving transportation rests with local authorities and private sector organizations.
- B. All primary and support agencies assigned responsibilities in ESF #1 should develop and maintain the necessary plans, Standard Operating Guidelines (SOGs), and Mutual Aid Agreements (MAAs) to successfully accomplish their tasks.
- C. All agencies will advise Morgan County Office of Emergency Management (MORGAN COUNTY OES) of all transportation movements arranged independently from ESF #1. Unnecessary duplication or reassignment of transportation resources will directly affect prevention, preparedness, and response efforts.

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- D. In cases where Morgan County is overwhelmed, state support will follow the National Response Framework (NRF). State-directed emergency transportation operations will coordinate with MORGAN COUNTY OES to supply appropriate resources to accommodate citizens with special and/or functional needs during an evacuation.
- E. All agencies/departments are required to maintain a current inventory of transportation resources and their service condition.

IV. ORGANIZATIONAL STRUCTURE

- A. The Morgan County Board of Education – Director of Transportation will serve as the Chief of the Transportation Sector when this Emergency Support Function (ESF) is activated.
- B. Maintenance, assessments, and repairs of state highways is the responsibility of the West Virginia Division of Highways (WVDOH).
- C. Maintenance, assessments, and repairs of municipal-owned roads are the responsibility of the municipal street departments.
- D. Evacuations should be a coordinated event using a Unified Command (UC).
- E. The Emergency Operations Center (EOC) should activate, at least partially, when an evacuation is imminent or ordered.
- F. Air Transportation: State air transportation resources are managed utilizing the National Incident Management System (NIMS) *Air Operations Procedures*. State air transportation resources are available from the following, but would need to be requested and approved through the state EOC:
 - a. West Virginia State Aviation Division,

TRANSPORTATION

- b. Civil Air Patrol (a volunteer organization with a history of responding when requested by appropriate authorities), and
 - c. The West Virginia National Guard (WVNG), upon activation, can support all aspects of air operations.
- G. The West Virginia Department of Health and Human Resources (WVDHHR), Office of Emergency Medical Services (EMS) is responsible for transportation services required for medical evacuations beyond the capabilities of local EMS units and hospitals. EMS and/or rescue services may be required to evacuate non- ambulatory persons in nursing homes or hospitals.
- H. When transportation requests exceed the capabilities of Morgan County agencies, and regional partners, Morgan County Office of Emergency Management (MORGAN COUNTY OES) may request transportation resources via WebEOC through the West Virginia Division of Emergency Management (WVEMD).

V. CONCEPT OF OPERATIONS

- A. Morgan County Office of Emergency Services (MCOES) will monitor and coordinate the activities of the primary and support agencies with transportation related duties and responsibilities. When the Morgan County Emergency Operations Center (EOC) is activated and this Emergency Support Function (ESF) is implemented, MCOES may request local law enforcement and street departments to assist with identifying other ESF #1 departments/agencies that may be needed and take steps to assure that the identified agencies are notified. All transportation equipment owned by Morgan County, including public school buses, will be utilized as circumstances dictate.
- B. Initial response activities that ESF #1 conducts during emergencies include:

TRANSPORTATION

1. Monitoring and reporting the status of the transportation system and infrastructure.
2. Coordinating with local law enforcement, county and municipal governments on traffic movement.
3. Implementing air traffic and airspace restrictions as necessary in coordination with the Federal Aviation Administration (FAA).
4. Implement waterway traffic on the Potomac River in coordination with the West Virginia Division of Natural Resources (WVDNR) – Law Enforcement Division, and the U.S. Coast Guard (USCG).
5. Verifying inventory of transportation resources and their service condition.
6. Pre-positioning resources (i.e., Eastern Panhandle Transit Authority vehicles) in anticipation of a transportation emergency.

C. Local law enforcement and street departments will provide an Initial Damage Assessment (IDA) report of all highways, bridges, tunnels, overpasses, etc. to MORGAN COUNTY OES within 12 hours of an incident and coordinate the following:

1. Closing those determined to be unsafe.
2. Posting required signage and barricades.
3. Notifying MCOES and Morgan County 911 of alternate routes due to damage to transportation infrastructure.

D. Transportation requests should be prioritized as follows:

1. Transportation resources for the evacuation of persons from immediate danger.
2. Transport of materials, personnel, and supplies to support emergency activities.
3. Transportation of persons registered for evacuation assistance via local databases, if available.

TRANSPORTATION

- E. All ESF #1 supporting agencies will report all transportation requests through the Morgan County EOC. EOC staff would contact the Morgan County BOE Superintendent to request available buses.
- F. The West Virginia Department of Transportation (WVDOT) and West Virginia Division of Highways (WVDOH) will lead the continuing reassessment of state highways, roads, bridges, tunnels, overpasses, to address the most critical transportation infrastructure needs.
- F. ESF #1 will coordinate with ESF #7 – Logistics for all transportation requirements beyond ESF #1 capabilities.
- G. MCOES in coordination with the WVDOT will prioritize the restoration and recovery of the transportation infrastructure based on resources being utilized for essential survival activities in support of disaster areas on a priority basis, and for the other areas of Morgan County as available and required.
- H. Actions:
 - 1. Mitigation/Preparedness
 - a. Develop and maintain plans to provide for effective law enforcement, traffic control, and the security of vital facilities and supplies.
 - b. Identify essential facilities and develop procedures to provide for their security and continued operation.
 - c. Develop procedures for warning and evacuating residents with special needs (elderly, handicapped, etc.) Anticipate and resolve problems associated with these population groups such as evacuating nursing homes, schools, etc.
 - d. Identify potential evacuation routes and traffic control points.
 - e. Provide radio communications with the EOC for each team.

TRANSPORTATION

2. Response/Recovery

- a. Begin to implement evacuation as directed by the EOC (Directives will be issued for pre-determined evacuation zones and, possibly, for special facilities as needed based on the emergency situation.)
- b. Provide traffic control to effect evacuation as directed.
- c. Provide security for the evacuated area and essential facilities to include designated shelters.
- d. Maintain communications with EOC.
- e. Provide lifesaving emergency services as needed.
- f. Prepare to provide security for damaged areas.
- g. Modify the traffic control mission as needed to facilitate security.
- h. Prepare for the return movement of evacuees.
- i. Help ensure an efficient and safe return movement of evacuees.
- j. Assist with identification of the dead if necessary.
- k. Assist with damage assessment.
- l. Complete and submit disaster-related expenses (excluding WVDOH) and damage assessment records.

I. Other Actions:

1. **Traffic Control Measures** – Traffic control measures may include, but are not necessarily limited to, such actions as modifying signal controls at key intersections, manually influencing traffic flow through the use of physical barriers/cones, or by stationing manpower along critical roadways or intersections, along evacuation routes.
2. **Critical Locations** – All critical links and intersections identified and designated by County, State, and Federal authorities as being important to facilitate traffic flow from high-risk areas, will be controlled and patrolled by the appropriate County, State, or Federal law enforcement officials.

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3. **Disabled Vehicles** – Disabled vehicles will be removed promptly from the road network, to maximize vehicular flow and roadway capacity, while minimizing bottlenecks or delays. Tow trucks will be strategically positioned along critical routes and in high-risk areas to ensure a prompt response to these situations. Individual response trucks will be dispatched by the EOC based on position in response to radio requests from deputies, troopers, and other emergency vehicles.

J. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #1 – Transportation
Operational Coordination	<ul style="list-style-type: none">• Identifies government and private sector stakeholders to be identified.
Critical Transportation	<ul style="list-style-type: none">• Monitors and reports the status of and damage to the transportation system and infrastructure.• Identified temporary alternative transportation solutions to be implemented when primary systems or routes are unavailable or overwhelmed.• Implement appropriate air traffic and airspace management measures.• Provides longer-term coordination of the restoration and recovery of the affected transportation system and infrastructure if required.

Table 1.1

TRANSPORTATION

VI. Agencies Responsibilities Matrix

Primary Agency	Acronym	Responsibilities
Morgan County Office of Emergency Services	MCOES	<ul style="list-style-type: none"> • Serve as the primary coordinator of this ESF. • Coordinate with local, state and federal transportation resources, voluntary organizations, Non-Governmental Organizations (NGOs), and the private sector to manage Morgan County's transportation infrastructure in response to incidents. • Fill all transportation-related resource requests through the appropriate channels. • Prioritize the restoration and recovery of transportation infrastructure.
Support Agencies	Acronym	Responsibilities
Local Law Enforcement		<ul style="list-style-type: none"> • Monitor and report damages to transportation infrastructure. • Provide an Initial Damage Assessment (IDA) report of all highways, bridges, tunnels, overpasses, etc. to the MORGAN COUNTY OES within 12 hours of an incident. • Coordinate road closures and identify alternate systems of transportation. • Provide traffic control to ensure adequate traffic flow. • Request transportation resources as necessary through the MORGAN COUNTY OES. • Carry out evacuation as necessary.
Morgan County Board of Education	BOE	<ul style="list-style-type: none"> • Provide 10-20 school buses for various transportation needs when requested, and as available. • Maintain a status board of transportation assets available and currently being utilized for the movement of people.

Table 1.2

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Support Agencies	Acronym	Responsibilities
West Virginia Department of Transportation	WVDOT	<ul style="list-style-type: none"> • Transport supplies and equipment to the disaster area(s). • Establish fuel supply priorities in coordination with the WVEMD and other state officials following a proclamation of an emergency by the Governor. • Deploy division assets to areas in need of debris removal or road restoration operations and request other department units for assistance, when necessary, to keep transportation flowing freely. • Deploy personnel and equipment to evaluate damaged bridges and roadways. • Identify alternate emergency land transportation methods on state and federal routes. • Coordinate and reports damage assessment of state and federal land transportation routes. • Assist with traffic control by providing barrier and diversion devices, displaying messages to assist with traffic management. • Develop a disaster recovery plan that addresses the long-term restoration and continuity of transportation services and facilities following an emergency or disaster.
West Virginia Department of Education	WVDE	<ul style="list-style-type: none"> • Assist in emergency transportation planning through the WVEMD. • Coordinate the use of county school buses and drivers from non-affected areas of the state.
West Virginia Division of Natural Resources	WVDNR	<ul style="list-style-type: none"> • Provide 4X4 and all-terrain vehicle support for transportation needs. • Provide watercraft support for waterways access.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> • Maintains transportation inventory according to type and controlling agency. • Coordinates requests for transportation resources and designates appropriate agency for task.
West Virginia Public Service Commission	WVPSC	<ul style="list-style-type: none"> • Assist and advise ESF #1 on available intrastate “for hire” transportation resources.

Table 1.2 continued

TRANSPORTATION

Support Agencies	Acronym	Responsibilities
US Department of Transportation	USDOT	<ul style="list-style-type: none"> • Perform activities conducted under the direct authority of DOT elements as these relate to air, maritime, surface, rail, and pipeline transportation. • Manage the headquarters and the regional ESF #1 activities. • Deploy members to fill positions in EOCs and on emergency response teams and other entities as necessary. • Through the Federal Aviation Administration (FAA), oversee the operation and regulation of the US National Airspace System. • Work with primary and support agencies, local and state transportation departments, and industry partners; as well as with input from the National Infrastructure Coordinating Center and Transportation Security Operations Center, to assess and report the damage to the transportation infrastructure; and analyzes the impact of the incident on transportation operations nationally and regionally. • Coordinate and implement, as required, emergency-related response and recovery functions performed under DOT statutory authorities. This includes management of the airspace, emergency highway funding for Federally owned highways, hazardous materials movement, and damage assessment. • Provide technical assistance to local, state, tribal areas, and Federal Government entities in determining the most viable transportation networks to, from, and within the incident area, as well as availability of accessible transportation. • Assist in restoring the transportation infrastructure through ESF #3 and the Stafford Act program.
US Coast Guard	USCG	<ul style="list-style-type: none"> • Maintain jurisdiction over the navigable rivers and the barge traffic upon them.
US Army Corps of Engineers	USACE	<ul style="list-style-type: none"> • Authorize closure of the navigable rivers to traffic. • Provide assistance with flood punts (small aluminum boats).
Civil Air Patrol	CAP	<ul style="list-style-type: none"> • Aerial damage assessment. • Provide limited air support (Fixed Wing).

Table 1.2 continued

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VII. AUTHORITIES AND REFERENCE

A. Authorities

- a. WV Code, Chapter 5F, Article 2, as amended
- b. WV Code, Chapter 15, Article 5, Sections 6 and 12, as amended
- c. WV Code, Chapter 17, Article 16, as amended

B. References

- a. West Virginia Division of Emergency Management (WVEMD). (2018). *West Virginia Emergency Operations Plan, ESF #1 Transportation*. Charleston, WV.
- b. United States Department of Homeland Security (US DHS). (2013). *National Response Framework*. Washington, D.C.

TRANSPORTATION

REENTRY

Mission

To develop a reentry process to the disaster area that will ensure an orderly and expedient return to the evacuated area, provide for the safety and welfare of the people—as well as the security of their property—after their return, and allow recovery teams the opportunity to accomplish their tasks, as assigned.

Situation

- a. The evacuated population will want to return to their homes and businesses immediately following the disaster.
- b. The same routes used in the evacuation will be used to return to the disaster area. Traffic in the return phase will be heavy and will experience similar problems as in the evacuation phase.
- c. Access to and mobility in the stricken area will be impeded by damaged segments of the transportation system, debris, areas cordoned off due to identified hazards, and recovery teams attempting to restore the areas.

Organization

- a. The EOC, in coordination with damage assessment teams, Town, County, State, and Federal agencies, will determine the level of accessibility to the disaster areas by the general population, businessmen, media, and recovery teams.
- b. The Morgan County Sheriff's Office, in coordination with other resources is responsible for implementing the necessary traffic control measures on

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return routes, establishing security measures around and in the disaster area, and enforcing access restrictions directed by County officials.

Concept of Operations

- a. The EOC will develop accessibility policies to the disaster areas, in coordination with the appropriate Town, County, State, and Federal officials. Access to areas of the County will vary depending on the extent of the damage sustained and the conditions of the area at the time immediately following the disaster and who is requesting accessibility.
- b. The accessibility policies developed and implemented will define who will be given access to the damaged areas initially, any time restrictions regarding their access, whether escorts will be necessary, and what protective gear or identification will be required, if any, to enter the area requested. Methods to facilitate identification of emergency workers, media, insurance adjusters, retail owners, etc., will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. The Morgan County Sheriff's Department, in coordination with other resources, is responsible for enforcing these policies and procedures. Examples of an entry permit to a restricted area and a waiver of liability form appear at the end of this section.
- c. The disaster area will have to be evaluated quickly in terms of public safety to determine the degree of accessibility allowable given the conditions observed. Initially most, if not the entire area, will probably be restricted to damage assessment, search and rescue, debris removal, and critical facilities restoration teams. Those areas identified as posing a potential danger or risk to the general population will be identified and

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cordoned off with warning placards posted. As roads are cleared and serious hazards removed or cordoned off, areas of the County will be opened up to the general public. Retail merchants and industries will be provided early access to the disaster area to assess their damage and make the appropriate arrangements to secure and protect their inventories.

- d. The Public Information Officer is responsible for developing announcements that address the following:
 - i. Notification of residents and retail merchants when it is appropriate to return.
 - ii. Area condition reports that identify the areas which are safe or unsafe for entry, as well as the restrictions that apply to those areas.
 - iii. Post-disaster operations of local, state, and federal agencies.
 - iv. Where to go to apply for disaster assistance programs.
 - v. The EOC in coordination with other County departments, and State and Federal agencies, will make arrangements to provide essential services and accommodations, such as potable water, food, and waste disposal, to support recovery teams and the general public as they return to the area. The County Administrator will identify facilities in the Continuity of Operations Plan to temporarily house departments and service agencies that were destroyed in the disaster.

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ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

2. Contact Information (Name, Phone, Radio Frequency (if Applicable)).

3. Travel (fill out applicable sections)

- a. Method of Travel (vehicle, aircraft)

- b. Description of Vehicle/Aircraft Registration

- c. Route of Travel if by Vehicle

- d. Destination by legal location or landmark/E911 address

- e. Alternate Escape route if different from above

Entry granted into hazard area.

Authorizing Signature _____ Date _____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit. The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

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TRANSPORTATION WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the State of West Virginia, Morgan County and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area. I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area. I have read and understand the above waiver of liability.

Print full name:

Signature: _____ Date:

Next of Kin:

Next of Kin Contact Information:

ESF #2 COMMUNICATIONS

Primary Agency	<ul style="list-style-type: none">• Morgan County Emergency Communications Center• Morgan County OES
Supporting Agencies	<ul style="list-style-type: none">• Morgan County Office of Emergency Services• Morgan County Information Technology Department• WV Department of Highways• Morgan County Emergency Communications Network• Local Media Providers• Morgan County Board of Education• WV Emergency Management Division• WV DHHR• US Department of Homeland Security

I. PURPOSE

Emergency Support Function (ESF) #2 outlines communication procedures and capabilities employed in the event of a large-scale emergency or disaster in Morgan County to provide for the direction and control of response agencies engaged in emergency operations, and to ensure the interchange of information between units of government, private sector, and non-private partners participating in the management of large-scale incident.

II. SCOPE

A. The communications guidelines contained in ESF #2 apply to large-scale events, emergencies, and disasters. While efforts were made to keep these guidelines consistent with those employed by tasked agencies during regular operations, the intent of this ESF is not to govern routine communications.

B. Activities within the scope of ESF #2 include:

1. The coordination, provision, support and/or restoration of all county-managed communications and infrastructure during incident response and training.

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2. The coordination of outage reporting and restoration planning for all private telecommunications service providers operating within Morgan County.
3. These actions will be consistent with Federal Communications Commission (FCC), State of West Virginia Statewide Interoperability Radio Network (SIRN) rules, regulations and policies.
4. This ESF describes the overall communications system employed by Morgan County prior to, during, and after emergency situations. These systems will be used in support of the operations of the Morgan County Emergency Operations Center (EOC), and the response community and include, but are not limited to radio communications, land line, cellular, special telephonic communications, computer internet and modem communications, the Emergency Alert System (EAS), and cable mediums.

III. POLICIES

- A. All agencies and departments' assigned responsibilities in ESF #2 should develop and maintain the necessary plans, Standard Operating Guidelines (SOGs), Mutual Aid Agreements (MAAs), model contracts, and equipment to accomplish their tasks.
- B. Tactical communications should be governed by any agency or county-level tactical interoperable communications plans. All agencies will be expected to complete tactical interoperable communications plans.
- C. Communications and notifications from the Morgan County Emergency Communications Center (ECC) are governed by internal agency protocols and Standard Operating Guidelines (SOGs).
- D. Message logs and other records should be kept in order to maintain an accurate account of the response, including the support that was provided. Message logs

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are currently maintained through the Computer Aided Dispatching (CAD) system and CMI. Communications records should be provided to the ECC Director. Depending on the records needed, Morgan County Office of Emergency Management (MORGAN COUNTY OES) will ask for them from the ECC Director as needed. All records should be maintained for a minimum of seven years.

- E. Communications equipment purchases are coordinated through the Morgan County Commission, Morgan County IT Department, and the ECC Director. All purchases go through the state auditor's office and purchasing to ensure adherence to proper guidelines.
- F. The Morgan County ECC has developed a training procedure for their staff. All new dispatchers must go through a training period with a training officer. All first responders in the county are required to receive training on the radio system.
- G. MORGAN COUNTY OES in coordination with the ECC Director, is ultimately responsible for maintaining this ESF every 2 years.

IV. ORGANIZATIONAL STRUCTURE

- A. The Emergency Communications Center (ECC) Director or designee will serve as the Communications Officer and is responsible for coordinating all Emergency Communications within Morgan County in the event of a natural disaster or other emergency.

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- B. During large-scale emergencies, Morgan County ECC and MORGAN COUNTY OES personnel will coordinate response efforts and assist other agencies to the extent possible with the provisions of communications capabilities. Emergency rule can be instated which allows for the suspension of certain parts of protocol, and the modification of call processing during large-scale incidents.
- C. The ECC and the EOC communicate primary via landline telephone, cellular telephone, fax, email, and via radio utilizing the EMA talk-group. An ECC staff member would be assigned to the EOC when activated.
- D. In some instances, existing communication systems can be supplemented by Statewide Interoperable Radio Network (i.e., digital trunking system) capabilities.
- E. The West Virginia Division of Emergency Management (WVEMD) also coordinates the WebEOC software for use throughout West Virginia. This coordination includes the provision of training and ensuring that the system is periodically upgraded and working properly.
- F. Within the traditional Incident Command System (ICS) construct, a “communications unit” can be designated within the logistics section of the general staff.

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- G. The Morgan County IT Department is responsible for ensuring that communications shortfalls are quickly identified and overcome during response operations. The ECC Director is responsible for identifying, troubleshooting, and overcoming communications shortfalls during peace time operations as well. SIRN, Frontier, Central Square and Motorola will take care of issues once contacted by the ECC Director.
- H. High wind events, ice accumulation, tornadoes, phone lines being cut, loss of connectivity between towers and equipment are typically the only hazard that disrupts the communications network, phone lines are currently the biggest issues. The entire communications system is grounded.

V. CONCEPT OF OPERATIONS

A. General

- a. All emergency-related communications should be transmitted in plain language, utilizing no codes or uncommon acronyms.
- b. The Morgan County Emergency Communications Center (ECC) is a continuously staffed facility routinely used for activation and coordination of emergency response personnel.
- c. The Morgan County ECC serves as the primary answering point for all county emergencies and is responsible for dispatching response personnel. The ECC- Central Dispatch is located at 111 Fairfax Street, Berkeley Springs, WV.
- d. In the event that the primary ECC is not available, multiple backup communications centers have been established.

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- i. Primary Backup Site is located at 38 Dispatch Lane, Berkeley Springs, WV.
- ii. Calls can be redirected to the Berkeley County 911 center.
- iii. The following emergency communications systems should be readily available:
 - 1. Statewide Interoperable Radio Network (SIRN) P25,
 - 2. Conventional FCC-licensed radio frequencies (County Fire Frequency),
 - 3. WEAPONS/NLETS,
 - 4. Commercial landline and cellular telephone service,
 - 5. Multiple internet paths, WebEOC
 - 6. National Warning System (NAWAS),
 - 7. Emergency Alert System (EAS),
 - 8. Amateur radio (1 to 2 operators).

B. On-Scene Communications

- ii. The Incident Command Post (ICP) should serve as the communications link between on-scene personnel from various disciplines and agencies.
- iii. The primary means of communication between on-scene personnel and the Emergency Operations Center (EOC) is via mobile and portable radios. Backup communications include cellular telephone and amateur radio operators.
- iv. On-scene communications may be moved to tactical or talk around channels to keep primary and dispatch frequencies clear.
- v. Tactical channels may be requested by the Incident Commander (IC) or assigned per protocol by Morgan County ECC.

C. Multi-State Incidents

- a. Morgan County, due to location, may be involved in emergencies that bring together responders from West Virginia, Maryland, and Virginia.

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- b. If the incident is located in Morgan County, the staging area manager has the ability to patch them into the county radio system, which would provide a minimum baseline of common communications.
- c. Loaned Radios-
 - i. If such a practice were used, that staging area manager should ask for identification from the incoming responders (such as a driver's license) to ensure that cache radios can be tracked and that the county can retrieve them.

D. Public Information

- a. Morgan County utilizes Everbridge, social media, and the WV Fusion Center to send priority messages to the public based on the message needs.
- b. Further can be found in ESF #15-External Affairs.

E. Actions

- a. Mitigation/Preparedness
 - i. Establish methods of communications and warning for probable situations including type of emergency, projected time, area to be affected, anticipate severity, forthcoming warnings, and actions necessary.
 - ii. Ensure that primary and alternate communications systems are operational.
 - iii. Recruit, train, and designate communications and warning operators for the EOC.
 - iv. Establish warning systems for critical facilities.
 - v. Provide communications systems for the affected emergency or disaster area. f. Develop maintenance and protection arrangements for disabled communications equipment.
 - vi. Participate in drills and exercises to evaluate local communications and warning response capabilities.

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b. Response/Recovery

- i. Verify information with proper officials.
- ii. Establish communication capability, between and among EOC, agencies and organizations with ESF responsibilities, other jurisdictions, and WVEOC.
- iii. Coordinate communications with response operations, shelters, lodging, and food facilities.
- iv. Provide a system for designated officials to communicate with the public including people with special needs, such as hearing impairments and non-English speaking.
- v. Warn critical facilities

F. ESF Roles Aligned with Core Capabilities

VI.

Core Capability	ESF #2 – Communications
Operational Communications	<ul style="list-style-type: none">• Provides an overview of emergency dispatch and 9-1-1 support.• Outlines basic communications protocols supporting routine operations.• Discusses available measures to support interoperable communications.• Discusses overcoming communications shortfalls (including redundancy).• Identifies means to provide timely communications.

COMMUNICATIONS

VII. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronym	Responsibilities
Morgan County Emergency Communications Center	MCECC	<ul style="list-style-type: none"> • Serve as the primary coordinator of this ESF. • Ensure that the communications staff abides by proper radio protocols, follow proper voice transmission policies, and follow proper message handling procedures. • Screen and log communications in an appropriate manner. • Dispatch responders, and appropriately relay communications messages. • Provide adequate communications equipment, resources, and facilities for county communication requirements. • Staff, equip, and operate emergency communications facilities. • Maintain systems, support equipment, and emergency back-up power in a readiness posture. • Provide radio system compatibility and patching. • Test and maintain communication equipment on a regularly scheduled basis. • Monitor NOAA All-Hazard radios, Emergency Alert System (EAS), Weapon/Nlets and any other available emergency notification systems as appropriate. • Provide dispatch personnel to EOC so resources can be directly dispatched from EOC. • Activate Everbridge if needed to warn residents in the area of impending danger in accordance with the Everbridge Emergency Notification System Administrative Policy (Attachment A). • Utilize social media to distribute official weather warnings and disseminate pertinent information. • Participate in training and exercises. • Document disaster related activities. • Collect and maintain records of expenditures and document resources utilized during response and recovery operations.

Table 2.2

COMMUNICATIONS

Primary Agencies	Acronym	Responsibilities
Morgan County Office of Emergency Management	MCOES	<ul style="list-style-type: none"> • Initiate and disseminate Situation Reports (SITREPs) with respect to communications as necessary. • Assist all organizations supporting ESF #2 in obtaining required outside assistance and resources as necessary. • Coordinate, as necessary, with the ECC when activating the Emergency Operations Center (EOC). • Coordinate with local media outlets as necessary. • Issue messages to the National Weather Service (NWS). • Maintain and test an Emergency Public Information System. • Maintain and test IPAWS related systems as required. • Ensure communications systems are maintained. • Approve warnings and public information to be distributed by the PIO, EOC or MCECC. • Utilize social media to distribute official weather warnings and disseminate pertinent information. • Maintain contact lists for media contacts. • Provide a system for designated officials to communicate with the public including people with special needs, such as hearing impairments and non-English speaking. • Participate in training and exercises. • Document disaster related activities. • Collect and maintain records of expenditures and document resources utilized during response and recovery operations. • Request assistance and resources regarding communications as needed.
Support Agencies	Acronym	Responsibilities

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Local Amateur Radio Operators	MCECN	<ul style="list-style-type: none"> • Provide personnel and equipment as requested and available to supplement communication needs for the county. • Follow proper communications protocols (delineated by the county, state, and Federal Communications Commission) if utilized as a backup communications system. • Maintain records of amateur radio communication actions throughout an emergency. • Advise Morgan County OES on alternate communication needs. • Provide radio communications support during emergencies and disasters. • Maintain equipment necessary to support alternate communications. • Operate according to MCECC Standard Operating Guidelines (Attachment B). • Participate in training and exercises. • Document disaster-related activities. • Identify damages and losses and prepare for recovery activities. • Collect and maintain records of expenditures and document resources utilized during response and recovery operations.
Local Media Providers		<ul style="list-style-type: none"> • Publish emergency press releases as requested by MORGAN COUNTY OES. • Relay accurate information to the public.
Morgan County Board of Education	BC BOE	<ul style="list-style-type: none"> • Assist in the dissemination of warnings via the mass notification system (i.e., InTouch system).
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> • Support local requests for communication resources. • Provide guidance when requested and appropriate. • Identify state communications needs, and coordinate State communications assets. • Coordinate as necessary with federal personnel.
West Virginia Department of Health & Human Resources	WVDHHR	<ul style="list-style-type: none"> • Maintain automated alerting capabilities with the Health Alert Network (HAN) system. • Maintain voice and video over the internet conferencing capabilities with Health Departments and Regional Hospital Coordination Center (RHCC) sites throughout the state.

COMMUNICATIONS

Civil Air Patrol	CAP	<ul style="list-style-type: none">• Provide supplemental communications capabilities as necessary.
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Table 2.2 continued

Support Agencies	Acronym	Responsibilities
US Department of Homeland Security	US DHS	<ul style="list-style-type: none">• Coordinate ESF #2 operations as necessary.• Acts to achieve, maintain and enhance interoperable emergency communications capabilities; and to support and promote the ability of emergency response providers and relevant government officials to communicate during and following disasters.• Provide timely technical assistance, risk management support, and incident response capabilities to Federal and non-Federal entities with respect to cybersecurity risks and incidents.

Table 2.2 continued

VIII. AUTHORITIES AND REFERENCE

A. Authorities

- a. WV Code, Chapter 5, as amended
- b. WV Code, Chapter 7, Article 1, Section 3cc, as amended
- c. WV Code, Chapter 15, Article 3, as amended
- d. WV Code, Chapter 15, Article 5, Section 21, as amended
- e. West Virginia Executive Order No. 13-07
- f. Federal Emergency Management Agency. Emergency Communications. CPG 1 3. Washington: FEMA, 1977
- g. Public Law (PL) 93-288, Section 202, as amended

B. References

- a. West Virginia Division of Emergency Management (WVEMD). (2018). *West Virginia Emergency Operation Plan, ESF #2 Communications*. Charleston, WV.

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- b. West Virginia Statewide Interoperability Radio Network. (2015). *West Virginia Statewide Communication Interoperability Plan*. Charleston, WV.
- c. United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.
- d. United States Department of Homeland Security. (2014) *National Emergency Communications Plan*. Washington, D.C.
- e. Office of Science and Technology Policy. (n.d.). *National Plan for Telecommunications Support in Non-Wartime Emergencies*. Washington, D.C.
- f. United States Fire Administration. (2008). *Radio Communications Guide for the Fire Service*. Washington, D.C.

ESF #3 – PUBLIC WORKS

Primary Agency	Morgan County Facilities Morgan County OES
Supporting Agencies	Morgan County Fire Departments WV State Fire Marshall's Office WV Department of Highways Municipal Public Works WV Department of Natural Resources Health Departments Morgan County Planning WV State Parks Warms Springs Public Service District Morgan County Schools Private Contractors

I. Purpose

- A. Emergency Support Function (ESF) #3 describes how the county will provide resources to support emergency public works needs during emergencies.
- B. ESF #3 also describes the guidelines to be followed in the assessment of damages resulting from major incidents.
- C. ESF #3 provides direction and control for the utility boards, Public Service Districts (PSDs), in Morgan County, and outlines their functions, responsibilities and activities during periods of emergency.

II. Scope

- A. ESF #3 applies to all public works agencies in Morgan County and defines their role in providing resources to the protection of citizens and their property when threatened or impacted by an emergency or disaster.
- B. Activities within the scope of this function include conducting pre-incident and post- incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing

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technical assistance to include construction management, and providing emergency repair of damage public infrastructure and critical facilities.

III. Policies

- A. Documentation of all work done at work sites should be in the form of “Situation Reports” (SitReps) and include person-hours committed, equipment hours, materials and supplies consumed, and any damages incurred.
- B. Before entering or clearing private property, emergency officials should encourage the landowner to sign a right of entry and/or debris removal agreement.
- C. All documentation and agreements should be turned in to the Morgan County EOC within ten days of the conclusion of response operations.
- D. All agencies, departments, and organizations assigned responsibilities in ESF #3 should develop and maintain the necessary plans, Standard Operating Guidelines (SOGs), and Mutual Aid Agreements (MAAs) to accomplish their tasks.

IV. Organizational Roles and Responsibilities

A. Fire, Rescue and Emergency Management

- a. Alert personnel to report to the EOC.
- b. Review plans.
- c. Begin keeping records of expenses and continue for the duration of the emergency and forward the records at the end of operations to the EOC financial section leader.
- d. Prepare to assist in windshield surveys and initial damage assessment (IDA).
- e. Activate the necessary equipment and resources to address the emergency.

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- f. Assist in assessing the degree of damage to the community.
- g. Assist in coordinating response and recovery.
- h. Identify private contractors and procurement procedures.
- i. Prioritize debris removal.
- j. Inspect buildings for structural damage

B. Morgan County Facilities

- a. Provide personnel and equipment to assist in damage assessment and debris removal.
- b. Inspecting Morgan County buildings for structural damage; make emergency repairs and post appropriate signage to close buildings if needed.
- c. Assist in identifying temporary emergency collection area(s) for debris removal.
- d. Begin keeping records of expenses and continue for the duration of the emergency and forward the records at the end of operations to the EOC financial section leader.
- e. Ensure all construction within the County complies with the County's comprehensive plan and relevant building codes in coordination with the Fire Marshall.
- f. Provide personnel and equipment to conduct initial damage assessment.
- g. Organize and track damage assessment teams.

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- h. Begin keeping records of expenses and continue for the duration of the emergency and forward the records at the end of operations to the EOC financial section leader.

C. WV State Fire Marshall

- a. Ensure all construction within the County complies with applicable Life Safety Codes.
- b. Conduct inspections to enforce and carry out the county/city building codes (i.e., structural, mechanical, plumbing, gas and electrical.
- c. Assist in damage assessment process inspecting for structural damage or fire hazards.
- d. Ensure any repairs or rebuilding that occurs following the incident will comply with current building codes.
- e. Begin keeping records of expenses and continue for the duration of the emergency and forward the records at the end of operations to the EOC financial section leader.

D. WV Department of Highways

- a. Assess damage to roads and bridges and provide a report to the EOC.
- b. Provide personnel and equipment to assist in debris removal and repairs of roads and bridges.

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- c. Assist in identifying temporary emergency collection area(s) for debris removal.
- d. Begin keeping records of expenses and continue for the duration of the emergency and forward the records at the end of operations to the EOC financial section leader.

E. Municipal Public Works

- a. Provide personnel and equipment to help assess damage, remove debris, and repair roads and bridges within their respective municipality.
- b. Inspecting buildings for structural damage; making emergency repairs and posting appropriate signage to close buildings if needed.
- c. Assist in identifying temporary emergency collection area(s) for debris removal.
- d. Coordinate with waste removal companies for the normal removal of garbage. Begin keeping records of expenses and continue for the duration of the emergency and forward the records at the end of operations to the EOC financial section leader.

F. WV Department of Natural Resources

- a. Provide personnel and equipment to assist in processing debris at the landfill location.

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- b. Assist in identifying temporary emergency collection area(s) for debris removal.
- c. Ensure regulations regarding temporary storage are met.
- d. Begin keeping records of expenses and continue for the duration of the emergency and forward the records at the end of operations to the EOC financial section leader.

G. Health Department

- a. Provide personnel and equipment to assist in damage assessments of water systems and wastewater systems.
- b. Begin keeping records of expenses and continue for the emergency and forward them at the end of operations to the EOC financial section leader.

H. Morgan County Planning

- a. Produce up to date response maps for the county and provide up to date maps at the end of every EOC shift for the upcoming shift.
- b. With assistance from CAD produce and maintain a real time map of emergency units and emergencies in the county.
- c. Furnish population data, charts, and housing development plans, as required.
- d. Assist in the debris removal effort.
- e. Assist in identifying temporary emergency collection area(s) for debris removal.

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- f. Begin keeping records of expenses and continue for the emergency and forward them at the end of operations to the EOC financial section leader.

I. WV State Parks

- a. Provide personnel and equipment to help assess damage, remove debris, and repair roads and bridges within their respective boundaries.
- b. Inspecting buildings for structural damage; making emergency repairs and posting appropriate signage to close buildings if needed.
- c. Assist in identifying temporary emergency collection area(s) for debris removal.
- d. Begin keeping records of expenses and continue for the emergency and forward them at the end of operations to the EOC financial section leader.

J. Warm Springs Public Service District

- a. Provide personnel and equipment to help assess damage, remove debris, and repair roads and bridges within their respective municipality.
- b. Inspecting buildings for structural damage; making emergency repairs and posting appropriate signage to close buildings if needed.
- c. Assist in identifying temporary emergency collection area(s) for debris removal.
- d. Begin keeping records of expenses and continue for the emergency and forward them at the end of operations to the EOC financial section leader.

K. Morgan County Schools

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- a. Provide personnel and equipment to help assess damage, remove debris, and repair roads and bridges within their respective municipality.
- b. Inspecting buildings for structural damage; making emergency repairs and posting appropriate signage to close buildings if needed.
- c. Assist in identifying temporary emergency collection area(s) for debris removal.
- d. Begin keeping records of expenses and continue for the emergency and forward them at the end of operations to the EOC financial section leader.

L. Private Contractors

- a. Due to the limited quantity of resources and service commitments following the disaster, Morgan County will rely heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. The entire process (e.g., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out.
- b. Local engineering firms may be needed to provide technical engineering support required for dam safety.

V. CONCEPT OF OPERATIONS

A. General

- a. Public works organizations may be involved in, but not limited to, the following tasks during emergencies:

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- b. Emergency repairs to their own systems,
- c. Restoration of service,
- d. Roadway clearance (primarily WVDOH),
- e. Damage assessments,
- f. Building inspections,
- g. Debris clearance.
- h. It is significant to note that several infrastructure providers have devised plans separate from this document to address emergency situations (i.e., water providers are required to have emergency action plans). See the utilities providers for Morgan County in the table below.

MORGAN COUNTY UTILITY PROVIDERS	
Utility	Provider
Telephone	Frontier provides landline service. Multiple companies provide cellular service.
Water	Berkeley Springs Water Works
Sewer	Warm Springs Public Service District
Television/Cable	Comcast/Xfinity. Multiple companies offer home satellite TV services.

B. Response

- a. Field personnel should report all roadway obstructions (i.e., snow, debris, etc.) and utility disruptions to the county Emergency Operations Center (EOC). The EOC should coordinate with the Incident Commander (IC) and the operations branch to prioritize response.
- b. Municipal street departments are responsible for the clearance of municipally owned streets. The West Virginia Department of Transportation (WVDOT) may assist.

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- c. Local Public Service Districts (PSDs), utility boards, water treatment facilities, and sewer facilities are responsible for the clearance of their own facilities.
- d. The WVDOT is responsible for the clearance of highways and bridges.
- e. Property owners are responsible for clearance of their own property.
- f. The EOC may receive requests to assist in debris removal from emergency sites. Often such equipment as dump trucks, backhoes, bucket loaders, etc., are requested. If the resources are not available locally or in a surrounding jurisdiction, the EOC should make a request to the state EOC.
- g. Coordinate with water and sewer departments and the county health department to ensure the integrity of water supplies and sewage systems from the effects of hazardous materials.
- h. There is a media specialist that works under the Morgan County Commission that can push mass notifications for any requesting county agency.

C. Damage Assessment

- a. Responsibility for damage assessment ultimately lies with local government agencies.
- b. Damage assessment personnel should be trained in order to provide fast and accurate information to the EOC.
- c. Initial Assessment
 - i. Local officials should conduct the initial damage assessments using all available resources (e.g., fire, police, MORGAN COUNTY OES, etc.) as soon as possible following an emergency.

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- ii. Early identification of problems affecting the population can enable the Incident Commander (IC), the EOC, and elected officials to make prompt and efficient decisions concerning resources available and needed.
- iii. Items to consider for initial assessment:
 - 1. Estimate of homes affected,
 - 2. Estimates of businesses and public buildings affected,
 - 3. Road and bridge closures,
 - 4. Infrastructure damage (e.g., power lines, water mains, etc.).
- iv. The initial report should be submitted to the West Virginia Division of Emergency Management (WVEMD) within 24 hours of the incident.

d. Comprehensive Damage Assessment

- i. Subsequent to rescue and damage-limiting operations, a comprehensive damage assessment survey should be made to develop specific information on the severity and magnitude of the disaster.
- ii. The comprehensive assessment may be consolidated for unincorporated areas in the county.
- iii. The detailed report should be forwarded to WVEMD within 72-hours of the incident and serves as the primary instrument to request assistance from the state and subsequently the federal government (if established criteria are met).
- iv. Comprehensive damage assessments should include, but may not be limited to, the following.

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1. Area: Rural, urban or combination
 2. Debris: The cost of removing it; does it pose a health hazard, prevent access to homes/businesses, or block roads
 3. Damage to roads and bridges
 4. Damage to water control facilities
 5. Damage to utilities
 6. Damage to public buildings
 7. Emergency work performed
 8. Damage to parks and recreation areas
 9. Deaths/injuries
 10. Budget information
 11. Nature of remaining threat
 12. Personal Property: Estimate of losses
 13. Businesses: Estimates of losses and unemployment
 14. Agricultural: Crops, livestock, and equipment
 15. Estimate of insurance coverage
- e. Repairs to public facilities may begin as soon as possible. Priority should be given to those facilities that are critical to emergency response activities.

D. Debris Management

- a. Planning for debris management operations is a function of the Incident Commander (IC), Morgan County Emergency Operations Center (EOC) staff, and public works organizations.
- b. See the Morgan County Debris Management Plan for greater detail in this area.

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- c. Public works organizations may be requested to assist in debris removal from emergency sites.
- i. Often times, such equipment as dump trucks, backhoes, wheel loaders, etc. is requested.
 - ii. Public works officials should coordinate with the Morgan County Office of Emergency Management (MORGAN COUNTY OES) and others in the EOC regarding disposal sites, etc.
 - iii. Other emergency services personnel (e.g., fire service, hazmat specialists, etc.) should be contacted if contamination is suspected. If these individuals are unavailable on-scene, they may be requested through the Incident Command Post (ICP) and/or EOC.
- d. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #3 – Public Works & Engineering
Infrastructure Systems	<ul style="list-style-type: none">Briefly discuss ways to restore critical systems and services.
Critical Transportation	<ul style="list-style-type: none">Briefly discusses ways to provide access to transportation infrastructure.

Table 3.2

PUBLIC WORKS

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronym	Responsibilities
West Virginia Department of Transportation	WVDOT	<ul style="list-style-type: none">• Work with Morgan County representatives to develop strategies and priorities of response and recovery efforts for damages or disruptions of transportation infrastructure.• Provide personnel for damage assessment teams and guidance on land-based debris removal.• Coordinate damage repair and if necessary, inspections of state roadways, bridges, and other critical infrastructure.• Assists in the movement of supplies and equipment.• Serves as the point of contact for roadway message boards.• Buildings - Property owners responsible for clearance of their facilities.• Responsible for movement of supplies and equipment.

Table 3.3

Primary Agencies	Acronym	Responsibilities
Engineering		<ul style="list-style-type: none">• Assist with debris removal.• Assess commercial and residential structural impacts.• Provide for flood and wastewater drainage.• Support heavy equipment rescue needs.• Support traffic control efforts with equipment and personnel.• Identify, prioritize, and coordinate work to repair local roads, bridges, and culverts.• Identify local private contractors who can provide backup support.

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<p>Public Works Department (Water & Sanitary Sewer)</p>		<ul style="list-style-type: none"> • Make a routine check of equipment needed during emergencies and contact MORGAN COUNTY OES to report the availability of city and county equipment and personnel. • Maintain a current inventory of public and private engineering and construction materials and resources. • Protect the water supply and sewer systems from hazardous material incidents. • Obtain portable power equipment for vital services. Provide traffic signs, barricades, and cones, as needed. • Provide for increased utilities demand in reception areas by adding personnel, adding equipment, restricting non-essential usage, etc. • Ensure that utilities are shut off or reduced to evacuated areas, but that essential facilities have utilities available to remain in operation. • Ensure that adequate water, sanitation, and sewer services are available. If necessary, increase the frequency of regular garbage and sanitation pickups and construct temporary sanitary facilities. • Water divisions and Public Service districts will provide water supply by maintaining distribution systems, pumping and treatment facilities. Protect the water supply from hazardous materials incidents. • Ensure that water-pumping stations are operable, and that water pressure is maintained. Portable water pumping stations should be available to support fire services. • The city or contractor normally responsible for refuse collection and disposal will be responsible for refuse disposal. • Repair damaged lodging and shelter facilities. • Construct or upgrade shelter facilities, as needed.
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Table 3.3 continued

PUBLIC WORKS

		<ul style="list-style-type: none"> • Monitor the restoration and decontamination of utilities. • Condemn and post unsafe structures. • Prioritize damage and restore services. • Provide training for utility workers on the effects of nuclear weapons and working in a fallout environment.
Support Agencies	Acronym	Responsibilities
Electricity Providers		<ul style="list-style-type: none"> • Restores electric service during emergencies. • Coordinates, as necessary, with local emergency management personnel and/or on-scene command. • Repairs damage to the electric system caused by emergency incidents.
Natural Gas Providers		<ul style="list-style-type: none"> • Shut off broken natural gas lines. • Restores gas service during emergencies. • Coordinates, as necessary, with local emergency management personnel and/or on-scene command. • Repairs damage to the natural gas distribution system caused by emergency incidents.
Morgan County Office of Emergency Management	MORGAN COUNTY OES	<ul style="list-style-type: none"> • Serve as the primary coordinator of this ESF. • Coordinate emergency debris management, as necessary. • Coordinate, with the IC, the prioritization of repair of services including water and sewer. • Request resources to other jurisdictions and the state through WebEOC. • Establish and maintain damage assessment SOGs.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> • Monitor county debris removal activities and coordinate state assistance when county resources are insufficient. • Provide personnel for damage assessment teams and guidance on hazardous materials and environmental health and safety.

Table 3.3 continued

Support Agencies	Acronym	Responsibilities
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PUBLIC WORKS

West Virginia Department of Environmental Protection	WVDEP	<ul style="list-style-type: none"> • Provide personnel for damage assessment teams, guidance on environmental issues and technical advice to other agencies and local authorities. • Lead for inspection of Dams, will coordinate dam inspection, stabilization with federal, state, private infrastructure stakeholders. • Coordinate with and regulate landfills. • Contract with private companies for hazardous waste issues.
West Virginia Public Service Commission	WVPSC	<ul style="list-style-type: none"> • Assist and advise WVEMD on public infrastructure issues.
West Virginia Department of Agriculture	WVDA	<ul style="list-style-type: none"> • Provide personnel for damage assessment teams and guidance on animal and agriculture issues. • Provide assistance to local government for debris removal of animal carcasses and agriculture products.
US Army Corps of Engineers	USACE	<ul style="list-style-type: none"> • Coordinates ESF #3 activities at the federal level. • Implements the ESF #3 Field Guide as necessary (again, at the federal level).
US Department of Energy	USDOE	<ul style="list-style-type: none"> • Coordinates ESF #12 activities (at the federal level). • Assists in the restoration of critical infrastructure systems.
US Department of Agriculture	USDA	<ul style="list-style-type: none"> • Provide technical personnel to evaluate damage to water control facilities. • Provides engineering and contracting/procurement personnel and equipment to assist in emergency debris removal.
US Department of Homeland Security	US DHS	<ul style="list-style-type: none"> • Provide infrastructure risk and vulnerability assessments in response to actionable intelligence.
US Department of Transportation	US DOT	<ul style="list-style-type: none"> • Provide technical expertise and assistance for repair and restoration of transportation infrastructure systems, port facilities, and railways. • Provide advice and assistance on the transportation of contaminated materials. • Administers special funding that can be used for repair or reconstruction of major highway facilities as well as grant programs for transit systems and railroads that can be used for repair and rehabilitation of damaged infrastructure.

Table 3.3 continued

VII. AUTHORITIES & REFERENCE

A. Authorities

PUBLIC WORKS

- Title 44 CFR, Part 206.224 Debris Removal
- WV Code, Chapter 15, Article 5, as amended
- WV Code, Chapter 17, Article 2A, Section 8, as amended
- WV Code, Chapter 20m, Article 1, as amended
- WV Code, Chapter 22, Article 5 and 5A, as amended
- WV Code, Chapter 29, Article 3, as amended
- WV Code, Chapter 22, Article 14, Dam Control and Safety Act
- WV Code of State Rules, 47CSR34, Dam Safety Rule
- Public Law 3-288, Section 403, Title 44

B. References

- West Virginia Division of Emergency Management (WVEMD). (2018). *West Virginia Emergency Operations Plan, ESF #3 Public Works & Engineering*. Charleston, WV.
- United States Department of Homeland Security (US DHS). (2016). *National Response Framework*. Washington, D.C.

PUBLIC WORKS

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 1 TO ESF #3

DEBRIS REMOVAL AUTHORIZATION

I (We) _____ owner(s) of the property
Commonly identified at _____,
Street (attach legal description, if available)

(City or Town) Morgan County, State of West Virginia,

authorize Morgan County or its contractors or subcontractors to conduct the removal of
structures or debris, located on the above-described property except

I make this authorization because I desire to volunteer this property without compensation,
recognizing that it presents a potential hazard to general safety, health, and welfare.

The undersigned agrees and warrants to hold harmless the County of Morgan, State of West
Virginia, including their agencies, contractors, and subcontractors, for any damage of any type,
either to the above-described property or persons situated thereon. The undersigned agrees to
release, discharge, and waive any and all action, either legal or equitable, which might arise out
of any use or activities on the above-described property.

For the consideration and purposes set forth herein, I hereby set my hand and seal this
_____ day of _____, 20____.

Witness

(Owner – Owners)

(Owner-Owners)

ESF #4 - FIREFIGHTING

Primary Agency	Morgan County Fire Departments
Supporting Agencies	Mutual and Automatic Aid Agencies Morgan County OES Statewide Mutual Aid Agencies Red Cross WV State Fire Marshall's Office WV Division of Forestry WVEMD US Department of Agriculture (Forest Service) EPA

I. Purpose

Emergency Support Function (ESF) #4 defines the roles, assigns responsibilities, and defines the interaction between fire service agencies having jurisdiction in Morgan County during large-scale emergencies.

II. Scope

- A. ESF #4 seeks to describe the relationships between fire service agencies as well as basic fire service emergency responsibilities.
- B. ESF #4 does not supplant agency-specific Standard Operating Guidelines (SOGs), nor does it seek to “tell” fire agencies how they are to accomplish their mission.
- C. The primary goal of ESF #4 is to outline a process by which fire agencies can work together toward the resolution of large-scale emergency incidents.

III. POLICIES

- A. All agencies assigned responsibilities in ESF #4 should develop and maintain the necessary plans, Standard Operating Guidelines (SOGs), and Mutual Aid Agreements (MAAs) to successfully accomplish their tasks. Such affairs include the following:

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1. Response within first-due areas per boundaries agreed upon by fire departments, and
 2. Dispatching second and third-due departments per existing agreements (developed jointly with Morgan County Emergency Communication Center).
- B. Pre-disaster logistical channels (i.e., mutual aid and other agency-specific agreements) should be utilized throughout the response to an incident.
1. There is a formal countywide MAA encompassing the fire service in Morgan County.
 2. West Virginia Code (Chapter 29, Article 3A, Section 1) states that the jurisdictional fire chief shall act as the Incident Commander (IC) for hazardous material incidents. The fire chief, as the IC, may request specific assistance from such agencies as law enforcement and Emergency Medical Services (EMS), depending on the type of emergency.
 3. ESF #4 is intended to be consistent with other sections of the Morgan County Emergency Operations Plan (EOP), the West Virginia EOP, the National Response Framework (NRF), and the National Incident Management System (NIMS).

IV. Organizational Structure

- A. Each fire department sets its own guidelines, policies, procedures, and maintains their own officers.
- B. All departments have a primary geographical response area.
- C. When the resources of an individual department and mutual aid are exhausted, external support may be requested through the Morgan County Office of Emergency Management (MORGAN COUNTY OES) *for resources that cannot be procured through mutual aid*. Resources should be fully exhausted before requesting them from outside communities (outside of the mutual aid structure).

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All mutual aid would need to be exhausted before costs associated with external resource requests could be reimbursed.

- D. All departments retain the ability to request mutual aid in an order they feel is appropriate for the response.
- E. A fire department representative will be assigned to the EOC (Emergency Operations Center) for the duration of the event in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.
- F. The Fire Department will assume operational control in the field in accordance with the ICS system. In the event that an evacuation is needed, the Fire and EMS Departments will implement evacuations. Law enforcement will assist evacuation efforts and provide security for the affected area.
- G. In the event of a hazardous materials incident, the Incident Commander will implement immediate protective actions to include but not limited to evacuation of the affected area if appropriate.
- H. Organizational Responsibilities
 - 1. Fire Departments**
 - a. Develop and maintain plans and procedures to provide fire and rescue services in time of emergency.
 - b. Document expenses and continue for the duration of the emergency and forward them to the Administration/Finance section leader in the EOC.
 - c. Check firefighting and communications equipment.
 - d. Fire Service representatives should report to the EOC to assist with operations.

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- e. Fire department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport.
- f. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
- g. Request mutual aid from neighboring jurisdictions.
- h. Responsibilities Include:
 - i. Fire prevention and suppression
 - ii. Emergency medical treatment
 - iii. Hazardous materials incident response and training
 - iv. Radiological monitoring and decontamination
 - v. Assist with evacuation
 - vi. Search and rescue
 - vii. Temporary shelter for evacuees at each fire station
 - viii. Assist in initial warning and alerting
 - ix. Provide qualified representative to assist in the EOC
 - x. Requests assistance from supporting agencies when needed
 - xi. Arranges direct liaison with fire chiefs in the area
 - xii. Implement Mutual Aid as needed

2. Emergency Medical Services

- a. Provide emergency medical care for injured persons.
- b. Assist with evacuations in non-IDLH environments.
- c. Document expenses and continue for the duration of the emergency and forward them to the Administration/Finance section leader in the EOC.

3. Law Enforcement

- a. Assist with scene security.
- b. Assist with evacuations.
- c. Confer with Command regarding investigative activities.

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- d. Document expenses and continue for the duration of the emergency and forward them to the Administration/Finance section leader in the EOC.

V. Concept of Operations

A. General

1. The responsibilities of fire service personnel in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control and suppression.
2. The on-scene Incident Commander shall have primary operational control in fire prevention strategies, fire suppression, and hazardous materials events.
3. Resources shall be distributed according to the strategies and policies set by the Executive Group.
4. Each fire/rescue organization is responsible for providing necessary support to their response personnel for food, water, fuel and emergency power.
5. Fire agencies and personnel are involved in rescue operations and hazardous material incidents on a regular basis (See ESF #10: HazMat Response).
6. During large-scale incidents, fire agencies and personnel may also be involved in evacuation, notification (including door-to-door and street-level PA announcements, etc.) and information sharing.

B. Incident Management

1. The fire service in Morgan County shall use the National Incident Management System (NIMS) and the Incident Command System (ICS) for all operations. The use of NIMS/ICS allows for the easy integration of outside agencies into the response structure.
2. When not a fire specific incident, fire agencies should coordinate with Morgan County Office of Emergency Management (MORGAN COUNTY OES) to provide assistance with other emergency actions.
3. Agencies involved in any emergency response will be responsible for maintenance of command structures, tracking of deployed personnel and resources, and list of available personnel and resources that may be activated.

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C. Evacuation and Notification Assistance

- a. Fire departments may be requested to assist in the notification (e.g., street-level, door-to-door, etc.) of residents of an actual or impending emergency.
- b. Fire departments may be requested to assist in setting up and/or maintaining emergency routes during an area evacuation.

D. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #4 – Firefighting
Operational Coordination	<ul style="list-style-type: none">• Identifies the Incident Command System (ICS) as the preferred incident management construct for Morgan County.• Describes incident command responsibilities as mandated by state code.• Briefly describes how the fire service interacts with the Emergency Operations Center (EOC).
Fire Management and Suppression	<ul style="list-style-type: none">• Identifies response partners and their roles and responsibilities in firefighting activities.• Identifies resources and partners available for fire management and suppression.
Environmental Response/Health & Safety	<ul style="list-style-type: none">• Lists the primary and secondary responsibilities of the fire service.• References other annexes in the plan that detail other types of responses (e.g., hazardous materials).

Table 4.1

FIREFIGHTING

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronym	Responsibilities
Morgan County Fire Department Chief's		<ul style="list-style-type: none"> Serve as the primary coordinator of this ESF. May provide representation in the activated EOC. Serves as a planning body for fire service in Morgan County.
Local Fire Departments		<ul style="list-style-type: none"> Provide fire protection and suppression services to primary areas of service. Control and prevent fire. Control hazardous materials. Operate warning systems. Support radiological and other public safety operations. Conduct rescue operations. Report fire code violations to the State Fire Marshall for enforcement. Conduct rescue operations. Provide fire protection to all facilities used as shelters.
Support Agencies	Acronym	Responsibilities
Morgan County Office of Emergency Management	MORGAN COUNTY OES	<ul style="list-style-type: none"> Coordinate resource requests as required. Facilitate incident command/emergency operations center interface through the use of physical EOC or virtual EOC via Homeland Security Information Network (HSIN).
American Red Cross	ARC	<ul style="list-style-type: none"> Provide temporary housing assistance to victims. Provide other services to victims as needed.
West Virginia State Fire Marshal's Office	WVSFM	<ul style="list-style-type: none"> Provide investigative services in fire origin and determination. Provide investigative services in explosion investigations and any related crimes. Coordinates the deployment of regional response teams.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> Receives local requests for fire suppression resources. Coordinates requests for federal resources.

FIREFIGHTING

West Virginia Division of Forestry	WV DOF	<ul style="list-style-type: none"> • Provide assistance, resources, and Subject Matter Expertise (SME) on the prevention of and extinguishing of wildland fires. • Investigate the cause of wildland fires. • May provide heavy equipment for the purpose of wildfire prevention and suppression.
US Department of Agriculture-Division of Forestry	USDA	<ul style="list-style-type: none"> • Assumes full responsibility for the suppression of fires on national forest system lands in a Unified Command (UC) with the jurisdictional fire department. • Provides liaison with local fire chiefs or Incident Commanders (ICs) to coordinate federal assistance in the structural or industrial fire protection operations.
US Environmental Protection Agency	USEPA	<ul style="list-style-type: none"> • Provide technical assistance and advice in the event of fires involving hazardous materials. • Provides assistance in identifying an uncontaminated, operational water source for firefighting. • Provides technical assistance on issues concerning the impacts of firefighting chemicals on wastewater treatment facilities.

Table 4.2

FIREFIGHTING

VII. AUTHORITIES & REFERENCE

A. Authority

- WV Code, Chapter 7, Article 17, as amended
- WV Code, Chapter 15, Article 5, as amended
- WV Code, Chapter 20, Article 3, as amended
- WV Code, Chapter 29, Article 3, as amended

B. References

- West Virginia Division of Emergency Management (WVEMD). (2018). *West Virginia Emergency Operations Plan, ESF #4 Firefighting*. Charleston, WV.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.
- Public Law 93-288m as amended, Section 417 and 420.
- Fireline Handbook, National Wildfire Coordinating Group.

FIREFIGHTING

MORGAN COUNTY EMERGENCY OPERATIONS PLAN APPENDIX 1 TO ESF #4

MORGAN COUNTY FIRE DEPARTMENTS

MORGAN COUNTY FIRE DEPARTMENTS			
Department	Station #	Address	Phone Number
Berkeley Springs Volunteer Fire Department	1	34 Mercer St., Berkeley Springs, WV 25411	304-258-3191
Great Cacapon Volunteer Fire Department	2	218 Spring St., Great Cacapon, WV 25422	304-258-4327
South Morgan Volunteer Fire Department	3	10166 Winchester Grade Rd., Berkeley Springs, WV 25411	304-258-1271
Paw Paw Volunteer Fire Department	32	44 Moser Ave., Paw Paw, WV 25434	304-947-7644

ESF #5 EMERGENCY MANAGEMENT

Primary Agency	Morgan County Office of Emergency Services Morgan County Commission Municipal Leadership
Supporting Agencies	WV Department of Emergency Management US Department of Homeland Security National Guard Local Response Agencies Mutual Aid Agencies

I. Purpose

- A. Emergency Support Function (ESF) #5 describes the process for the direction and control of personnel and resources during an incident.

- B. ESF #5 coordinates information collection, analysis, operations, planning, requests for assistance, resource management, and other support required to prepare for, respond to, and recover from a disaster.

- C. ESF #5 establishes the Incident Command System (ICS) as the preferred on-scene incident management tool and discusses responsibilities within it. This ESF also discusses the activation, staffing, and operation of the county's Emergency Operations Center (EOC), a component of an overall Multi-Agency Coordination System (MACS). The interaction between an Incident Command Post (ICP); the Morgan County EOC; and neighboring county, state, and/or federal MACS is also addressed.

II. SCOPE

- A. Emergency Support Function (ESF) #5 applies to all county-level emergency response and emergency management agencies in Morgan County. It sets forth the Incident Command System (ICS) as the primary incident management construct for emergency response and establishes an Emergency Operations Center (EOC) to support incident management operations.

EMERGENCY MANAGEMENT

- B. ESF #5 includes activities that are critical to support and facilitate planning and coordination for operations involving incidents requiring multi-agency/multi-jurisdictional coordination.
- C. ESF #5 does not imply that all emergency contingencies are addressed but does outline basic principles.

III. Policies

- A. The Morgan County Commission has adopted the National Incident Management System (NIMS) as the response management system to be used in the county.
- B. All municipalities in Morgan County have adopted resolutions authorizing Morgan County Office of Emergency Management (MORGAN COUNTY OES) to provide emergency management services.
- C. The following agencies/individuals are responsible for all policy decisions relating to the management of incidents:
 - 1. Morgan County Commission
 - 2. Mayors of affected municipalities (if operating jointly with the county)
 - 3. MORGAN COUNTY OES Director or Deputy Director
- D. MORGAN COUNTY OES in coordination with information contained in CAD, departmental reports, County Engineering Department, Floodplain Coordinator, and damage assessment coordinators should compile situation reports (SitReps) and cost recovery requests into proper submissions to higher levels of government following the conclusion of emergency operations. All agencies involved should provide all documentation for these requests to the MORGAN COUNTY OES within 10 days of the conclusion of major operations.
- E. The following agencies are responsible for compiling damage assessment information:

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1. Damage Assessment Coordinator – as appointed
 2. Appointed Engineering Staff
 3. MORGAN COUNTY OES Staff (i.e., CAD information, departmental reports, damage assessment information)
- F. All agencies assigned tasks in the Morgan County Emergency Operations Plan (EOP) should maintain plans, Mutual Aid Agreements (MAAs), and Standard Operating Guidelines (SOGs) to complete their tasks consistent with NIMS.
- G. MORGAN COUNTY OES is responsible for ensuring that this ESF is updated, maintained and tested on a regular basis.
- H. Appropriate Incident Command System (ICS) forms should be used when possible.

IV. Organizational Structure

- A. Pursuant to the mandates of state law (Chapter 15, Article 5, as amended), Morgan County Office of Emergency Management (MORGAN COUNTY OES), in coordination with the Morgan County Commission, has been designated as the primary agency to direct and coordinate emergency management activities in Morgan County.
- B. The lines of succession for MORGAN COUNTY OES is as follows:
1. Director,
 2. Designee (i.e., could be neighboring county director).
- C. The activated Morgan County EOC is organized into four groups:
1. **Executive Group:** Consists of the Morgan County Commission (or a designated representative), the MORGAN COUNTY OES Director, Prosecuting Attorney/Legal Counsel, and participating mayor's or other elected officials of affected jurisdictions. Responsibilities of this group include policy

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development, coordination of EOC operations, and management of overall emergency response and recovery efforts.

2. **Communications Group:** Consists of the various communications personnel assigned to the EOC and is supervised by the EOC Manager. Responsibilities of this group include radio and telephone communications between field forces and the EOC, other jurisdictions, the state EOC, and Joint Information Center (JIC).
3. **Operations Group:** Consists of the operations officer and departments/agency heads of their representatives who will coordinate the implementation of assigned emergency functions. Each functional area manager is responsible for directing and coordinating the personnel and resources of his/her respective area. The Operations Group includes the Damage Assessment/Disaster Analysis Section (DAS).
4. **Administrative Group:** Consists of the administrative officer as assigned by the EOC Manager, message runners, typists, loggers, and other EOC support staff.

D. The Incident Command System (ICS) is organized into two groups: Command Staff and General Staff:

1. **Command Staff:** Responsible for the overall management of an incident. Members of the command staff include the Incident Commander (IC), Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO).
2. **General Staff:** Incident management personnel who represent the major functional elements of the Incident Command System (ICS) and includes the Operations Section, Planning Section, Logistics Section, and Finance/Administration Section. Each section can be broken into branches, divisions and groups, and resources.

E. Field response units should always establish the Incident Command System (ICS) upon arrival at the scene. The Incident Commander (IC) should be the highest-ranking officer of the first responding, jurisdictional department, until and if

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relinquished to a higher officer or an officer of a more appropriate response agency.

- F. The MORGAN COUNTY OES Director should be notified of a variety of emergency incidents so as to maintain the Emergency Operations Center (EOC) in a state of readiness.
- G. A partial activation should include the mobilization of the MORGAN COUNTY OES Director and any other EOC staff position deemed necessary by the MORGAN COUNTY OES Director.
- H. The EOC would ordinarily be fully activated, and the executive section would assume overall coordination of operations during an emergency that requires widespread mobilization of elements of local government, other than those principally involved in emergency services on a day-to-day basis.
- I. Direct tactical and operational responsibilities rest with the IC. The EOC is a support entity.
- J. Senior and/or elected officials will receive situation reports (SitReps), or status updates from the MORGAN COUNTY OES by phone, any time there is a significant change involving an incident.

V. CONCEPT OF OPERATIONS

A. General

1. The Morgan County Emergency Operations Center (EOC) is a key component to successful response and recovery operations. The EOC may be a fixed facility or virtual via the Homeland Security Information Network (HSIN). The primary EOC is located at 109 Fairfax Street, Berkeley Springs, WV, West Virginia.
 - a. This plan posits a centralized EOC to facilitate the development of emergency response policy.
 - b. Within the EOC, decision-makers should work together to utilize resources and personnel as efficiently as possible and to lessen duplication of effort.
 - c. The EOC may also serve as the central point for obtaining, analyzing, reporting, and retaining Situation Reports (SitReps) and other disaster-related information (e.g., casualty information, property damage, fire status, number of evacuees, etc.) from field forces and/or external resources.
2. The MORGAN COUNTY OES Director in coordination with the County Commission has established an alternate EOC location, it is located in the Morgan County Sheriff's Department at 226 Gayle Drive, Berkeley Springs, West Virginia.
3. A transition from the primary EOC to the alternate EOC would involve the MORGAN COUNTY OES staff not actively engaged in operations going to the alternate EOC, while the Director and the EOC staff that are actively engaged in operations remains at the primary EOC. Once the primary EOC is completed deactivated the remaining EOC staff will report to the alternate EOC.
4. Direct tactical and operational decisions should not be made at the EOC. Such responsibilities rest with the Incident Commander (IC) and his/her staff, which remains in control of on-scene activities even after the EOC is activated.
5. Staff within the EOC will utilize radio communication or will ask that a dispatcher be sent over to the EOC, they will set up a terminal (i.e., a 911 phone line

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coming into the EOC), or utilize a runner between the EOC and the dispatch center.

6. The county EOC may be activated in conjunction with or in support of activities at War Memorial Hospital, the Berkeley-Morgan County Health Department, and/or surrounding counties.

B. Incident Command System (ICS)

1. The Incident Command System (ICS) should be used to manage near-term *and* long-term emergency operations. The ICS should be established during all emergency situations.
2. The highest-ranking officer or most qualified personnel of the jurisdictional department/agency on-scene should serve as the Incident Commander (IC).
 - a. The IC should first establish an Incident Command Post (ICP) and a staging area at a nearby location safe from the direct effects of the incident. The IC should then notify the dispatching agency of the establishment of the ICS and the location of the ICP.
 - b. The IC should utilize such techniques as visual site surveys, air quality monitors (if available), interviews with eyewitnesses, etc. to assess the immediate risks posed by a disaster and guide initial responder and protective actions.
3. The IC may determine the need for command staff and general staff based on the situation.
4. Under the ICS, an Incident Action Plan (IAP) should be developed to outline responder responsibilities, coordinate incident actions, and set measurable objectives for personnel to achieve during the response to an incident. The IAP should describe the system to incorporate the unplanned arrival of response assistance, including a standard recording process. (Any on-scene arrivals during response should be immediately directed to the staging area.)
5. The IC is responsible for the development of the IAP, if the planning section is activated, they will take over further development of the IAP.

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6. The IC should establish a tracking system for on-scene personnel and resources in an effort to maintain accountability at the scene at all times. (Such a responsibility may be delegated to another command staff member.) WebEOC and local dispatch would also be utilized to track resources.
7. The ICP should serve as a communications link between on-scene personnel if they cannot communicate directly. The IC should monitor direct communications between on-scene personnel (to the extent possible) to ensure that response objectives are being followed/achieved.
 - a. The IC may also ensure that communications are sufficient with off-scene agencies, such as hospitals, support agencies, etc.
 - b. These responsibilities may be delegated to the Command Staff Public Information Officer (PIO).
8. The IC may directly request external resources from other response agencies as they are needed in accordance with mutual aid agreements. An accurate account of resources requested and deployed should be maintained in case the EOC is later activated. If resources from higher levels of government or regional agencies are needed, the IC should notify the MORGAN COUNTY OES Director (the representative of the Executive Section) and request activation of the county EOC. (*Resource requests to the state must be channeled through the county EOC.*) Resource tracking and procurement may be delegated to the Logistics Section Chief.
9. The IC may request activation of the county EOC (partial or full) at any time for resource support or if the incident becomes multi-jurisdictional.
10. When the EOC is activated, it is the responsibility of the IC to maintain communications with appropriate representatives in the EOC. This responsibility may be designated to the Command Staff PIO. Regular, periodic status reports should be provided to officials in the EOC. (The format and frequency of reports should be specified in the IAP.)
11. The Morgan County IT Department is responsible for supporting the communications needs of the EOC and may also provide support to on-scene communications resources.

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12. When an incident becomes multi-agency or multi-jurisdictional, the IC may choose to transition to the Unified Command System (UCS) to allow agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact efficiently.
 - a. The Unified Commander (UC) should represent the jurisdiction or the functional agency with the greatest involvement.
 - b. In some instances, the original IC may transition to the UC. Exceptions include when resources from higher levels of government arrive on-scene (e.g., state arrival during hazardous materials incidents).

C. Emergency Operating Center

1. The following officials have the authority to activate, or request activation of the EOC.
 - a. Morgan County Commission
 - b. Municipal elected officials
 - c. Morgan County OES Director
 - d. Incident Commanders
2. The EOC may be partially activated or fully activated based on the magnitude and projected warning time proceeding an emergency as well as the needs of the community.
3. The EOC may be activated at the physical location, virtually allowing staff to report electronically, or a combination of both.
4. The preference for EOC operations is the ESF Organizational Structure.
 - a. The ESF Organizational Structure uses the standard ICS organizational structure with ESF assignments to coincide with the emergency operations plan.
5. The Morgan County EOC will operate on a 24-hour a day basis, utilizing two 12-hour rotational shifts until all emergency response and recovery activities are no longer operational.

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6. Non-MORGAN COUNTY OES representatives will be contacted via landline and/or cellular telephone to report to the activated EOC. The MORGAN COUNTY OES maintains a notification roster for EOC staff.
7. Security will be provided at both the primary and alternate EOCs by the Morgan County Sheriff's Department. When the EOC is activated, a security log will be maintained to track those who enter and leave.
8. EOC deactivation may be accomplished in stages. Supervisory personnel should determine what staff is necessary to clean-up, inventory and restore equipment, complete necessary documentation, etc. Unnecessary staff may be released upon the conclusion of major emergency operations. "Clean-up" staff would then be released upon the completion of assigned tasks.
9. The MORGAN COUNTY OES director has the ultimate authority to deactivate the EOC. This will be conducted on a case-by-case basis. Deactivation could involve filtering out ESFs in stages, or all at once.

D. Area Command

1. Area command will be established depending on the complexity of an incident and incident management span-of-control considerations.
2. Area command should only be established when multiple incidents are being managed by separate ICS organizations, or when a very large incident involves multiple ICS organizations.
3. The decision to activate an area command approach will be made by the activated Emergency Operations Center (EOC) or the jurisdictional Fire Chief.
4. An area command approach should be established to achieve the following:
 - a. Set overall incident related priorities.
 - b. Allocate critical resources according to priorities.
 - c. Ensure the incidents are properly managed.
 - d. Ensure that incident management objectives are met and do not conflict with each other, or with agency policy.
 - e. Identify critical resource needs and report them to the EOC or multi-agency coordination entity.

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- f. Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

E. Record Keeping

1. All departments and agencies are responsible for maintaining detailed records, including personnel hours, equipment operation costs, cost for leased or rented equipment, cost for contract services to support emergency operations, injuries, lost or damaged equipment, and any other extraordinary costs. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.
2. The county and other local governments have established administrative controls necessary to manage the expenditures made to support emergency operations.

F. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #5 – Emergency Management
Operational Coordination	<ul style="list-style-type: none">• Presents the Incident Command System (ICS) as the primary emergency/incident management construct for Morgan County.• Outlines the basic operation of the county Emergency Operations Center (EOC).

Table 5.1

EMERGENCY MANAGEMENT

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronyms	Responsibilities
Morgan County Office of Emergency Management	MORGAN COUNTY OES	<ul style="list-style-type: none">• Serve as the primary coordinator of this ESF.• Maintain County EOC.• Direct and control activities in the EOC.• Receive requests for additional resources from Incident Command.• Request resources from higher levels of government.• Maintain liaison and coordination with the local affected municipalities, adjacent jurisdictions, and the state.• Provide coordination and policy direction.• Utilize mass notification system as necessary.• Deactivate the EOC at conclusion of emergency.
Morgan County Commission		<ul style="list-style-type: none">• General direction and control of the county.• Review and maintain agreements.• Approve expenditures as needed.

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Incident Commanders	IC	<ul style="list-style-type: none"> • Establish an Incident Command System (ICS) upon arrival at the scene. • Conduct initial incident assessment (establish an Incident Command Post (ICP) and hazard zones, determine necessary public protective actions, and request resource support as necessary). • Assign a staging area near the ICP for those responding to the incident and designate a liaison officer to manage the area. • Develop and/or approve the Incident Action Plan (IAP) to include an estimate of the duration of the incident. • Establish a communications link with the EOC, once activated (may be delegated to the command staff public information officer). • Develop, with the liaison and safety officers (if activated), a personnel accountability system to track personnel that are directly implementing the incident action plan in the hazard zone and those that are rehabilitating at the staging area. • Coordinate and manage the activities of all field forces at the scene. • Prepare necessary situation reports and coordinate them with the emergency operations center, if activated.
Support Agencies	Acronyms	Responsibilities
Local response agencies		<ul style="list-style-type: none"> • Maintain NIMS compliance. • Establish the Incident Command System (ICS) at emergency scenes and planned events as needed. • Request activation of the county EOC as needed. • Provide medical care in the field, at hospitals, and shelters as necessary. • Transport victims to medical care facilities as necessary. • Maintain records of all expenditures and actions taken in response to emergencies.
Local health and medical organizations		<ul style="list-style-type: none"> • Activate organizational EOCs as necessary. • Request activation of the county EOC as needed. • Establish health and sanitation services in reception and mass care centers.

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West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none">• Receive requests from activated county EOC via WebEOC.• Coordinate state resources to fulfill local requests.• Staffs and operates the state EOC.• Assists in the determination of the necessity of any federal resources.• Requests federal resources as necessary.
US Department of Homeland Security	US DHS	<ul style="list-style-type: none">• Coordinates ESF #5 operations.• Receives resource requests from the West Virginia Division of Emergency Management.

Table 5.2 continued

* **NOTE:** Several operational aids are available that define the roles of the specific incident command system positions. Included in these are the Quick Series tools.

VII. AUTHORITIES & REFERENCES

1. Authorities

- WV Code, Chapter 15, Article 5, as amended

2. References

- West Virginia Division of Emergency Management (WVEMD). (2018). *West Virginia Emergency Operations Plan, ESF #5 Emergency Management*. Charleston, WV.
- United States Department of Homeland Security. (2017). *National Incident Management System*. Washington, D.C.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

**ESF #6-
MASS CARE**

Primary Agency	American Red Cross Berkeley-Morgan Health Department Morgan County OES
Supporting Agencies	Morgan County Schools Morgan County Rescue WV Department of Health and Human Services Morgan County Senior Life Services Morgan County Animal Control Salvation Army WVEMD US Department of Homeland Security Law enforcement agencies Other volunteer organizations.

I. PURPOSE

- A. Emergency Support Function (ESF) #6 addresses and coordinates responsibilities for sheltering, feeding, counseling, social services, and welfare activities required to assist victims of an emergency or disaster. This ESF outlines the process by which Morgan County Office of Emergency Management (MORGAN COUNTY OES) accesses shelter facility resources.

II. SCOPE

- A. ESF #6 is structured to promote the delivery of services and implementation of programs to assist individuals and households impacted by an emergency or disaster. This includes sheltering, mass care, economic assistance, and other services for individuals impacted by emergencies and disasters.

III. POLICIES

- A. Local policies support sheltering as a local endeavor; as such, Morgan County Office of Emergency Management (MORGAN COUNTY OES) has arranged for the use of facilities and created a list of volunteers that can staff these facilities locally.
- B. All agencies assigned responsibilities in ESF #6 should develop and maintain the necessary plans, Standard Operating Guidelines (SOGs), and Mutual Aid Agreements (MAAs) to successfully accomplish their tasks.
- C. Shelters managed by the American Red Cross (ARC) do not allow domestic animals to be kept in the shelter. Service animals are allowed but must be in control of the individual needing assistance at all times.

IV. ORGANIZATIONAL STRUCTURE

- A. While not the actual agency that staffs shelters, Morgan County Office of Emergency Management (MORGAN COUNTY OES) is the primary agency for sheltering in Morgan County.
 - 1. MORGAN COUNTY OES should coordinate shelter operations from its regular office and/or the county Emergency Operations Center (EOC).
 - 2. Agreements for sheltering at the local level specify volunteers that can staff shelters. The volunteer organizations should designate “shelter managers” who coordinate with external agencies (e.g., MORGAN COUNTY OES) while operating the shelter.
- B. MORGAN COUNTY OES has preselected sites for emergency sheltering based on the area(s) of the county affected by an emergency.
- C. The American Red Cross (ARC) may assist in opening, managing, and closing emergency shelters but may require assistance from other agencies and organizations.

MASS CARE

- D. Though a support agency, ARC personnel are expected to maintain their own internal reporting policies throughout an emergency. Such records may include volunteer time records, lists of expended supplies, logs for shelter activation/deactivation, etc. ARC personnel should interface with the national shelter database if any shelters are activated. Such an operation allows for an on-going record of accountability for sheltering resources.

V. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for the care and sheltering of evacuated citizens rests with the local government. However, when ordered or advised to evacuate, most evacuees will find shelter with relatives, friends, hotels/motels, or other options, and on average 10% of the threatened population will seek shelter in government-provided mass care facilities.
2. The following factors must be considered during mass care operations: the magnitude, intensity, and spread of onset, duration, and impact of the hazard on the county.
3. When a disaster or emergency threatens only a portion of the population or geographical area, sheltering of those affected may be accomplished in another area of the county. However, if a hazard threatens the entire county, the population may be evacuated and sheltered in a neighboring county.
4. Law enforcement agencies may provide security at shelters based on need and availability.

B. Reception and Registration

1. In order to process relocatees properly, assign congregate care facilities, feeding facilities, and inform relocatees on medical, sanitation and movement rules, it is necessary to have relocatees report to a registration center on arrival.

MASS CARE

2. Upon completion of registration, relocatees will be directed on specific routes to facilities in the hosting area. Traffic control teams will be organized to direct relocatees on specific routes to parking areas and facilities in the hosting area.
3. The reception and registration organization will be headed by the ARC Disaster Supervisor and staffed by his/her appointees.

C. Sheltering

1. Morgan County Office of Emergency Management (MORGAN COUNTY OES) has pre- selected sites for sheltering.
2. The Berkeley-Morgan County Health Department should provide inspection of emergency shelters as needed.
3. Due to the size and magnitude of the disaster, the ARC may not be able to staff a shelter fully and would require assistance from other agencies (i.e., Medical Reserve Corps., CERT, local churches, etc.).
4. Staff should communicate regularly with supporting agencies and the Emergency Operations Center (EOC). Information provided should include the number of residents, number of new registrants, demographic information of shelter population, feeding numbers, supply inventory and requirements, staff count, types of services available at the shelter, and any other information, issues, or problems that may be pertinent.
5. The ARC should provide a report to the EOC twice daily.
6. When the decision to close a shelter has been made, the ARC provides 24 hours' notice prior to closing.

D. Mass Feeding

1. Mass feeding at emergency shelters should be provided by shelter staff.
2. Facilities set up specifically for mass feeding should be staffed by volunteers and volunteer agencies (i.e., CERT, local churches, etc.).
3. The Morgan County Health Department should conduct inspections of mass feeding locations, especially if food is prepared on-site.

MASS CARE

4. Mass feeding sites may be fixed (in an open shelter) or mobile to limit the travel of residents.

E. Considerations for Special Needs

1. During an emergency, if it is suspected that special needs populations may be impacted, Morgan County Office of Emergency Management (MORGAN COUNTY OES) should plan to open a shelter that can serve those special needs individuals.
2. If a special needs individual needs to be evacuated, field responders can coordinate with county Emergency Operations Center (EOC) personnel to arrange for recovery and transport to a shelter facility.
3. In general, nursing homes, jails, and other special needs populations should be transported to a reciprocal facility outside of the threatened area.

F. Comfort Centers

1. Comfort stations may be used when temperatures are extremely hot or cold.
2. These centers are usually government-owned facilities such as libraries, municipal buildings, and county buildings. Often a small area of these facilities will be used for this purpose while regular business continues.
3. These facilities are usually not staffed with personnel specific to this function. However, the staff is usually on-site and available to assist individuals if needed.

G. Special Considerations

1. The Americans with Disabilities Act of 1990 (ADA) requires that emergency shelters are accessible to functional and access needs population. As such, public shelters in Morgan County will be accessible to these populations.
2. Service animals (i.e., seeing-eye dogs) will be permitted in emergency shelters. Their owners are responsible for the animals' care and feeding.
3. Domestic animals should be sheltered separately in close proximity to the emergency shelter (see ESF 11: Agriculture and Natural Resources).

MASS CARE

H. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #6 – Mass Care
Mass Care Services	<ul style="list-style-type: none">• Assigns partial responsibility to the American Red Cross (ARC) for mass care services in Morgan County.• Identifies resources of the ARC.• Includes provisions for functional and access needs populations within Morgan County.• Outlines general operations for mass care facilities within Morgan County.• Addresses mass feeding operations within Morgan County.• Addresses pet care operations within Morgan County.
Physical Protective Measures	<ul style="list-style-type: none">• Recognizes law enforcement providing physical security as needed.

Table 6.1

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronyms	Responsibilities
Local Chapter – American Red Cross	ARC	<ul style="list-style-type: none">• Provide liaison to the county EOC.• Provide guidance on sheltering and mass feeding.• Oversee sheltering operations.• Maintains lists of facilities with which the ARC has agreements for use as shelters.• Coordinates with internal volunteers to staff shelters, as necessary.• Establishes fixed feeding sites or mobile feeding routes to serve those housed in shelter facilities.

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Morgan County Office of Emergency Management	MORGAN COUNTY OES	<ul style="list-style-type: none"> • Serve as the primary coordinator of this ESF. • Appoints the ARC representative as the Shelter Coordinator. • Maintain agreements with facilities for emergency sheltering. • Maintain sheltering supplies at selected facilities. • by providing shelter and mass feeding.
Support Agencies	Acronyms	Responsibilities
Local Sheltering Volunteers		<ul style="list-style-type: none"> • Employs policies – as developed in coordination with the MORGAN COUNTY OES – to operate shelter facilities. • Registers clients at shelters, comfort stations, cooling/heating centers. • Coordinates feeding within a locally run mass care facility. • Closes shelter facilities when appropriate.

Support Agencies	Acronyms	Responsibilities
Berkeley-Morgan County Health Department	BMCHD	<ul style="list-style-type: none"> • Provide facilities, food, and water inspections for mass sheltering and feeding. • Establish health and sanitation services at shelters. • Coordinates the MRC program for Morgan County.
Morgan County Ambulance Authority		<ul style="list-style-type: none"> • Provide on-site medical staff at emergency shelters as needed and available.
Morgan County Sheriff's Department	MCSD	<ul style="list-style-type: none"> • Provide security and traffic control at shelters as needed and available.
Local Police Departments	BSPD PPPD	<ul style="list-style-type: none"> • Provide security and traffic control at shelters as needed and available.

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West Virginia Department of Health & Human Services	WVDHHR	<ul style="list-style-type: none"> • Coordinates state-level ESF #6 operations. • Assists local communities with the provision of medical care in a mass setting for persons with special needs. • Provides support, staffing, supplies, and resources to local governments if their capabilities are overwhelmed.
West Virginia Department of Agriculture	WVDA	<ul style="list-style-type: none"> • Coordinates with the WVEMD in the state EOC. • Facilitates state and local response teams to assist with the evacuation and sheltering of livestock and companion animals. • Facilitates plans and guidelines to provide shelter and care to livestock and companion animals. • Assists local jurisdictions in the development of guidelines for reuniting pets with their owners.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> • Receive and prioritize requests for assistance.
US Department of Homeland Security	US DHS	<ul style="list-style-type: none"> • Serves as the coordinator of ESF#6 of the National Response Framework (NRF). • Coordinates and leads federal resources to support local and state governments and voluntary agencies in the performance of mass care, emergency assistance, housing, and human services missions.
Morgan County Schools	MCS	<ul style="list-style-type: none"> • Provide personnel, equipment and supplies to assist in shelter operations. • Ensure shelter site is opened and parking lot and sidewalks are clear. • Provide personnel to assist in mass feeding. • Provide personnel and equipment to assist with transportation as needed. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.

MASS CARE

Morgan County Senior Life Services	MCSLC	<ul style="list-style-type: none"> • Provide personnel, equipment and supplies to assist in shelter operations. • Address the needs of the elderly population • Relay needs of clients that cannot be addressed to the EOC. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
Morgan County Animal Control	MCAC	<ul style="list-style-type: none"> • Address the needs of the pet population in Morgan County through the Regional Animals in Disaster Plan. • Transport animals as needed. • Ensure pets brought to shelters are in compliance with guidelines. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC. •
Volunteer Organizations		<ul style="list-style-type: none"> • Provide personnel, equipment and supplies to assist in shelter operations. • Provide personnel to assist in mass feeding. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.

Table 6.2

VII. AUTHORITIES & REFERENCE

A. Authorities

- WV Code, Chapter 15, as amended
- 28 CFR Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Service
- 28 CFR Part 36 Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities
- 42 U.S.C.A. 519a-d Pets Evacuation and Transportation Standards

B. References

- American Red Cross. (2012). *Sheltering Handbook Disaster Services*. Washington, D.C.
- United States Department of Justice. (2012). *American with Disabilities Act Checklist for Emergency Shelters*. Washington, D.C.
- West Virginia Division of Homeland Security and Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.
- Attack Environment Manual Chapter 7 - What the Planner Needs to Know About the Post-Shelter Environment CPG 2-1A7, FEMA, 1973.

**ESF #7-
RESOURCE SUPPORT**

Primary Agency	Morgan County OES
Supporting Agencies	WV Division of Emergency Management Morgan County Emergency Communications Center Volunteer Organizations Active in Disasters US Department of Homeland Security

I. PURPOSE

- A. Emergency Support Function (ESF) #7 provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities, and services to support emergency operations.
- B. ESF #7 provides guidance on the deployments and proper coordination of resources during the response phase of an emergency or disaster.
- C. ESF #7 provides guidance on the organized receipt and distribution of donated goods and services during the recovery phase.

II. SCOPE

- A. ESF #7 applies to all incidents involving an activated Emergency Operations Center (EOC) requesting external resources or receiving requests for resources from another jurisdiction.
- B. The guidelines contained in this ESF apply primarily to the procurement of “external” resources rather than those that can be obtained via Mutual Aid Agreements (MAAs) and Memoranda of Understanding (MOUs).

III. POLICIES

- A. All agencies, departments, and organizations assigned responsibilities within ESF #7 should develop and maintain the necessary plans, Standard

RESOURCE SUPPORT

Operating Guidelines (SOGs), and Memorandums of Understanding (MOUs) to accomplish their assigned tasks.

- B. All municipal and county agencies, departments, and organizations should inventory and maintain current information on their shareable resources. This information should be updated and made available to the Morgan County Office of Emergency Services, not less than annually.
- C. Records will need to be kept that track resources that are ordered, to include, at a minimum, the purpose, requestor, time requested, time delivered, and status.
- D. Detailed reports listing the amounts of resources expended during a response should be maintained by the individual response agencies involved and submitted to the Morgan County OES Director within ten (10) business days of the conclusion of operations for inclusion into reimbursement requests.

IV. ORGANIZATIONAL STRUCTURE

- A. The Incident Commander (IC) or Unified Command (UC) will coordinate with the logistics section chief (when activated) and the activated Emergency Operations Center (EOC) to request, receive, and deploy resources and activate facilities.
- B. If the Resource Manager is not available, these responsibilities would be assigned to the Logistics Section Chief.
- C. Morgan County does not have the resources or facilities to manage and distribute donated goods.
 - 1. Morgan County will rely on other organizations (e.g., Red Cross, VOAD, etc.) to manage the receipt, inventory, and distribution of donated goods.

RESOURCE SUPPORT

2. Morgan County may rely on organizations (large warehouse businesses, fire departments in unaffected areas, etc.) to activate facilities to receive, store, and disseminate donated goods.
 3. Distribution points for donated goods would be identified on an incident-by- incident basis.
 4. Morgan County OES maintains a list of appropriate staging and distribution facilities.
- D. Morgan County will use non-registered (spontaneous) volunteers in limited roles only. All volunteers will report to a command post, sign-in daily, and receive daily assignments. Volunteer reception centers will be set up on an as needed basis. See the Morgan County Volunteer and Donations Management Plan for greater detail.

V. CONCEPTS OF OPERATION

A. General

1. The Morgan County OES will be responsible for coordinating all resource management activities during emergency situations. The county administrators would give final approval.
2. During the initial moments of an emergency or disaster, dispatch may be receiving resource requests from the Incident Commander (IC) or operations. The Computer Aided Dispatch (CAD) should document:
 - a. Who made the request,
 - b. What was requested,
 - c. who was contacted to fill the request,
 - d. When the resource was made available for the incident,
 - e. How long the resource is available to the county, and
 - f. When the IC/UC tasked the resource.
3. This information should be shared with the EOC once activated to avoid duplication of requests and to allow for demobilization planning.

RESOURCE SUPPORT

B. Resource Typing

1. Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.
2. Resource typing is a continuous process designed to be as simple as possible to facilitate frequent use and accuracy in obtaining needed resources.
3. The Federal Emergency Management Agency (FEMA) Resource Typing Library Tool and all National Incident Management System (NIMS) resource typing definitions and job titles/position qualifications can be found at <https://rtlt.preptoolkit.org>.
4. Another component of inventorying resources is the certifying and credentialing of personnel resources.
 - a. Credentialing includes the training and certifications that responders have.
 - b. Credentialing also includes physical fitness, programs for which are often provided by a responder's home (law enforcement, fire, emergency medical services, etc.) department.

C. Resource Management

1. Morgan County Office of Emergency Services maintains a resource manual and resource database that can be utilized to obtain resources during emergency situations. The resources included in the resource manual/database have been typed per NIMS types.
2. The county, municipalities, and local agencies and organizations should exhaust all local resources before requesting those from higher levels of government.
3. All requests for resources not available in county or through existing Mutual Aid Agreements (MAAs) are made through the activated county

RESOURCE SUPPORT

Emergency Operations Center (EOC) to the State Emergency Operations Center (SEOC) through WebEOC.

- a. When requesting resources, the EOC should provide all available data to the SEOC to assist in procuring the appropriate resources.
 - b. The EOC should provide information using the acronym C-SALTT.
 - c. C: Capability – What is it needed for?
 - d. S: Size – How is it measured (gallons, tonnage, etc.)?
 - e. A: Amount – How much do you need?
 - f. L: Location – Where should it be delivered to or stage at?
 - g. T: Type – i.e., do you need N95 respirators or cartridge respirators?
 - h. T: Time – When is it required?
4. All donations must be made to a non-profit local volunteer fire department. In the event of a large-scale incident a long-term recovery committee would be established.
5. When resources are not available within West Virginia, but available through another state, a request must be made from Governor to Governor.
6. If all local resources have been exhausted, assistance should be obtained through the West Virginia Division of Emergency Management (WVEMD).
7. Allocating resources
 - a. All resources should be managed as effectively and efficiently as possible.
 - b. When receiving resources procured through the state EOC, MCOES personnel should be told how long the resource is available to the county.
8. Tracking resources
 - a. Resource requests and allocations from the SEOC are tracked via WebEOC, the state's electronic emergency management information software.
 - b. It is the responsibility of the MCOES Director or designee and the EOC to track resources from receipt through demobilization.

RESOURCE SUPPORT

- c. All resource tracking and reporting information should be made available to the emergency services director following the completion of emergency and recovery operations for inclusion into reimbursement requests, where possible.
- d. The MCOES Office Staff would track donations and would give receipts for any donations to the donator.

D. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #7 – Logistics
Logistics and Supply Chain Management	<ul style="list-style-type: none">Identifies the need to exhaust local resources before requesting assistance from the state and federal government.Recognizes partnerships and whole-community approach to restore access to goods and services.

Table 7.1

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agency	Acronyms	Responsibilities
Morgan County Office of Emergency Management	MORGAN COUNTY OES	<ul style="list-style-type: none">Serve as the primary coordinator of this ESF.Assure that a resource list is developed and properly categorized.Request additional resources through the emergency managers of neighboring counties and higher levels of government.Facilitate training opportunities for emergency responders and emergency management personnel.Maintain the Morgan County EOC.Coordinate resources during emergencies.Provide assistance in inventorying and distributing donations as available.
Support Agencies	Acronyms	Responsibilities

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Morgan County Emergency Communications Center	MCECC	<ul style="list-style-type: none">• Notify agencies with which responding departments have mutual aid of the request for said mutual aid.• Notify the Morgan County OES if significant external resources are necessary or being requested.
Volunteer Organizations Active in Disaster	VOAD	<ul style="list-style-type: none">• Manage unsolicited donations.• Manage unsolicited volunteers.• Resource support in the EOC.• Staff donation centers at the direction of the county emergency operations center.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none">• Activate SEOC in support of local EOCs.• Receive local resource requests.• Allocate resources to affected areas based on availability and priority.• Request resources from other states and federal government as appropriate.• Track resources through delivery to local jurisdictions.
US General Services Administration	GSA	<ul style="list-style-type: none">• United States General Service Administration Coordinates ESF #7 resource support at the federal level.
US Department of Homeland Security	US DHS	<ul style="list-style-type: none">• Receives resource requests from state authorities.• Provides volunteer and donations management assistance, if requested.

Table 7.2

VII. AUTHORITIES & REFERENCE

A. Authorities

- WV Code, Chapter 15, as amended

B. References

- West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- United States Department of Homeland Security. (2017). *National Incident Management System*. Washington, D.C.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

RESOURCE SUPPORT

- United States Department of Homeland Security. (2018). Resource Typing Library Tool. Retrieved from: <https://rtlt.preptoolkit.org>

**ESF #8-
PUBLIC HEALTH AND MEDICAL SERVICES**

Primary Agency	Berkeley-Morgan Health Department Emergency Medical Services War Memorial Hospital
Supporting Agencies	Morgan County Fire Departments Medical Command WV Medical Examiner's Office WVEMD WVNG WVDHHR USHHS WV Board of Pharmacy American Red Cross Social Services Agencies Hospitals Primary Care Centers WV Poison Transportation Agencies Other Volunteer Organizations

I. PURPOSE

- A. The purpose of Emergency Support Function (ESF) #8 is to outline the local organization, operational concepts, responsibilities, and guidelines to accomplish coordinated public health and medical services during emergency situations.

II. SCOPE

- A. Emergency Support Function (ESF) #8 provides guidance to agencies and organizations involved in identifying and meeting the public health and medical needs of victims of any emergency or disaster. The support is categorized as follows:
1. Assessment of public health/medical needs
 2. Medical care personnel health and safety
 3. Medical equipment, supplies, and countermeasures
 4. Emergency Medical Services, mass casualty operations
 5. Environmental health monitoring and response
 6. Mass fatality operations

PUBLIC HEALTH AND MEDICAL SERVICES

7. Mass care and public works emergency support staff
8. Health care facility patient evacuation
9. Children and family services
10. Food/water safety
11. Potable water/wastewater and solid waste disposal
12. Veterinary medical support

III. POLICIES

- A. All departments and agencies assigned responsibilities within Emergency Support Function (ESF) #8 should develop and maintain the necessary plans, and Standard Operating Guidelines (SOGs) needed to accomplish their tasks.
- B. Emergency Medical Services (EMS) should follow treatment, and triage policies and protocols set by the West Virginia Division of Emergency Management (WVEMD). WVEMD may waive certain policies and protocols during a disaster.
- C. The United States Department of Health and Human Services (USHHS) may issue a Public Health Emergency Declaration if it is determined that a disease or disorder presents a public health emergency, or that a public health emergency, including significant outbreaks of infectious disease or bioterrorist attacks, otherwise exists.
- D. Expenses incurred during a response by health and medical services agencies for certain hazards may be recoverable from the responsible party or other sources. Therefore, all departments and agencies will maintain records of personnel, equipment, and supplies used or consumed during large-scale health and medical operations.

IV. ORGANIZATIONAL STRUCTURE

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- A. Due to the multiple types of activities Emergency Support Function (ESF) #8 coordinates, the lead agency may be determined at the time of the event [i.e., health department would lead for possible outbreak, Emergency Medical Services (EMS) would lead for a Mass Casualty Incident (MCI), etc.].
- B. Many of the agency functions discussed in this ESF will be activated to support activities in other ESFs and annexes (e.g., food/water safety may support ESF #6: Mass Care and ESF #11: Agriculture and Natural Resources, Mass fatality operations may support Hazard Specific Annex 2: Terrorism, etc.).
- C. Emergency medical units may fill the command role for Mass Casualty Incidents (MCIs). Public health may fill the role during biological incidents (such as pandemic flu). Finally, the Medical Examiner (ME) should exercise command over Mass Fatality Incidents (MFIs).
- D. When it becomes apparent that an incident is beyond the local medical community's capacity to respond, the EMS Officer in charge shall report to the Incident Commander (IC). The IC will request assistance from the Emergency Operations Center (EOC). EOC staff will report to the Health Officer. The Health Officer is responsible for the formal declaration of a medical disaster.

V. CONCEPT OF OPERATIONS

A. General

1. Local government has a general responsibility to ensure the welfare of its citizens and will develop the capability to provide appropriate health and medical services during emergency situations.
2. Health and medical agencies involved in ESF #8 should develop mutual support relationships between agencies, professional associations, and other private services and volunteer organizations that may assist during an

PUBLIC HEALTH AND MEDICAL SERVICES

emergency or disaster, including functional and access needs populations, vulnerable populations, and advocacy groups.

3. All practitioners will provide the level of medical care within their scope of practice.
4. Pertinent information from all sources will be incorporated into the initial Emergency Report and periodic Situation Reports “SitReps” that are prepared and disseminated to key officials, and state agencies during major emergencies.
5. Under the Centers for Medicare and Medicaid Emergency Preparedness Rules, all 17 types of healthcare facilities are required to have emergency plans, policies and procedures, and communication plans.
 - a. Facilities with residential populations (nursing homes, hospitals, etc.) are required to test plans annually.

B. Public Health Emergency

1. The Berkeley-Morgan County Health Department will direct the county response.
2. The Berkeley-Morgan County Health Officer or designee may serve as the initial Incident Commander (IC) and should direct operations through the activated Morgan County Health Department Emergency Operations Center (EOC).
 - a. Morgan County OES may activate the county EOC (physical location or virtual) to help coordinate local resources and/or request assistance and resources from higher level of government.
3. Emergency operations for public health services are an extension of normal duties. Primary concerns include the control and prevention of disease-causing agents, water purification, sanitation, and public education.
4. A terrorist attack using chemical or biological contaminants may first be recognized by a department of health or hospital. As such, notification would need to be made to law enforcement, fire, EMS, and EMA agencies.

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- a. The possibility of a terrorist attack using an agent should cause immediate notification to state and federal agencies.
5. The Morgan County Health Department (BCHD) maintains internal plans for responding to public health emergencies. These plans include:
 - a. All-Hazard Plan,
 - b. Medical countermeasures (Strategic National Stockpile)
 - c. Surveillance,
 - d. Isolations and quarantine,
 - e. Pandemic influenza,
 - f. Emerging infectious disease and outbreak response,
 - g. Crisis emergency risk communications, and
 - h. Continuity of operations.

C. Medical Care & Transport

1. Medical care is a primary concern during all phases of emergency management, particularly during the response phase. Initial care provided by Emergency Medical Services (EMS) and triage teams can have a considerable impact on survivability for disaster victims.
2. Emergency ambulance service in Morgan County is provided by the Morgan County Rescue.
 - a. During large-scale emergencies (e.g., mass casualty incidents, etc.), additional EMS resources may be available from surrounding counties.
3. During emergency situations, an on-site Incident Command Post (ICP) utilizing those who are in charge of each emergency operation at the scene, should be established. A triage and treatment area should be established under the direction of the EMS officer in charge.
4. Emergency medical providers in Morgan County are required to contact WVU Medcom or the appropriate hospital to provide reports on patients.
5. WVU Medcom should be able to provide available services at area hospitals.
6. All ambulances and emergency rescue vehicles serving Morgan County should be equipped with field triage tags.

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D. Triage Priorities

1. Patients with certain conditions or injuries have priority for transportation and treatment over others utilizing the Simple Triage and Rapid Treatment (START) methods. An outline of these conditions are as follows:
 - a. **Red Category** – First Priority, most urgent airway and breathing difficulties, uncontrolled or suspected severe bleeding, shock, open chest or abdominal wounds, severe head injuries.
 - b. **Yellow Category** – Second Priority, urgent burns, major or multiple fractures, back injuries with or without spinal damage.
 - c. **Green Category** – Third Priority, non-urgent transportation and treatment is required for minor injuries but not necessarily by EMS personnel, minor fractures, or other injuries of a minor nature.
 - d. **Black Category** – Deceased, non-urgent.

E. Behavioral Health

1. The West Virginia Department of Health and Human Resources (WVDHHR) will act as the primary state-level organization responsible for providing behavioral health services to emergency and/or disaster victims.
2. Coordinate delivery of behavioral health services to affected individuals, families, communities, and responders.
3. Coordinate with local houses of worship for ministerial services as needed.
4. Coordinate with outside agencies that may be able to provide behavioral services (i.e., American Red Cross, local hospice, etc.)
5. Educate public pre-disaster to verify behavioral health services available through private and group insurance policies may be available.

F. Hospital Care

1. Morgan County
 - a. War Memorial Hospital
 - i. Capabilities include Emergency Department, laboratory, med/surg.

PUBLIC HEALTH AND MEDICAL SERVICES

2. Transfer of patients to other facilities to facilitate evacuation should be coordinated through Medical Command (MedCom).
3. For Mass Casualty Incidents (MCIs), transportation should be coordinated through MedCom and may require transportation to facilities outside the county extending transport and return to service times. As such, when EMS capabilities are exhausted, mutual aid should be notified.

G. Mortuary Services

1. Law enforcement is responsible for investigating deaths that are not due to natural causes, or that do not occur in the presence of an attending physician. The Medical Examiner (ME) is responsible for determining the cause of death, authorizing/requiring autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing the removal of bodies from incident sites.
2. The ME shall arrange for the transportation of bodies requiring autopsy. It may be necessary to establish a temporary morgue and holding facilities and obtain additional mortuary service assistance.
3. Ultimately the West Virginia Office of Chief Medical Examiner (OCME) is responsible for the disposition of the deceased. However, fatalities caused by fire and/or explosions fall under the authority of the West Virginia State Fire Marshal (WVSFM).
4. Hospitals have limited morgue space. As such, the state may provide mobile temporary morgues, and WVU Medicine – Berkeley Medical Center may provide space.
5. The West Virginia Department of Health and Human Resources (WVDHHR) has the authority to control and the duty of the disposition of an unclaimed deceased.

H. Strategic National Stockpile

1. The Morgan County Health Department maintains more detailed planning regarding the Strategic National Stockpile (SNS).
2. SNS planning includes guidelines for requesting SNS resources.

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3. SNS planning includes storage and rapid dispersal of vaccines, antivirals, and antitoxins.
4. SNS planning also outlines shipment of SNS medications.

I. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #8 – Public Health and Medical Services
Planning	<ul style="list-style-type: none"> Recognizes the planning done by the health department and the hospitals in the county.
Public Information & Warning	<ul style="list-style-type: none"> Identifies information sharing goals.
Operational Coordination	<ul style="list-style-type: none"> Denotes the Incident Command System (ICS) as the preferred management construct for public health and medical partners.
Environmental Response and Health and Safety	<ul style="list-style-type: none"> Recognizes the health departments' role in addressing potable water, food, solid waste and wastewater safety.
Public Health, Healthcare, and Emergency Medical Services	<ul style="list-style-type: none"> Recognizes the need to implement medical countermeasures to affected population.
Fatality Management Service	<ul style="list-style-type: none"> Recognizes need for external partners to assist with mass fatality incidents.

Table 8.1

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronym	Responsibilities
Emergency Medical Services	EMS	<ul style="list-style-type: none"> Serve as the primary coordinator of this ESF. Coordinate with other EMS agencies, Medical Command, hospitals, and other medical facilities to facilitate transport of patients to appropriate facilities. Provide facility for closed point of distribution to serve government employees and first responders. Prepare necessary triage areas. Transport patients from triage areas to fixed medical facilities. Assist with evacuation of patients from affected medical facilities and nursing homes, as needed.

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Morgan County Health Department	BMCHD	<ul style="list-style-type: none"> • Primary agency for any public health disasters. • Coordinate waste disposal under disaster conditions. • Provide technical information and expertise regarding storage of food. • Coordinate public information programs. • Provide for the relocation and care of special populations (i.e., nursing home residents) • Coordinate communicable disease operations, to include epidemic intelligence, evaluation, prevention, and detection. • Coordinate and provide health care support for shelters and family assistance centers. • Issue key health instructions to the public. • Coordinate planning and response to pandemics. • Provide guidance and/or services regarding vaccinations/prophylaxis for disease prevention. • Coordinate with WVDHHR to determine critical priorities. • Provide SMEs on health-related issues. • Oversee disposal of bodies during mass fatality situation.
WVU Medicine – Berkeley Medical Center		<ul style="list-style-type: none"> • Receive notification of disaster or emergency situations and activate disaster plans. • Coordinate with EMS, Medical Command, and other hospitals and medical facilities to facilitate receipt of appropriate patients. • Implement an internal command system for the hospital. • Provide doctors and nurses for triage teams.

Table 8.2

Support Agencies	Acronym	Responsibilities
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PUBLIC HEALTH AND MEDICAL SERVICES

Morgan County Medical Examiner	ME	<ul style="list-style-type: none"> Oversee removal and storage of bodies. Coordinate identification of deceased. Prepare death certificates. Order autopsies to determine cause of death as necessary. Coordinate release disposal of bodies following a mass fatality with state medical examiner and health department.
Morgan County Office of Emergency Management	MORGAN COUNTY OES	<ul style="list-style-type: none"> Coordinate declaration of local emergency/disaster. Provide logistical support through an activated EOC. Relay resource requests from higher levels of government to the State EOC.
Morgan County Fire Department EMS		<ul style="list-style-type: none"> Coordinate with other EMS agencies, Medical Command, hospitals, and other medical facilities to facilitate transport of patients to appropriate facilities.
West Virginia Department of Health and Human Resources	WVDHHR	<ul style="list-style-type: none"> Coordinate state ESF #8 activities. Provide assistance to local government and health departments as requested and available. Statutorily responsible for disposition of unclaimed deceased. Provides surveillance assistance to local authorities to monitor the health of the general and special needs populations. Assists in monitoring disease outbreaks.
West Virginia Office of Chief Medical Examiner	OCME	<ul style="list-style-type: none"> Coordinate morgue services. Coordinate body identification. Coordinate burial of unclaimed bodies. Establish procedures for handling mass casualties and burial.
West Virginia Board of Pharmacy		<ul style="list-style-type: none"> Gains access to appropriate pharmacies for use as medicine distribution points. Ensures the safety and security of controlled substances.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> Coordinate ESF #5 Emergency Management and ESF #7 Logistics. Support ESF #8 Public Health and Medical Services.
West Virginia National Guard	WVNG	<ul style="list-style-type: none"> Provides support actions to protect public health through the provision of staff for response activities, medical services, security and crowd control, and air and ground transportation. West Virginia National Guard resources should be activated by the Governor.

PUBLIC HEALTH AND MEDICAL SERVICES

US Department of Health & Human Services	USHHS	<ul style="list-style-type: none">Provides monitoring and technical assistance, as requested by local or state agencies (and coordinated through state authorities).
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Table 8.2 continued

Support Agencies	Acronym	Responsibilities
American Red Cross	ARC	<ul style="list-style-type: none">Provide for disaster-related health and behavior health needs as necessary.Assists community health personnel subject to staff availability.Provide supportive counseling for family members of the dead, injured, and others affected by an incident.Provide available personnel to assist in temporary infirmaries, immunization clinics, morgues, hospitals and nursing homes.
Private Business		<ul style="list-style-type: none">Use discretion to close business or limit the number of employees and/or customers during times of potential or actual disease outbreak.

Table 8.2 continued

VII. AUTHORITIES & REFERENCE

A. Authorities

- WV Code, Chapter 6, Article 12, as amended
- WV Code, Chapter 9, Article 1, as amended
- WV Code, Chapter 15, Article 5, as amended
- WV Code, Chapter 16, as amended
- WV Code, Chapter, 20, Article 5J, as amended
- Code of State Rules 64, 7

B. References

PUBLIC HEALTH AND MEDICAL SERVICES

- West Virginia Division of Emergency Management. (2018). West Virginia Emergency Operations Plan. Charleston, WV.
- United States Department of Health and Human Services. (2014). HHS Disaster Human Services Concept of Operations. Washington, D.C.
- United States Department of Homeland Security. (2016). National Response Framework. Washington, D.C.
- Centers for Disease Control. (April, 2011). *Public Health Preparedness Capabilities: National Standards for State and Local Planning*. Atlanta, GA.

MORGAN COUNTY EMERGENCY OPERATIONS PLAN APPENDIX 1 TO ESF #8 MORGAN/BERKELEY COUNTY HEALTHCARE ASSETS

MORGAN COUNTY HEALTHCARE ASSETS		
Agency / Department	Address	Phone Number
HOSPITALS		
War Memorial Hospital	1 Healthy Way, Berkeley Springs, WV 25411	304-258-1234
WVU Medicine – Berkeley Medical Center	2500 Hospital Drive Martinsburg, WV 25401	304.264.1000
Winchester Medical Center	1840 Amherst St., Winchester, VA 22601	540-536-8000
Martinsburg VA Medical Center	510 Butler Avenue Martinsburg, WV 25405	304.263.0811
EMERGENCY MEDICAL SERVICES (EMS) / Air Medical		
Morgan County Rescue	1258 Valley Rd., Berkeley Springs, WV 25411	304.258-4594
Patient Transportation	1927 Rock Cliff Drive Martinsburg, WV 25401	304.264.0199 304.300.0933
Valley Medical Transport	255 Edmond Road Kearneysville, WV 25430	304.776.4067
CLINICS		
EastRidge Health Systems	235 South Water Street Martinsburg, WV 25401	304.263.8954

PUBLIC HEALTH AND MEDICAL SERVICES

Fresenius Medical Care	927 Foxcroft Avenue Martinsburg, WV 25401	888.373.1470
Shenandoah Community Health	99 Tavern Road Martinsburg, WV 25401	304.263.4999
Valley Health Urgent Care	97 Administrative Drive Martinsburg, WV 25404	304.350.3200
WVU Urgent Care	61 Campus Drive Martinsburg, WV 25404	304.596.2273

PHARMACIES		
CVS Pharmacy	1200 Edwin Miller Blvd Martinsburg, WV 25404	304.263.4951
	46 Middleway Pike Inwood, WV 25428	304.229.4318
	436 Retail Commons Pkwy Martinsburg, WV 25403	304.264.5201
Martin's Pharmacy	901 Foxcroft Avenue Martinsburg, WV 25401	304.267.6414
Moore's Pharmacy	1311 Old Courthouse Square Martinsburg, WV 25404	304.264.0300
Patterson's Pharmacy	134 S Queen Street Martinsburg, WV 25401	304.267.8903
	115 Hovatter Drive Inwood, WV 25428	304.229.2929
Reed's Pharmacy	261 Berkmore Pl, Berkeley Springs, WV 25411	304.258-3800
Rite Aid Pharmacy	609 Winchester Avenue Martinsburg, WV 25401	304.267.2955
	7916 Winchester Avenue Inwood, WV 25428	304.229.0935
South Berkeley Pharmacy	5054 Gerrardstown Road Inwood, WV 25428	304.229.2400
Walgreens Pharmacy	8 Gayle Dr., Berkeley Springs, WV 25411	304-258-4955

PUBLIC HEALTH AND MEDICAL SERVICES

	101 Forbes Drive Martinsburg, WV 25404	304.262.4697
Walmart Pharmacy	800 Foxcroft Avenue Martinsburg, WV 25401	304.263.6030
	5680 Hammonds Mill Road Martinsburg, WV 25404	304.274.3873
NURSING HOMES		
Stonerise	456 Autumn Acres Rd., Berkeley Springs, WV 25411	304-258-3673

**ESF #9 -
SEARCH & RESCUE**

Primary Agency	Morgan County Fire Departments Morgan County Sheriff's Department Morgan County OES
Supporting Agencies	Morgan County Rescue Morgan County Emergency Communications Center Mutual and Automatic Aid Agencies WV Civil Air Patrol WV DNR Volunteer Organizations

I. Purpose

- A. Emergency Support Function (ESF) #9 provides coordination and the effective use of search and rescue assets to assist in the locating, rescuing, and/or recovery of lost, missing, stranded, or trapped persons due to an emergency incident.

II. Scope

- A. This ESF applies to any emergency where an individual is determined to be missing, and a large-scale search for that individual would be necessary. The operations of this ESF can be classified under three environments.
1. Land Search & Rescue: locating lost persons or civilian aircraft.
 2. Structural Collapse Urban Search & Rescue (US&R): Structural collapse or transportation accidents involving US&R techniques such as trench rescue, high-angle rescue and confined space.
 3. Waterborne Search & Rescue: Incidents where boat response and rescue is an integral part of the overall operations (i.e., body recovery, swift-water, etc.)

III. POLICIES

- A. All departments and agencies assigned responsibilities within Emergency Support Function (ESF) #9 should develop and maintain the necessary plans and Standard Operating Guidelines (SOGs) to accomplish their assigned tasks.
- B. The Incident Commander (IC) or Unified Commander (UC), with input from the operations section, and guidance from the Emergency Operations Center

SEARCH & RESCUE

(EOC) will determine when an operation will transition from a rescue mission to a recovery mission.

- C. The term rescue is used when there is a chance to save a human life.
- D. The term recovery is used without the goal of saving human life and is completed at a slower pace with greater attention to the risk-benefit factor of each task.

IV. ORGANIZATIONAL STRUCTURE

- A. Statutorily a missing individual falls under the direction and control of law enforcement agencies. However, as search areas become larger and operations more technically involved, the Incident Commander (IC) may choose to transition into a Unified Command (UC) approach to adequately encompass the workforce, geographical location, and/or technical assistance needed.
- B. Urban Search and Rescue (USAR) falls under the direction and control of the fire service and Emergency Medical Services (EMS). Structural collapses, transportation accident rescue, and other rescue tasks requiring specific training and utilize specialized equipment. Door-to-door searches following a disaster, such as flooding, may utilize volunteer groups such as C.E.R.T. and individual volunteers with Just in Time Training.
- C. Waterborne search and rescue, especially swift-water, utilize specialty equipment and requires specialized training. Agencies that specialize in such activities should take part in a Unified Command (UC) with the initial response agencies.
- D. The West Virginia Department of Natural Resources (WVDNR) will conduct SAR operations in State parks, forests, and non-navigable waterways.

V. CONCEPT OF OPERATIONS

A. Land Search & Rescue

1. Initially, most land search & rescue incidents will begin as a report of a lost or missing person through Morgan County 911.
2. Once dispatched, the initial response agencies (e.g., local law enforcement agency, primary fire department, etc.) assess the situation and determine the need for additional resources.
 - a. Additional resources may include additional workforce (including K-9 Teams), specialized equipment (e.g., ATVs, UTVs, Drone, etc.), or technical assistance (e.g., electronic grid mapping).
 - b. Additional resources may be requested immediately or may be requested at any time during the search and rescue operation.
Considerations for requesting resources:
 - c. Size of the geographical area to be searched,
 - d. Terrain,
 - e. Time of day (hours until dark)
 - f. Demographics of missing person/people (age, medical conditions, etc.)
 - g. A search may be suspended due to multiple reasons, including weather conditions and time of day.
3. Special Considerations – Land Search & Rescue
4. The addition of spontaneous and or untrained volunteers who are unfamiliar with the area may lead to additional search rescue missions.
5. Spontaneous volunteers may include individuals who are physically unable to manage the terrain. These individuals may be used for administrative or clerical tasks at the Incident Command Post (ICP).
6. When spontaneous or non-affiliated volunteers are utilized, they should receive just-in-time training and be placed in teams led by trained personnel.

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7. Local volunteers may be able to provide information on areas of particular interest that may need to be searched (e.g., knowledge of hunting cameras that may have captured the missing/lost person, etc.).

B. Urban Search and Rescue (USAR)

1. Structural collapse is most frequently secondary to another incident (e.g., fire, natural or technological disaster, etc.).
 - a. Rescue techniques such as high-angle rescue or confined space rescue require personnel with specialized training.
2. Transportation accident rescues are the most common rescues to occur.
 - a. Multiple agencies throughout the county have various equipment and trained personnel to perform transportation rescues.
3. Most frequently, door-to-door USAR will be initiated following a disaster. As such, the request for USAR activities will come from the operations section or the Incident Command/Unified Command Post.
 - a. Door-to-door search USAR may be a workforce exhaustive operation. Multiple teams may be needed to cover large areas with structures and dwellings.
 - b. Spontaneous or non-affiliated volunteers may be utilized but should receive training and safety briefings.
 - i. When using non-affiliated volunteers, they should be placed in teams led by trained personnel.
 - ii. Local volunteers may be able to provide information on areas of particular interest that may need to be searched (e.g., information on elderly or infirmed residents, etc.)
 - c. All personnel should be advised how to properly mark a dwelling as either unsearched due to compromised structural integrity or searched.
 - d. Search teams should maintain status records of all structures searched to be turned over to supervisors upon completion of their assignment.

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4. Special Considerations – Urban Search and Rescue (USAR)
 - a. Transportation accidents, structural collapses, and specialized rescues may involve hazardous materials. All personnel involved in these rescues should be trained at the appropriate hazmat level before operating in these incidents.
 - b. Structural collapses and door to door searches may require respiratory protection to avoid such contaminants as asbestos, mold, etc.
 - c. There are multiple agencies that provide regulations and standards that should be followed during USAR.

C. Waterborne Search & Rescue

1. Waterborne search & rescues are usually reported through Morgan County 911 with first due response agencies being dispatched to the location the individual(s) was last observed.
2. Based on the circumstances (e.g., child last seen near a river or lake, etc.), there may be simultaneous waterborne and land search and rescue operations.
3. Special Considerations – Waterborne Search & Rescue
 - a. Spontaneous or non-affiliated volunteers may be utilized but should receive training and safety briefings.
 - i. When using non-affiliated volunteers, they should be placed in teams led by trained personnel.
 - ii. Local volunteers may be able to provide information on areas of particular interest that may need to be searched (e.g., deep areas of the river, etc.)

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D. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #9 – Search & Rescue
Operational Coordination	<ul style="list-style-type: none"> Identifies the Incident Command System (ICS) as the preferred incident management construct for Morgan County.
Situational Assessment	<ul style="list-style-type: none"> Briefly discusses information to be collected during incident size-up.
Mass Search and Rescue	<ul style="list-style-type: none"> Identifies the need to work and train with mutual aid partners in rescue activities.

Table 9.1

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronyms	Responsibilities
Morgan County Fire Chiefs'		<ul style="list-style-type: none"> Distribute information related to nearby search and rescue training opportunities.
Local Fire Departments		<ul style="list-style-type: none"> Respond to search and rescue situations as dispatched. Provide extrication, rescue, and evacuation assistance. Provide representation in a Unified Command structure. Coordinates departmental resources and requests assistance through local mutual aid agreements. Provide specialty vehicles such as UTVs and watercraft to assist with searches. Request external resource support, as necessary, to include specialty search and rescue teams.
Local Law Enforcement Agencies		<ul style="list-style-type: none"> Serve as initial Incident Commander (IC) upon receipt of a missing person report. Coordinates departmental resources and requests assistance through local mutual aid agreements. Provide specialty vehicles such as UTVs and watercraft to assist with searches.
Morgan County Office of Emergency Services	MORGAN COUNTY OES	<ul style="list-style-type: none"> Serve as the primary coordinator of this ESF. Coordinate with the local emergency agencies to establish the necessary plans and procedures and conduct all categories of SAR operations within their respective jurisdictions as required.

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		<ul style="list-style-type: none"> Provide coordination of all county agencies' SAR activities, receive local requests for State and Federal SAR assistance, and request SAR assistance as required from the WVEMD.
Support Agencies	Acronyms	Responsibilities
Morgan County Emergency Communication Center	ECC	<ul style="list-style-type: none"> Dispatch the fire service on search and rescue and missing person calls. Relay requests for resources to other local agencies, as per the request of the command structure.
Emergency Medical Services	EMS	<ul style="list-style-type: none"> Supports search and rescue operations with its swift water team.
West Virginia Department of Natural Resources	WVDNR	<ul style="list-style-type: none"> Conducts SAR operations in State parks, forests, and non-navigable waterways. Provide Drones and pilots to assist with wilderness and wildland-urban areas interface searches. Provide watercraft and personnel to assist with water-based search and rescue events.

Table 9.2

Support Agencies	Acronyms	Responsibilities
West Virginia Civil Air Patrol	CAP	<ul style="list-style-type: none"> Can be requested through WVEMD to prepare plans and procedures to accomplish air and ground search and rescue missions. Assists in searches for lost aircraft.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> Receives requests for state and federal assistance and resources from the county's EOC. Coordinates state, volunteer, and federal support. Provides communication assets, as required.
West Virginia National Guard	WVNG	<ul style="list-style-type: none"> Provides search and rescue personnel assistance for ground, water, and air operations.
West Virginia State Police	WVSP	<ul style="list-style-type: none"> Provides search dogs, handlers, and field support personnel through WV K9 SAR. Provides mobile command center for communications support.

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Federal Emergency Management Agency	FEMA	<ul style="list-style-type: none">Initiate the national urban search and rescue response system for incidents likely to result in collapsed structures.
United State Coast Guard	USCG	<ul style="list-style-type: none">Initiate federal waterborne search and rescue response activities for incidents likely to result in waterborne or maritime distress.

Table 9.2 continued

VI. AUTHORITIES & REFERENCE

A. Authorities

- WV Code, Chapter 15, as amended
- WV Code, Chapter 16, Article 4C, as amended
- WV Code, Chapter 29, Article 3, as amended
- 14 C.F.R. Part 107 Small Unmanned Aircraft Systems
- 29 C.F.R. 1910.120 Hazardous Waste Operations & Emergency Response
- 29 C.F.R. 1910.134 Respiratory Protection Standard
- 29 C.F.R. 1910.146 Permit-Required Confined Space
- 29 C.F.R. 1910.424 Self Contained Underwater Breathing Apparatus
- 29 C.F.R. 1926.650 Excavating and Trenching
- 29 C.F.R. 1926.651 Excavating and Trenching
- 29 C.F.R. 1926.652 Excavating and Trenching
- 46 C.F.R. 160.171 Immersion Suits

B. References

- American National Standards Institute. (2018). *ANSI Z359.1, Safety Requirements for Personal Fall Arrest Systems, Sub-Systems, and Components*. Washington, D.C.
- ASTM International. (2017). *ASTM F1772-17, Standard Specification for Harnesses for Rescue and Sports Activities*. West Conshohocken, PA.
- ASTM International. (2018). *ASTM F1823-97, Standard Guide for Water Rescue Personal Flotation Device (PFD)*. West Conshohocken, PA.

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- ASTM International. (2013). *ASTM F1956-13, Standard Specification for Rescue Carabiners*. West Conshohocken, PA.
- ASTM International. (2015). *ASTM F2116-01, Standard Specification for Low Stretch and Static Kernmantle Life Safety Rope*. West Conshohocken, PA.
- ASTM International. (2015). *ASTM F2266-03, Standard Specification for Masses Used in Testing Rescue Systems and Components*. West Conshohocken, PA.
- ASTM International. (2017). *ASTM F3262-17, Standard Classification System for Small Unmanned Aircraft Systems for Land Search and Rescue*. West Conshohocken, PA.
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- National Fire Protection Association. (2017). *NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications*. Quincy, MA.
- National Fire Protection Association. (2017). *NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents*. Quincy, MA.
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- National Fire Protection Association. (2015). *NFPA 1952: Standard on Surface Water Operations Protective Clothing and Equipment*. Quincy, MA.
- National Fire Protection Association. (2017). *NFPA 1983: Standard on Life Safety Rope and Equipment for Emergency Services*. Quincy, MA.
- West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- United States Department of Homeland Security. *National Incident Management System*. (2017). Washington, D.C.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

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Appendix A

JOINT STATEMENT, TO DESIGNATE DUTIES, RESPONSIBILITIES AND RELATIONSHIP IN PREPARATION FOR AND DURING AN EMERGENCY BY AND BETWEEN WEST VIRGINIA WING, CIVIL AIR PATROL AND WEST VIRGINIA OFFICE OF EMERGENCY SERVICES

One of the purposes of the Civil Air Patrol, as outlined by an Act of Congress, is to provide an organization of private citizens with adequate facilities to assist in meeting local, State and National emergencies.

Cooperation between the West Virginia Wing, Civil Air Patrol, and the West Virginia Office of Emergency Services is within the powers and duties of these organizations to ensure that the preparation of the State will be adequate to deal with man-made and natural disasters.

During or under the imminent threat of an emergency and upon request of the Director of the West Virginia Office of Emergency Services, the West Virginia Wing, Civil Air Patrol, will employ its facilities, personnel, and equipment to support the rescue and recovery effort consistent with its other missions as a volunteer civilian auxiliary of the United States Air Force. The manner in which Civil Air Patrol personnel, property, and equipment will be utilized as organized units in local Emergency Service organizations will be determined by the Commander of the West Virginia wing, Civil Air Patrol.

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Units of the West Virginia Wing, Civil Air Patrol, will be available and prepare to perform all or part of the following missions.

- Search and Rescue Operations Damage Assessment Communications
Transportation of Medical Personnel, Equipment and Supplies
- Transportation of Key Officials
- Aerial Radiological Monitoring
- Other Services within the capabilities of CAP.

Subordinate units of the West Virginia Wing, Civil Air Patrol, located within the jurisdiction of a local Emergency Services organization will support the local Office of Emergency Services as a unit with specific functions as outlined above.

Members of the West Virginia Wing, Civil Air Patrol, will be furnished official Emergency Services Identification Cards as requested by the Unit Commanders. Civil Air Patrol members participating in Emergency Services as individuals will serve under the direction of the local Director/Coordinator of Emergency Services.

The provisions of Chapter 15, Article 5, Section 11 of the West Virginia Code shall be extended to members of Civil Air Patrol while operating under the terms of this agreement. This Section defines the Immunities and Exemptions of duly qualified Emergency Services workers.

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State and locally owned Emergency Services property, equipment and supplies may be loaned and/or issued to Civil Air Patrol units on a memorandum receipt. Title to property, equipment and supplies will be retained by the State or local Emergency Services organization. Property, equipment, and supplies will be used and/or operated in accordance with written agreements executed at time property, equipment and supplies are loaned and/or issued to Civil Air Patrol units. Civil Air Patrol units will be responsible to the appropriate Emergency Services organization for items for which they have signed memorandum receipts.

**ESF #10 -
OIL AND HAZARDOUS MATERIALS**

Primary Agencies	Morgan County LEPC Morgan County Fire Departments Morgan County Office of Emergency Services Morgan County Emergency Communications Center
Supporting Agencies	Emergency Medical Services Law Enforcement Public Works Fixed Facilities & Shippers (of Hazmat) WVDOH WV State Fire Marshall WVDEP WVDHHR WVEMD USEPA Wastewater Treatment Facilities Morgan County Schools American Red Cross National Weather Service Berkeley-Morgan Health Department

I. PURPOSE

- A. Emergency Support Function (ESF) #10 provides guidance during hazardous materials (HAZMAT) incident response.
- B. ESF #10 also provides for the protection of citizens and the environment.

II. SCOPE

- A. ESF #10 provides a coordinated response to an actual or potential discharge or uncontrolled release of hazardous material.
- B. This ESF applies to both fixed facilities and transportation hazards. There are approximately 90 SARA Title II covered facilities located in Morgan County.
- C. Morgan County has a combination of interstates, U.S. highways, state highways, and county roads that serve as a transportation corridor for

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potential truckload quantities of virtually any hazardous substance at any time.

III. POLICIES

- A. All departments and agencies assigned responsibilities within ESF #10 should develop and maintain the necessary plans, policies, and Standard Operating Guidelines (SOGs) needed to accomplish their tasks.
- B. First Responders should receive training in compliance with Occupational Safety and Health Administration's (OSHA) regulations.
- C. The Morgan County Commission and municipal governments will allocate funds to purchase necessary hazardous materials response equipment, and to provide training to local emergency responders regarding hazardous materials response.

IV. ORGANIZATIONAL STRUCTURE

- A. All hazardous material emergencies within Morgan County are managed by the Incident Command System (ICS). Most often, the most senior fire official on scene from the primary agency will serve as the Incident Commander (IC).
- B. The political jurisdiction in which the incident occurs is responsible for initially directing response activities, and for notifying other political jurisdictions that may be affected.
- C. Hazardous waste incidents, such as the discovery of a dangerous dumpsite, the jurisdiction's hazardous materials plans, personnel, and equipment will be used that are pertinent to the situation. The discovery of a site of any size and danger; however, will almost always result in a response from higher governmental levels, such as the West Virginia Department of

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Natural Resources (WVDNR), West Virginia Department of Environmental Protection (WVDEP), and/or the United States Environmental Protection Agency (US EPA).

- D. Requests for resources from a higher level of government should be made through the county's activated Emergency Operations Center (EOC).
- E. Upon request of the Fire Service Incident Commander, the Morgan County Hazardous Materials Team will be dispatched by the Morgan County Emergency Communications Center.

V. CONCEPT OF OPERATIONS

A. General

1. The Morgan County Local Emergency Planning Committee (LEPC) coordinates the development and maintenance of a hazardous materials response plan for Morgan County. The general considerations of this Emergency Support Function (ESF) are detailed in a more operational fashion in that document. The planning committee also participates heavily in training for hazardous material incidents.
2. Most hazardous material (hazmat) incidents are chemical releases or leaks caused by another emergency incident (e.g., traffic accident, structure fire, etc.) As such, the first agencies on scene may not be aware of a hazmat threat.
3. A number of special facilities, such as hospitals, elderly care facilities, schools, jails, etc., are all within the danger zones of possible hazardous materials incidents.
4. This document assumes that safety coordinators working at the fixed facilities in the county and shippers transporting hazardous materials through the county develop and maintain appropriate emergency preparedness plans.
5. There are numerous creeks, streams and rivers, plus a hilly topography that could result in their contamination by a hazardous materials incident.

B. Hazmat Levels

1. Hazardous materials incidents are separated into four categories based on the severity of the incident and the appropriate emergency response.
 - a. **Level I** incidents involve hazardous materials that can be contained, extinguished, and/or abated by initial emergency responders with little assistance from other local emergency response organizations. The hazardous materials involved in a Level I incident pose little immediate risk to the environment or public health and cause minimal containment or clean-up problems.
 - b. **Level IIA** incidents are situations that are beyond the capabilities of the initial emergency response organization, but they can be controlled with assistance from other local response organizations and possible minimal assistance from state elements. Materials involved in Level IIA incidents typically present significant clean-up and containment problems and pose a potential long-term threat to life, health, and the environment.
 - c. **Level IIB** incidents are situations beyond the emergency response capabilities of local emergency response organizations, and the chief elected official has relinquished control to the Governor, who may appoint a state agency to lead the emergency response activities. The hazardous materials involved in a Level IIB incident pose the same threat as those involved in a Level IIA incident.
 - d. **Level III** incidents are beyond the control capabilities of local emergency response units, which are of such magnitude that they require support and assistance from state and federal agencies, and which requires the Governor to declare a State of Emergency. The hazardous materials involved in a Level III incident present a potential or long-term threat to

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life, health, or the environment, and present a significant clean-up problem.

C. Regulatory Notifications

1. Reporting the incident
 - a. In accordance with the requirements of the Superfund Amendments and Reauthorization Act (SARA) Title III and West Virginia Code 55-1-4, the owner or operator of a facility where a hazardous chemical is produced, used, or stored shall provide emergency notification of any release. The facility should dial 911 to report the incident. A facility should also contact the State Emergency Response Commission (SERC) and the National Response Center (NRC).
2. Redundant Notifications
 - a. Notification of the County will be by a call to Morgan County Emergency Communications Center (ECC).
 - b. Notification to West Virginia Division of Emergency Management (WVEMD) should be made via WebEOC.

D. Clandestine Drug Laboratory

1. Law Enforcement will be the lead agency upon the identification of a Clandestine Drug Laboratory (meth lab).
2. Under West Virginia Law, the investigating law enforcement agency should notify the property owner, secure and vacate the premises (if a structure), impound any vehicles that are found to contain meth labs and/or equipment, precursors, etc. and maintain vehicle secured and unoccupied until testing is completed.
3. Property should not be returned or reoccupied until a certificate of remediation completion is secured.

E. Public Protective Measures

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1. The primary means of offering public protection during hazardous materials incidents include evacuation and Shelter-in-Place (SIP).
2. Shelter-in Place (SIP)
 - a. Decision-making questions.
 - i. For fixed facility incidents, what does the facility emergency coordinator recommend based on his/her knowledge of the materials involved in the incident?
 - ii. Will SIP provide adequate protection to the affected population?
 - iii. How much time is available to implement the measure?
 - iv. Can an evacuation be feasibly implemented?
 - v. Will weather conditions cause the incident to affect evacuation routes or unnecessarily expose an evacuating population?
 - vi. Are sufficient resources available to disseminate warnings?
3. Evacuation
 - a. If the Incident Commander (IC) determines that SIP will not adequately protect those individuals directly threatened by the hazard and time permits, he/she may order a localized evacuation.
 - b. Decision-making questions
 - i. For fixed facility incidents, what does the facility emergency coordinator recommend based on his/her knowledge of the materials involved in the incident?
 - ii. How much time is available to implement the evacuation?
 - iii. Will weather conditions cause the incident to affect evacuation routes or unnecessarily expose an evacuating population?
 - iv. Are sufficient resources available to disseminate warnings?
 - v. Are sufficient resources available to direct the evacuation, provide security, etc.?
 - vi. Can shelters be established?

F. Response Personnel Safety

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1. There are many factors to consider when discussing safety, including planning, training, equipment, health, and physical fitness, and public awareness.
2. The Incident Commander (IC), or designee should be responsible for delineating the following areas at the scene. Resources such as the current Emergency Response Guidebook (DOT, 2020) may aid in quickly establishing these zones. (Zones should be amended as the incident progresses)
 - a. **Hot (Exclusion) Zone:** The area immediately surrounding the scene. Only personnel wearing appropriate protective clothing would be permitted in this area.
 - b. **Warm Zone:** The area surrounding the hot zone which presents no danger to properly outfitted personnel. The decontamination area should be established on the outer edge of the warm zone just before passing into the cold zone.
 - c. **Cold Zone:** The support area surrounding the warm zone that presents no hazard to personnel. The incident command post and staging area should be established in the cold zone.
 - d. The zones will likely be modified by specialty resources such as the Hazardous Incident Response Team (HIRT) upon their arrival.
3. The IC should ensure that personnel approach an incident from upwind as well as establish the Incident Command Post (ICP), decontamination area, and staging area upwind.
4. The IC or the designated command staff safety officer should be responsible for ensuring that personnel responding to an exclusion zone are properly outfitted in Personal Protective Equipment (PPE), including Level A, B, C, or D suits).
5. IC should establish an accountability procedure as properly outfitted personnel rotate in and out of an exclusion zone. Accountability will likely be maintained by any special response teams that arrive, who should then notify the incident commander when support personnel would be needed.

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G. ESF Roles Aligned with core Capabilities

Core Capability	ESF #10 – Hazardous Materials Response
Operational Coordination	Designates local fire departments and the HIRT as primary response agencies. Designates law enforcement agencies as primary response agencies for clandestine labs.
Environmental Response/Health & Safety	Briefly discusses the means to provide mass care support to the affected population (evacuation and shelter-in-place). Discusses response personnel safety
Critical Transportation	Identifies means to provide transportation to the access and functional needs population.
Infrastructure Systems	Assess the nature and extent of contamination and clean up and/or decontaminate infrastructure.
Public Information and Warning	Provide the technical expertise to support the preparation of Federal public information related to the environmental response.

Table 10.1

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronyms	Responsibilities
Morgan County Local Emergency Planning Committee	LEPC	<ul style="list-style-type: none"> • Serve as the primary coordinator of this ESF. • Serve as a planning committee for the county. • Identify facilities and transportation routes of Extremely Hazardous Substances (EHS). • Provide information on on-site response plans to local emergency responders.
Morgan County Office of Emergency Services	MORGAN COUNTY OES	<ul style="list-style-type: none"> • Assess the incident with the HAZMAT team leader and Law Enforcement Leader. • Activate of the Emergency Alert System and NOAA All-Hazard Radio for Civil Emergency Messages. • Monitor weather conditions. • Maintain an inventory of all Hazardous Materials response equipment located in the county and maintenance of a resource database. • Activate the Emergency Operations Center if the incident is beyond the capabilities of the local community. • Request mutual aid from other Regional HAZMAT Teams through WVEMD. • Notify appropriate State and Federal agencies (i.e.: Department of Environmental Protection, Department of

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		Natural Resources, and National Response Center)
Morgan County Emergency Communication Center	(ECC)	<ul style="list-style-type: none"> • Notify local fire departments having jurisdiction over the incident. • Notify local law enforcement. • Notify Morgan County OES.
Local Fire Departments		<ul style="list-style-type: none"> • Maintain copies of the current Emergency Response Guidebook (ERG) in all emergency vehicles. • Ensure personnel are familiar with ERG use and can identify chemicals and initiate safety procedures (e.g., evacuations, first aid, etc.) • Ensure all personnel receive an appropriate level of training under 29 CFR 1910.120 and 29 CFR 1910.134. • Conduct scene size-up, develop an Incident Action Plan (IAP) and conduct response operations as necessary. • Determine or verify the type of material involved and, if possible, the nature of the hazard. Keep up-wind, up-grade, and at a safe distance. • Provide the Emergency Operations Center with a situation report describing in brief terms what is observed, information received, and actions to be initiated. The situation report should be in accordance with departmental Standard Operating Guidelines (SOGs). The Incident Commander should make every effort to determine as soon as possible if a hazardous material incident exists. The amount of the product involved or the department's ability to handle the situation does not alter the fact that a hazardous materials incident exists. Determine need to evacuate/shelter in place. • Take appropriate action to mitigate the hazards, stabilize the situation, rescue any injured or trapped persons, evacuate the area, and contain spill and/or runoff. • Maintain and protect evidence of a crime. • Request resources as needed.

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		<ul style="list-style-type: none"> • Manage the resources necessary to detect, stabilize, and mitigate hazardous materials incidents. • Maintains and updates information related to staffing of hazardous materials response equipment. • Identify, prioritize, procure, and allocate available resources to maintain adequate hazardous materials operations. • Assess hazardous materials activities and identify unmet resource needs. • Implement mutual aid agreements as needed. • Coordinate technical advice, additional radiological monitoring, instruments, back-up communications, and other available resources. • Coordinate an Incident Action Plan. • Coordinate with EMS agencies to provide emergency medical treatment and pre-hospital care to the injured. • If needed, request additional resources through the EOC or MCECC. • Standby on scene as long as the emergency condition exists. • Transfer command of the incident scene to the appropriate agency. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
Support Agencies	Acronyms	Responsibilities
Emergency Medical Services	EMS	<ul style="list-style-type: none"> • Maintain copies of the current Emergency Response Guidebook (ERG) in all emergency vehicles. • Ensure personnel are familiar with ERG use and can identify chemicals and initiate safety procedures (e.g., evacuations, first aid, etc.). • Ensure all personnel receive an appropriate level of training under 29 CFR 1910.120 and 29 CFR 1910.134. • Provide an agency representative to the Command Post for the hazardous materials incidents. • Establish and utilize Triage / Treatment / Transportation Areas as defined in the NIMS. • Care for and transport injured to appropriate hospital(s). Inform the receiving hospital of the types of materials the injured have been exposed to, if they are contaminated, and decontamination

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		<p>method if any field decontamination has been done.</p> <ul style="list-style-type: none">• Maintain and protect any evidence of a crime at the scene or on the patient.• Notify the WV Poison Center of types of hazardous materials involved.• Maintain unit(s) at scene, as required, to care for and transport persons that may be injured during mitigation operations.• Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
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Local Fire Departments		<ul style="list-style-type: none"> • Maintain copies of the current Emergency Response Guidebook (ERG) in all emergency vehicles. • Ensure personnel are familiar with ERG use and can identify chemicals and initiate safety procedures (e.g., evacuations, first aid, etc.) • Ensure all personnel receive an appropriate level of training under 29 CFR 1910.120 and 29 CFR 1910.134. • Conduct scene size-up, develop an Incident Action Plan (IAP) and conduct response operations as necessary. • Determine or verify the type of material involved and, if possible, the nature of the hazard. Keep up-wind, up-grade, and at a safe distance. • Provide the Emergency Operations Center with a situation report describing in brief terms what is observed, information received, and actions to be initiated. The situation report should be in accordance with departmental Standard Operating Guidelines (SOGs). The Incident Commander should make every effort to determine as soon as possible if a hazardous material incident exists. The amount of the product involved or the department's ability to handle the situation does not alter the fact that a hazardous materials incident exists. Determine need to evacuate/shelter in place. • Take appropriate action to mitigate the hazards, stabilize the situation, rescue any injured or trapped persons, evacuate the area, and contain spill and/or runoff. • Maintain and protect evidence of a crime. • Request resources as needed. • Manage the resources necessary to detect, stabilize, and mitigate hazardous materials incidents. • Maintains and updates information related to staffing of hazardous materials response equipment. • Identify, prioritize, procure, and allocate available resources to maintain adequate hazardous materials operations. • Assess hazardous materials activities and identify unmet resource needs. • Implement mutual aid agreements as needed. • Coordinate technical advice, additional radiological monitoring, instruments, back-up communications, and other available resources. • Coordinate an Incident Action Plan.
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		<ul style="list-style-type: none">• Coordinate with EMS agencies to provide emergency medical treatment and pre-hospital care to the injured.• If needed, request additional resources through the EOC or MCECC.• Standby on scene as long as the emergency condition exists.• Transfer command of the incident scene to the appropriate agency.• Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
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Support Agencies	Acronyms	Responsibilities
Law Enforcement Agencies		<ul style="list-style-type: none"> • Maintain copies of the current Emergency Response Guidebook (ERG) in all emergency vehicles. • Ensure personnel are familiar with ERG use and can identify chemicals and initiate safety procedures (e.g., evacuations, first aid, etc.). • Ensure all personnel receive an appropriate level of training under 29 CFR 1910.120 and 29 CFR 1910.134. • Provide security and traffic diversion around the incident. • Provide a representative to the command post. • Establish a perimeter around the incident, allowing no unauthorized persons into area in coordination with the Incident Commander. • Establish Access Control Coordination Point, in consultation with the Incident Commander, for all to enter and exit; maintain record of those who enter and exit. • Conduct evacuations of the area at risk as is necessary as directed by the Incident Commander. Law enforcement officers will not be used in areas where the atmosphere is contaminated unless they have the appropriate training and equipment to operate safely in these areas. • Maintain security of any areas that have been evacuated. • Maintain security of the Command Post, if requested by the Incident Commander. • Develop traffic flows for the area and provide this information to the Liaison Officer and PIO until the incident is mitigated. • Implement traffic diversion as needed. Coordinate with WVDOT as needed for traffic control. • Maintain security of any shelters where evacuees are housed. • Monitor on-post personnel around the security perimeter of the scene regarding their exposure to any product that was released because of the incident. • When first on scene: <ul style="list-style-type: none"> ○ Determine the type of material involved, if possible, and the nature of the problem. Remain

OIL & HAZARDOUS MATERIALS

		<p>upwind and upgrade of the incident.</p> <ul style="list-style-type: none"> ○ Notify the Emergency Operations Center (EOC) or Morgan County Emergency Communications Center, giving them as much information as possible. ○ Isolate the hazard area and keep non-essential personnel away from the scene. ○ Maintain and protect any evidence of a crime. ○ Initiate and conduct evacuation or shelter-in-place of surrounding area, particularly downwind or downstream when necessary. If explosive material is involved and the possibility of an explosion exists, evacuate and restrict the area in all directions. If material is leaking or on fire and is toxic, evacuate or shelter-in-place and restrict the downwind and downgrade areas first. ○ Provide wind speed and direction to the EOC or ECC via an anemometer or other equipment on vehicles. ○ Obtain names and addresses of all persons involved if the possibility of contamination exists. ○ Notify the Emergency Call Center of the owner, shipper, or other appropriate custodian of material involved in incident if identified. ○ Establish Access Control Coordination Point to incident area for control of personnel entering area. <ul style="list-style-type: none"> ● Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
Public Works		<ul style="list-style-type: none"> ● Responsible for assessing damage to municipal roadways due to hazardous materials incidents. ● Provide traffic diversion devices as needed for the Law Enforcement Sector Leader. ● Prevent contamination of water supply.

OIL & HAZARDOUS MATERIALS

Fixed Facilities & Shippers (of Hazmat)		<ul style="list-style-type: none"> • Participate in SARA Title III reporting. • Notify appropriate emergency officials of an incident as soon as possible. • Provide liaison to the Incident Command Post (ICP) or Emergency Operations Center (EOC) during an incident. <ul style="list-style-type: none"> ○ This liaison may be the Facility Emergency Coordinator. ○ Provide technical information on the material(s) involved, proper protective actions, etc. • Provide technical assistance to responders during an incident. • Develop and maintain an on-site contingency plan which specifies notification and emergency response capabilities and procedures. • Provide planning support to the LEPC. • Train drivers in proper emergency procedures should they be involved in an incident.
West Virginia Department of Transportation	WVDOT	<ul style="list-style-type: none"> • Responsible for assessing damage to state-maintained roadways due to hazardous materials incidents. • Provide traffic diversion devices as needed for the Law Enforcement Sector Leader.
West Virginia State Fire Marshal	WVSFM	<ul style="list-style-type: none"> • Certify any person, firm, corporation, or governmental entity that may request certification of their hazardous material response training program. • Maintain copies of all training/certification records.
West Virginia Department of Environmental Protections	WVDEP	<ul style="list-style-type: none"> • Provide technical and specialized personnel for hazardous materials incidents. • Provide an emergency response unit to work in coordination with Morgan County's HIRT. • Provide access to clean-up resources.

Table 10.2 continued

Support Agencies	Acronyms	Responsibilities
West Virginia Department of Health and Human Resources	WVDHHR	<ul style="list-style-type: none"> • Provide guidance regarding the threat to human health posed by the release of hazardous material and recommend protective action measures.

OIL & HAZARDOUS MATERIALS

West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> • Receive request for resources from county EOC. • Allocate resources as necessary and available.
US Environmental Protection Agency	USEPA	<ul style="list-style-type: none"> • Serves as the coordinating agency for Emergency Support Function #10. • Coordinates, integrates, and overall manages the federal response effort (to chemical incidents). • Provides federal on-scene commanders within its jurisdiction. • Coordinates, as necessary, with other state and local agencies involved in a response.
Wastewater Treatment Facilities		<ul style="list-style-type: none"> • Provide a representative who can commit personnel and resources to the situation and make decisions toward the mitigation of the incident. This person will have direct access to the Incident Commander and provide all relevant expertise on the sewer and drainage system. • Determine and evaluate the effect the incident will have (or has/had) on sewer and drainage systems and best methods to prevent contamination or damage to sewer system. • Take necessary steps to mitigate the initial incident involving the sewer and drainage systems. If contamination occurs, oversee decontamination and cleanup of sewer system. • Assist in evaluation of potential impact on public health and safety if spilled materials enter the sewer or storm system. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
Morgan County Schools	MCS	<ul style="list-style-type: none"> • Open congregate-care shelters for evacuees when required upon request and in conjunction with the American Red Cross. • Establish feeding for evacuees in conjunction with congregate-care shelters. • Provide school bus transportation when necessary.

OIL & HAZARDOUS MATERIALS

American Red Cross	ARS	<ul style="list-style-type: none">• Open and operate shelter(s) for evacuees should residents in community need to be evacuated.• Provide canteen service upon request for on-scene working personnel should incident be of long duration.• Provide upon request individual to the staging area with radio to represent American Red Cross and act as link to IC during incident.
National Weather Service	NWS	<ul style="list-style-type: none">• Provide weather information for scene area.• Request additional forecasting equipment needed to predict current weather conditions in and around the scene area should mitigation prove prolonged and unstable.• Activate the Emergency Alert System (EAS) upon request.
Berkeley-Morgan Health Department		<ul style="list-style-type: none">• This function deals with activities that are associated with ESF # 7 and ESF #8. Refer to those ESF's to determine responsibilities according to the needs of the incident.

Table 10.2 continued

VII. AUTHORITIES & REFERENCE

A. Authority

- WV Code, Chapter 5F, Article 2, as amended
- WV Code, Chapter 24A, Section 6B, as amended
- WV Code, Chapter 15, Article 5, and Article 5A, as amended
- WV Code, Chapter 17, Article 16, as amended
- 29 C.F.R. 1910.120 Hazardous Waste Operations & Emergency Response
- 29 C.F.R. 1910.134 Respiratory Protection Standard
- 29 C.F.R. 1910.1201 Retention of DOT marking, placards and labels
- 49 C.F.R. 105 Hazardous Materials Program Definitions and General Procedures
- 49 C.F.R. 107 Hazardous Materials Program Procedures

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- 49 C.F.R. 109 Department of Transportation Hazardous Material Procedural Regulations
- 49 C.F.R. 110 Hazardous Materials Public Sector Training and Planning Grants
- 42 U.S.C. Chapter 116 Emergency Planning and Community Right-to-Know
- West Virginia 64 C.S.R. Series 92, Clandestine Drug Laboratory Remediation
- West Virginia 150 C.S.R. Series 23, Rules and Regulations Implementing a Uniform Registration and Permitting Program for Motor Carriers Transporting Hazardous Materials
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Superfund Amendments and Reauthorization Act of 1986

B. References

- National Fire Protection Association. (2018). *NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*. Quincy, MA.
- National Fire Protection Association. (2018). *NFPA 473 Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents*. Quincy, MA.
- National Fire Protection Association. (2017). *NFPA 704 Standard System for the Identification of the Hazards of Material for Emergency Response*. Quincy, MA.
- United States Department of Homeland Security. (2019). *Hazardous Materials Incidents: Guidance for State, Local, Tribal, Territorial, and Private Sector Partners*. Washington, D.C.
- United States Environmental Protection Agency. (2013). *Voluntary Guidelines for Methamphetamine Laboratory Cleanup*. Washington, D.C.
- United States Department of Transportation (USDOT). (2020). *Emergency Response Guidebook*. Washington, D.C.

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- Preparedness for Hazardous Materials Emergencies in Railyards: Guidance for Railyards and Adjacent Communities, FEMA, September 1991.
- West Virginia Division of Emergency Management (WVEMD). (2018). *West Virginia Emergency Operations Plan, ESF #1 Transportation*. Charleston, WV.
- United States Department of Homeland Security (US DHS). (2013). *National Response Framework*. Washington, D.C.

**ESF #11 -
AGRICULTURE & NATURAL RESOURCES**

Primary Agency	Morgan County OES WV Department of Agriculture Morgan County Animal Control
Supporting Agencies	Animal Sheltering Facilities Berkeley-Morgan Health Department Law Enforcement WVDHHR WV Division of Forestry WV Pets in Disaster Task Force USDA Humane Society of the US USHHS WVU Farm Extension Volunteer Organizations

I. PURPOSE

- A. The purpose of Emergency Support Function (ESF) #11 is to outline the response resources available in Morgan County during a disaster affecting agriculture, natural resources, and/or small and large animals.

II. SCOPE

- A. ESF #11 guides response for emergencies that affect the safety and security of the commercial food supply, the integrity of plants and animals affected by contagious diseases or pests that may cause economic hardship, and the safety of household pets during evacuation and sheltering situations.

III. POLICIES

- A. All agencies assigned responsibilities within ESF #11 should develop and maintain Standard Operating Guidelines (SOGs), plans, procedures, and Mutual Aid Agreements (MAAs) to accomplish their assigned tasks.
- B. Some distinction needs to be made between “pets” and “large animals”. A household pet is a domesticated animal (such as dog, cat, bird, rabbit, rodent,

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or turtle) that is traditionally kept in the home for pleasure rather than commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, insects/arachnids, farm animals, and animals kept for racing purposes. “Large animals” are generally considered to be livestock (e.g., cattle, pigs, and sheep) and horses.

IV. ORGANIZATIONAL STRUCTURE

- A. There are four primary functions of ESF #11.
 - 1. Implement a local response to an outbreak of a highly contagious animal disease, an outbreak of a highly infective plant/tree disease, or an economically devastating infestation of plants or animals.
 - 2. Assure the safety and security of the commercial food supply by investigating, testing, and analyzing the potential adulteration of products and implementing a local response.
 - 3. Coordinate actions to prevent the loss of livestock due to a disaster.
 - 4. The evacuation and sheltering of domestic and agricultural animals.
- B. Food, water, and ice distribution is typically managed through a “comfort station” type of structure. As such, Morgan County Office of Emergency Management (MORGAN COUNTY OES) (or activated emergency operations center) would likely coordinate the establishment of a comfort station with volunteers, then arrange for the delivery of food, refrigerated trucks, etc. from the food bank to that location.
- C. Generally, the overall coordination of animal issues would be done at the Morgan County Emergency Communications Center (ECC) and/or Emergency Operations Center (EOC). This is not to say; however, that the county dog warden, animal shelter representatives, veterinarians, and/or other volunteers would not interact with the on-scene command structures in place.

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- D. If on-scene (e.g., rescue, corralling, etc. situations), animal care volunteers should report to the staging area and await assignments from the Incident Commander (IC). Upon issuance of an assignment, animal care resources should assume an appropriate role within the Incident Command System (ICS) general staff.
- E. Staff at animal care shelters should designate someone to be in charge at that shelter. Overall coordination of shelter operations should be done at the EOC. If the animal care shelter is located near an American Red Cross (ARC) people shelter, coordination may need to occur between the two. (For example, pet owners in the people shelter can report to the animal care shelter to assist in the care of their pets).

V. CONCEPT OF OPERATIONS

A. General

- 1. Morgan County Office of Emergency Management (MORGAN COUNTY OES) should provide continuous outreach to the agricultural community regarding available resources and actions they make take before, during, and after an emergency.

B. Service Animals

- 1. Under the Americans with Disabilities Act (ADA), individuals with disabilities may bring service animals into all areas of public facilities, including emergency mass care shelters, where members of the public are allowed.
 - a. A service animal is any dog trained to do work or perform tasks for the benefit of an individual with a disability including a

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physical, sensory, psychiatric, intellectual or other mental disability.

- b. Animals other than dogs, whether trained or untrained, are not considered service animals.
 - c. Service animals must perform work, or a task directly related to the individual's disability. Examples include (but are not limited to):
 - i. Assisting blind or vision impaired individuals
 - ii. Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
 - iii. Pulling a wheelchair
 - iv. Retrieving medications
 - v. Providing assistance with balance and stability
 - vi. Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors
 - d. Emotional support dogs and therapy dogs are not service animals and are not covered under the ADA.
2. A public entity may ask an individual with a disability to remove a service animal if the animal is not housebroken or if the individual is unable to control the animal.

C. Household Pets

- 1. The county will support the safety and evacuation of household pets. However, pet owners are responsible for their animals.
- 2. Pet owners should maintain emergency information (e.g., vaccination records, veterinarian's name, and number, etc.) and emergency supplies (e.g., food, water, etc.) in a traveling kit that is readily available.

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3. Coordinate the opening of household pet shelters within close proximity to the emergency shelters as needed.

D. Agricultural Assistance

1. The West Virginia Department of Agriculture (WVDA) maintains a quantity of equipment and supplies at WVDA facilities. These items may be used for agriculture assistance.
2. Ultimately, the responsibility for livestock, poultry, and other farm-related animals lies with the owner.
 - a. Morgan County will support efforts through an activated EOC requesting resources available through surrounding jurisdictions and the state EOC.
3. In the event of an evacuation of farm animals, Morgan County Office of Emergency Services will work with other agencies to find a suitable location to shelter the animals.
 - a. Animals, although at a shelter, will remain under the care of the owner.
4. Resource assistance and Subject Matter Expertise (SME) may be provided by WVDA and WVU Extension.

E. Animal Sheltering

1. Animal sheltering is perhaps the most difficult consideration when planning for animals in disaster. Adequate pet sheltering space is not available in Morgan County without augmentation.
2. Generally, Morgan County resources rely on the West Virginia University (WVU) Extension Service and local farmers for situations with large animals.
 - a. Such individuals/agencies have access to trailers and other resources that can be utilized to rescue, transport, and shelter large animals.

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- b. Some of these resources are located in neighboring counties. If necessary, Morgan County resources access them through their counterparts in that county.
- c. Reference the *Eastern Panhandle Animals in Disaster Plan, 2022* for detailed information regarding animal care during and following natural or human-caused disasters.

F. Animal and Plant Disease and Pest Response

1. Locally, the main responsibility should be to educate the community about animal and plant diseases and invasive species, how to recognize them, and where to report them.
2. The West Virginia Department of Agriculture (WVDA) has the primary responsibility in the state for monitoring and responding to animal and plant disease and pests.

G. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #11 – Agriculture & Natural Resources
Operational Coordination	<ul style="list-style-type: none">Describes incident command responsibilities as mandated by state code.
Environmental Response/Health & Safety	<ul style="list-style-type: none">References other annexes in the plan that detail other types of responses (e.g., hazardous materials).
Mass Care	<ul style="list-style-type: none">Briefly discusses the means to provide mass care support to evacuated population.Coordinates need assessments for animals, including household pets and service animals, and animal response needs and activities including technical support for evacuation and emergency animal sheltering.
Critical Transportation	<ul style="list-style-type: none">Identifies means to provide transportation to the access and functional needs population.
Logistics and Supply Chain Management	<ul style="list-style-type: none">Serves as authorized representative for requesting interstate capabilities for agriculture, natural, and cultural resource protection.

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VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronyms	Responsibilities
West Virginia Department of Agriculture	WVDA	<ul style="list-style-type: none"> West Virginia Department of Agriculture Coordinates with agencies at the local level to help maintain emergency operations. Provides state assistance regarding the identification of animal disease. Provides state assistance regarding the euthanasia of animals based on disease findings. Assists the county during clean-up, if appropriate.
Morgan County Animal Control	BCAC	<ul style="list-style-type: none"> Assist in the rescuing, sheltering, and transporting of domestic animals. Oversee emergency shelter operations in close proximity to human shelters.
Support Agencies	Acronyms	Responsibilities
Morgan County Animal Shelters		<ul style="list-style-type: none"> Assists with carcass disposal. Assists with animal medical care. Assists with animal sheltering.
Berkeley-Morgan Health Department	BMHD	<ul style="list-style-type: none"> Provide guidance on infectious disease and quarantines at shelters.
Morgan County Sheriff's Department	MCSD	<ul style="list-style-type: none"> Provide security for animal care facilities, especially if they are established near human shelters. Provide security for the transport of food supplies, if necessary. Provide traffic control during movement to shelters and support facilities (including animal care facilities).
Morgan County Office of Emergency Services	MORGAN COUNTY OES	<ul style="list-style-type: none"> Provide outreach to the agricultural community and pet owners within the county. Coordinate agencies and locations to allow for sheltering and feeding of domestic and farm animals. Ensure coordination between the shelters and animal care facilities as well as the food bank. Activate the county Emergency Operations Center (EOC). Relay resource requests to the state emergency operations center.
West Virginia Department of Health and Human Resource	WVDHHR	<ul style="list-style-type: none"> Monitor animal disease for possible animal to human transmission.

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West Virginia Division of Forestry	WVDF	<ul style="list-style-type: none">• Monitor wildland areas for new emergence of invasive species.
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VII. AUTHORITIES & REFERENCE

A. Authority

- WV Code, Chapter 7, Article 10, as amended
- WV Code, Chapter 19, as amended
- Homeland Security Presidential Directive-5: Management of Domestic Incidents
- Pets Evacuation and Transportation Standards (PETS) Act of 2006

B. References

- United States Department of Agriculture (USDA). (2012). *Census of Agriculture*. Online.
- West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- United States Department of Agriculture. (2019). *2017 Census of Agriculture*. Washington, D.C.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

**ESF #12 -
ENERGY/PUBLIC UTILITIES**

Primary Agency	Morgan County OES First Energy - Potomac Edison Mountaineer Gas
Supporting Agencies	WV Department of Energy WV Public Service Commission WV Development Office WVEMD US Department of Energy

I. Purpose

- A. Emergency Support Function (ESF) #12 provides guidance to ensure the continued operation of energy services in Morgan County. Specifically, ESF #12 addresses; energy system assessment, repair, and restoration, as well as the coordination with public and private agencies.

II. SCOPE

- A. ESF #12 applies to all emergencies and disasters occurring in Morgan County during which there are widespread, significant power outages.

III. POLICIES

- A. Electricity companies maintain the sole responsibility for their systems.
- B. Critical assets throughout Morgan County remain responsible for any generator or other auxiliary power resources they own, including maintenance, fueling, etc.

ENERGY

- C. Any auxiliary power needs in the form of resource requests should be channeled through the process described in Emergency Support Function (ESF) #7: Logistics.
- D. All agencies and departments' assigned responsibilities in ESF #12 should develop and maintain the necessary plans, Standard Operating Guidelines (SOGs), Mutual Aid Agreements (MAAs), model contracts, and equipment to accomplish their tasks.

IV. ORGANIZATIONAL STRUCTURE

- A. In general, maintenance and repair of the electric grid in the county is the responsibility of Potomac Edison WV – FirstEnergy. Local emergency services agencies may report outages, relay any information on critical facilities or special needs populations that are without power (if known), etc. *Local organizations are not responsible for any element of the actual electricity grid system.*
- B. Officials in charge of energy utility personnel from outside Morgan County should maintain communications with the local public works officials in charge at the disaster site. They should be provided mission assignments either by these officials (from the incident commander) or the Emergency Operations Center (EOC).

V. CONCEPT OF OPERATIONS

- A. It is generally assumed that interruptions in electricity service are common occurrences.
 - 1. Interruptions lasting for 12 hours or longer (contingent on such weather conditions as heat/cold), are typically when problems begin to arise. These problems include loss of personal food supplies, air conditioning during extreme heat, oxygen and other home medical services, etc.

ENERGY

2. Obviously, there are certain facilities in Morgan County that would need near constant electricity (and for which the above 12-hour estimate does not apply).
- B. Energy providers should monitor threats and forecasts and, as necessary, activate Regional Mutual Assistance Groups (mutual aid agreements) as necessary.
1. This may be done prior to an event, if there is sufficient warning time, during the event, or after the event. This information should be shared with both the county and state Emergency Operations Centers (EOCs).
- C. Energy providers should prioritize requests to assist emergency responders when damaged infrastructure (i.e., down lines, gas leak, etc.) is endangering life, safety, or property.
- D. During and following an incident, the Morgan County Emergency Communications Center (ECC) and the county Emergency Operations Center (EOC) may receive multiple reports of power outages. Morgan County ECC should forward all reports to the activated EOC to establish one list to be shared with the energy suppliers.
- E. Morgan County Office of Emergency Management (MORGAN COUNTY OES) should coordinate with energy suppliers to establish priorities to restore energy systems.
- F. Power Restoration Priorities

ENERGY

1. The following assets are considered critical and should have every attempt made to restore energy as quickly as possible during emergencies.
2. Hospitals,
3. Nursing homes,
4. Water treatment facilities, and
5. Sewer treatment facilities.

G. MCOES and energy suppliers should coordinate Emergency Public Information (EPI) prior to releasing statements.

H. Energy suppliers may need to coordinate with West Virginia Division of Highways (WVDOH) or municipal road departments to gain access to damaged infrastructure or law enforcement to ensure the safety of their workers. This may be accomplished through the EOC.

I. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #12 – Energy
Infrastructure Systems	<ul style="list-style-type: none">• Discusses the need to prioritize critical infrastructure to minimize health and safety threats.

Table 12.2

ENERGY

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronym	Responsibilities
Morgan County Office of Emergency Services	MORGAN COUNTY OES	<ul style="list-style-type: none">• Serve as the primary coordinator of this ESF.• Work with Morgan County representatives to develop strategies and priorities of response and recovery efforts for damages or disruptions of infrastructure and energy services.• Coordinate with the power company during outages to determine areas that are affected as well as anticipated restoration times.• Coordinate damage repair and if necessary, inspections of state roadways, bridges, and other critical infrastructure.• Serves as the point of contact for roadway message boards.
FirstEnergy – Potomac Edison		<ul style="list-style-type: none">• Report outages as necessary.• Coordinate operations to restore electrical service with EOC and other electric providers.
Mountaineer Gas		<ul style="list-style-type: none">• Coordinate operations to restore gas service with the EOC.

Table 12.3

ENERGY

Support Agencies	Acronym	Responsibilities
West Virginia Department of Energy	WVDOE	<ul style="list-style-type: none"> • Provide coordination with the U.S. Department of Energy as needed.
West Virginia Public Service Commission	WVPSC	<ul style="list-style-type: none"> • Prioritize needs for electric and natural gas utility restoration. Coordinate and direct the flow of resources with local support agencies. • Maintain contact with electric, gas, telephone, and water utility companies serving emergency area(s) to obtain information about damage and assistance needed in their area(s). • Monitor power utilities on an hourly basis and disseminate information twice a day, at minimum, during power outages. • Coordinate resource support to repair damaged energy systems. • Coordinate resource support to repair damaged energy systems. • Monitor repair procedures followed by individual utilities during energy-generating capacity shortages to ensure that a coordinated statewide power action plan is established. • Determine West Virginia's generating capacity; expected peak loads; expected duration of emergency event; explanation of utilities' actions; and recommendations of state and local agency actions in support of the utilities. • Review short-term recovery actions and develop long-term strategies for meeting state and local energy needs.
West Virginia Development Office	WVDO	<ul style="list-style-type: none"> • Assist utility providers, as needed, to gain access to areas (i.e., debris or snow removal) with damaged or inoperable infrastructure. • Serve as a state liaison with the US Department of Energy.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> • Receive and prioritize requests for assistance from local government. • Activates the state EOC, if conditions exceed local resources and state resources are needed. • Coordinates and communicates specific energy needs with MCOES. • Coordinate out-of-state resources with in-state utility providers.

ENERGY

US Department of Energy	USDOE	<ul style="list-style-type: none">• Provides advice on the priorities for energy restoration, assistance and supply.• Requests emergency response actions required to meet the nation's energy demands.• Provides guidance on energy efficiency and conservation.
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Table 12.3 continued

VII. AUTHORITIES & REFERENCE

A. Authorities

- WV Code, Chapter 15, as amended
- WV Code, Chapter 24, as amended

B. References

- The National Association of Regulatory Utility Commissioners. (2015).
- *Regional Mutual Assistance Groups: A Primer*. Washington, D.C.
- United States Department of Homeland Security. (2010) *National Infrastructure Protection Plan, Energy Sector-Specific Plan*. Washington, D.C.
- United States Department of Homeland Security. (2016). National Response Framework. Washington, D.C.
- West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

**ESF #13 -
PUBLIC SAFETY & SECURITY**

Primary Agency	Morgan County Sheriff's Department WV State Police
Supporting Agencies	Municipal Police Departments WVDNR WVEMD WV Intelligence Fusion Center USDOJ FBI USDHS

I. PURPOSE

- A. Emergency Support Function (ESF) #13 defines the roles, assigns responsibilities, and defines the interaction between law enforcement agencies having jurisdiction in Morgan County during large-scale emergencies

II. SCOPE

- A. ESF #13 seeks to describe the relationships between law enforcement agencies from various jurisdictional levels as well as basic law enforcement emergency responsibilities.
- B. ESF #13 does not supplant agency-specific Standard Operating Guidelines (SOGs), nor does it seek to “tell” law enforcement agencies how they are to accomplish their mission.
- C. The primary goal of ESF #13 is to outline a process by which law enforcement agencies from various levels can work together toward the resolution of large-scale emergency incidents.

III. POLICIES

- A. All agencies assigned responsibilities in ESF #13 should develop and maintain the necessary plans, Standard Operating Guidelines (SOGs), and Mutual Aid Agreements (MAAs) to successfully accomplish their tasks.
- B. ESF #13 is intended to be consistent with other sections of the Morgan County Emergency Operations Plan (EOP), the West Virginia EOP, the National Response Framework (NRF), and the National Incident Management System (NIMS).
- C. Some aspects of emergency response may be covered in other plans or policies. These resources are listed in section VII. Authorities and References.

IV. ORGANIZATIONAL STRUCTURE

- A. The Morgan County Sheriff's Department is responsible for coordinating emergency law enforcement activities within the county, outside of municipal boundaries.
- B. Police agencies have authority and responsibility within their respective jurisdictions.
- C. When two or more police agencies with jurisdictional authority are involved, primary service should be provided by the first department on scene.
- D. Incident Command System (ICS)
 - 1. Local law enforcement agencies are trained in the Incident Command System (ICS) and can establish or integrate into the structure during significant emergency responses.

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2. If an incident is thought to be a crime, law enforcement would then likely serve in the “Incident Commander (IC)” role.
- E. Since a number of other situations could be contributing to an emergency that is also a crime scene, law enforcement in Morgan County would prefer to transition to a Unified Command (UC) structure during these instances to ensure that the skills of other agencies in the county are best utilized, and the situation is resolved as quickly and effectively as possible.
- F. The Morgan County Sheriff’s Department is a participant in the statewide Sheriffs’ Mutual Aid Agreement (MAA). Local law enforcement agencies in Morgan County have agreements to assist one another.

V. CONCEPT OF OPERATIONS

A. General

1. During emergency situations, each law enforcement organization will retain authority within its jurisdiction. The Morgan County Sheriff’s Department will lead and coordinate police activities when county and municipal law enforcement agencies are involved.
2. Law enforcement should be prepared to re-route traffic around damaged areas during emergencies in order to provide continuous flow to the extent possible.
3. Security will be provided by law enforcement during emergencies in coordination with the Incident Commander (IC) at the scene of an emergency and, critical facilities including temporary shelters and the emergency operations center, as needed.
4. During an emergency or disaster, there is still a need to continue routine operations and response. This may require the use of mutual aid assistance.
5. The West Virginia Law Enforcement Mutual Assistance Act, contained in West Virginia Code (WVC) Chapter 15, Article 10, states that authorized law enforcement agencies in the state may share resources and provide mutual

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assistance through written request when time allows, or without written request during an emergency situation.

B. Incident Management

1. When not law enforcement specific, law enforcement agencies should coordinate with Morgan County Office of Emergency Services to provide assistance with other emergency actions.
2. Agencies involved in any emergency response will be responsible for maintenance of command structures, tracking of deployed personnel and resources, and list of available personnel and resources that may be activated.
3. As needed, provide personnel to the emergency operations center. This may be a virtual presence through the Homeland Security and Information Network (HSIN).
4. As needed, and available, law enforcement agencies may assist with ESF #2 functions in providing warning via public address systems on vehicles.
5. Law Enforcement agencies may coordinate with private security to coordinate site security, evacuation, and entry/exit to an emergency or disaster area.

C. Notifications

1. The Morgan County Emergency Communications Center (ECC) serves as the primary dispatching point for law enforcement resources in Morgan County. It issues notifications and “links” to law enforcement agencies for basic interoperability.
2. Notifications to the primary law enforcement agencies for an incident include:
 - i. Initial notifications of situations would likely go out to patrol officers, who would be responsible for responding and notifying their supervisors;
 - ii. Based on reports from patrol officers, supervisors should begin to notify/activate special resources, other supervisors, etc.; and
 - iii. Supervisors should then begin a process of incident assessment and sending personnel as requested.

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3. Per requests from on-scene law enforcement personnel, the 911 center may also notify resources to go on stand-by or for such needed services as traffic control, evacuation assistance, crowd control, perimeter security, etc. Further, specialty teams (e.g., SWAT) may be organized as groups in the Alert Berkeley notification system.
4. Notification policies for planned incidents or special events should be spelled out in event planning and may originate at the supervisor (or higher) level rather than a true “bottom-up” structure as is used during quick-onset emergencies.

D. Relationship to an Activated Emergency Operations Center (EOC)

1. Law enforcement agencies may send a representative to the county Emergency Operations Center (EOC) should it be activated to support response operations.
 - i. The EOC would be a support entity, primarily assisting in resource procurement (i.e., assisting incident command logistics operations) as opposed to a location where tactical decisions would be made.
2. Should the emergency situation require all available law enforcement personnel, a representative from the local departments would likely not be available to report to the center. In such a situation, personnel in the emergency operations center should stay abreast of law enforcement needs by monitoring radio communications and coordinating with the 911 center.

E. Terrorism

1. Incidents that may be linked to terrorism and confirmed terrorist attacks need to be coordinated with the Federal Bureau of Investigations (FBI), the West Virginia State Police (WVSP), and the West Virginia Intelligence/Fusion Center.

F. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #13 – Public Safety
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Operational Coordination	<ul style="list-style-type: none"> Identifies the Incident Command System (ICS) as the preferred incident management construct for Morgan County Law Enforcement. Describes incident command responsibilities as mandated by state code. Briefly describes how the fire service interacts with the emergency operations center.
Forensic and Attribution	<ul style="list-style-type: none"> Recognizes the need to investigate criminal/terrorist actions and identify actors.
Interdiction and Disruption	<ul style="list-style-type: none"> Identifies regional agencies to assist in crime prevention and criminal apprehension.
Intelligence and Information Sharing	<ul style="list-style-type: none"> Identifies means by which intelligence and information may be shared.
Screening, Search, and Detection	<ul style="list-style-type: none"> Identifies means by which both active and passive surveillance may be accomplished.
Access Control and Identity Verification	<ul style="list-style-type: none"> Identifies agencies and personnel that may assist in secure locations as necessary.
On-Scene Security, Protection, and Law Enforcement	<ul style="list-style-type: none"> Identifies response partners and their roles and responsibilities in law enforcement and security activities. Identifies resources and partners available for ensuring a safe and secure environment.
Environmental Response / Health and Safety	<ul style="list-style-type: none"> Lists the primary and secondary responsibilities of law enforcement.
Operational Communications	<ul style="list-style-type: none"> Briefly describes the communications capabilities available to law enforcement.
Situational Assessment	<ul style="list-style-type: none"> Briefly discusses information to be collected during incident size- up.
Physical Protective Measures	<ul style="list-style-type: none"> Discusses means to provide physical barricades to protect people. Structures and critical infrastructure.
Housing	<ul style="list-style-type: none"> Recognizes the responsibility of the county to provide temporary housing/sheltering to individuals in their custody.

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VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronyms	Responsibilities
Morgan County Sheriff's Department	MCSD	<ul style="list-style-type: none">• Serve as the primary coordinator of this ESF.• Control all law enforcement activities at the county level.• Maintain and/or review SOP's and checklists for the Sheriff's Department.• Coordinate and prepare mutual aid agreements between local, county, state and federal law enforcement agencies.• Coordinate and prepare agreements with military and private security forces.• Prepare agreements and coordinate with volunteer organizations and private citizens with special skills, particularly for search and rescue activities.• Arrange for the protection, relocation, and housing of prisoners during emergency situations.• Maintain law and order.• Provide traffic control.• Provide security for facilities.• Disseminate warnings by mobile police radio.• Staff the EOC Communications Center on a 24-hour basis.• Train law enforcement personnel.

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West Virginia State Police	WVSP	<ul style="list-style-type: none">• Support local law enforcement operations, as and when requested.• Administrative<ul style="list-style-type: none">➤ Develop and maintain current internal notification and recall rosters.➤ Develop and maintain standard operating guidelines.➤ Develop and maintain mutual aid agreements.• Provide routine law enforcement functions including:<ul style="list-style-type: none">➤ Routine patrol➤ Secure critical and key facilities➤ Traffic management➤ Traffic accident investigation➤ Criminal investigation➤ Collection and preservation of evidence➤ Responding to calls for service• Non-routine Functions<ul style="list-style-type: none">➤ SWAT➤ Hostage Negotiation➤ Hazardous Materials Team➤ Aviation/Helicopter➤ Crime Scene Unit
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Table 13.2

PUBLIC SAFETY & SECURITY

Support Agencies	Acronyms	Responsibilities
Municipal Police Departments		<ul style="list-style-type: none"> • Administrative <ul style="list-style-type: none"> ➤ Develop and maintain current internal notification and recall rosters. ➤ Develop and maintain standard operating guidelines. ➤ Develop and maintain mutual aid agreements. • Provide routine law enforcement functions, including: <ul style="list-style-type: none"> ➤ Routine patrol ➤ Provide mobile units for warning ➤ Traffic and crowd control ➤ Traffic accident investigation ➤ Criminal investigation ➤ Collection and preservation of evidence ➤ Responding to calls for service ➤ K-9 narcotics patrol • Non-routine Functions <ul style="list-style-type: none"> ➤ Narcotic Violent Crime Task Force ➤ SWAT ➤ Hostage Negotiation ➤ Watercraft activities ➤ Dive Team ➤ Hazmat Technicians • Support other emergency response activities
West Virginia Division of Natural Resources	WVDNR	<ul style="list-style-type: none"> • Enforce boating laws and provide education • Enforce game, fishing, littering, forestry, and environmental/solid waste laws. • Assist local agencies during large-scale events, emergencies, and disasters.
West Virginia Intelligence Fusion Center	WVI/FC	<ul style="list-style-type: none"> • Provide a single point of contact for an extensive array of database results. • Provide a central hub for bulletin and advanced warnings. • Provide both public safety and private sector information.
US Department of Justice	USDOJ	<ul style="list-style-type: none"> • Coordinates ESF 13 operations and the federal level.
Federal Bureau of Investigation	FBI	<ul style="list-style-type: none"> • Primary agency for all actual or potential terrorism-related incidents.
US Department of Homeland Security	US DHS	<ul style="list-style-type: none"> • Coordinates federal operations under ESF 5 with ESF 13 and other federal response efforts.

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		<ul style="list-style-type: none">• Serves as a coordinating agency for the implementation of ESF 13.
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VII. AUTHORITIES & REFERENCE

A. Authorities

- a. WV Code, Chapter 8, Article 14, as amended
- b. WV Code, Chapter 15, Article 10, as amended

B. References

- a. West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- b. United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

**ESF #14 -
CROSS SECTOR/RECOVERY**

Primary Agency	Morgan County Commission Morgan County OES
Supporting Agencies	Emergency Medical Services Morgan County Fire Chiefs Berkeley-Morgan Health Department Morgan County Assessor Local law enforcement WVDOH WVNG WVEMD WV Department of Agriculture WVVOAD American Red Cross US DHS Morgan County Commission Municipal Governments Morgan County Chamber of Commerce Morgan County Economic Development Authority Private Companies Volunteer Agencies

I. PURPOSE

- A. Emergency Support Function (ESF) #14 describes the framework used for activities involving the private sector and infrastructure owners and operators during and following emergencies. This ESF outlines the process for conducting damage assessments and obtaining information required to request state and federal recovery assistance.

II. SCOPE

- A. ESF #14 aligns and supports cross-sector operations among infrastructure owners and operators, businesses, and government partners.
- B. ESF #14 seeks to provide stability to community lifelines and impacted infrastructure.

III. POLICIES

- A. All departments, organizations, and agencies assigned responsibilities within ESF #14 should develop and maintain the necessary plans, policies, Standard Operating Guidelines (SOGs), and Mutual Aid Agreements (MAAs), to accomplish their tasks.

- B. Morgan County encourages cooperative relations between private-sector organizations, infrastructure owners and operators, and government entities. Cooperation is critical during the planning and information-sharing processes.

- C. Damage assessments should be conducted to survey two broad categories of damage; private and public damage.
 - 1. Public Damage – estimates damages to government-owned facilities (i.e., public buildings, sewage and water treatment plants, roads, bridges, parks, public schools, etc). Estimates should also be obtained on the cost of the government's emergency response (i.e., cost of debris removal police and fire overtime, implementation of public protective measures, etc.).
 - 2. Private Damage – Estimates of people displaced and in need of housing; also, number of potential persons in disaster shelters or support facilities.
 - i. Number of persons injured
 - ii. Number of confirmed fatalities
 - iii. Degree and dollar estimates of damage to private property, including single family homes, multi-family homes, mobile homes, and business operations:
 - 3. **Destroyed:** Permanently uninhabitable.
 - 4. **Major Damage:** The structural damage is such that the resident/business cannot repair the structure in 30 days or less; uninhabitable without major repairs.

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5. **Minor Damage:** The structural damage can be repaired within a 30- day period.
 6. **Affected:** The structural damage does not prevent habitation; repairs needed are minimal and can be accomplished in a relatively short period of time.
- D. The degree of structural loss, as defined above for damage assessment purposes, is based on actual structural damage and not on the financial capability of the victim to make the repairs.
- E. The impact of the private sector stricken, including unemployment estimated due to businesses shut down because of the disaster, number of stricken on fixed income, lack of insurance, needs of the elderly, minority problems, and general update on unmet needs in the community as a result of the incident.

IV. ORGANIZATIONAL STRUCTURE

- A. All emergencies should be handled at the lowest level of government. As such, Morgan County Office of Emergency Management (MORGAN COUNTY OES) is the coordinating agency during large-scale or multi-jurisdictional emergencies.
- B. All affected businesses, critical infrastructure owners and operators, and government agencies should coordinate information as outlined in ESF #15: External Affairs.
- C. Damage Assessment Staff may be comprised of regular public employees or officials who assume damage assessment responsibilities whenever an

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emergency of major proportion strikes the community. Mobilization occurs upon notification by the MORGAN COUNTY OES Director or the planning section of the Emergency Operations Center (EOC).

- D. Assessment of damage is the responsibility of the affected government. Reports of property damage in total numbers and degree of damage (destroyed, major, and minor) are required. Total dollar losses in current replacement or repair costs and the uninsured portion of the dollar loss are also needed. The dollar amounts should be estimates for the total replacement cost of each type of property.
- E. Local government makes assessments for public and private property within its jurisdiction.
 - 1. Assessment of damage to public buildings (municipal or county) can be the responsibility of maintenance staff or retained engineering consultants.
 - 2. Damage assessment of county roads, bridges, and culverts may be accomplished by the county detachment of the West Virginia Division of Highways (WVDOH) and assessment of municipal streets may be accomplished by street commissioners, maintenance staff, or retained engineers.
 - 3. Assessment of damage to public utilities should be accomplished by public works departments. Privately-owned utilities, such as Public Service Districts (PSDs), should also be assessed by public works officials with heavy assistance from the utility's own personnel.
- F. The American Red Cross (ARC) may conduct an independent damage assessment survey to analyze the situation and determine human necessities. The result of the ARC Survey can be useful as a cross-check.

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Insurance company adjusters/appraisers may be another source of damage information.

V. CONCEPT OF OPERATIONS

- A. Each business and infrastructure owner, and operator, should develop, test, and implement their own Continuity of Operation Plans (COOP). These plans should consider contingencies for supply chain disruptions and staff shortages.

- B. Morgan County Office of Emergency Management (MORGAN COUNTY OES) encourages businesses and infrastructure owners and operators to coordinate their emergency programs and plans with local governments. By coordinating during the planning phase, government agencies, businesses, and infrastructure owners and operators can anticipate what resources may be available upon request as well as any resources they may have available to share in the event of an emergency.

- C. MCOES encourages private businesses and critical infrastructure owners and operators to create and maintain Mutual Aid Agreements (MAAs) and Memorandums of Understanding (MOUs) to limit the effects emergencies can create (i.e., staff shortages, supply chain issues, loss of utilities, etc.).

- D. Conducting Initial Damage Assessments
 - 1. Local government officials should conduct the initial damage assessment using all available resources (e.g., fire, police, MORGAN COUNTY OES, etc.) as soon as possible following an emergency.
 - 2. Early identification of problems affecting the population can enable the Emergency Operations Center (EOC) to make prompt and efficient decisions concerning resources available and needed.

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3. Items to Consider for the Initial Damage Assessment
 - i. Estimate of homes affected
 - ii. Estimate of businesses affected
 - iii. Road closures
 - iv. Infrastructure (e.g., power line, water main, etc.) damage
 - v. Various verbal reports from first responders
4. This initial report (or windshield report) should be submitted to the West Virginia Division of Emergency Management (WVEMD) within 12 hours of the incident.
5. Each damage assessment team should collect data using a revised survey form.
6. All survey team reports should be forwarded to the county EOC. The MCOES will be responsible for all paperwork required for funding assistance requests.
7. A map should be prepared that illustrates damage and graphically displays where the worst and minimal damage is located.

E. Release of Information

- a. Private appraisers, insurance adjusters, reporters, and others may obtain damage assessment information from MORGAN COUNTY OES or the county EOC, if activated.
- b. The county Public Information Officer (PIO) may set up a Joint Information Center (JIC) and arrange to have periodic press briefings, during which damage assessment information could be discussed.

F. ESF Roles Aligned with Core Capabilities

Core Capability	ESF #14 – Cross Sector
Operational Coordination	<ul style="list-style-type: none">Describes incident command responsibilities as mandated by state code.

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Infrastructure Systems	<ul style="list-style-type: none"> Briefly discusses ways to minimize health and safety threats and restore critical systems and services.
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VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agency	Acronym	Responsibilities
Morgan County Office of Emergency Management	MORGAN COUNTY OES	<ul style="list-style-type: none"> Coordinates with other government agencies, infrastructure owners/operators, and businesses. Coordinate damage assessments and debris removal process. Coordinate with the county Public Information Officer (PIO) to keep the public informed of hazardous conditions (i.e., unsafe roads, bridges, buildings, etc.). Assist in the collection of damage assessment data and preparation of reports to be forwarded to the West Virginia Division of Emergency Management (WVEMD).
Support Agencies	Acronyms	Responsibilities
Emergency Medical Services	EMS	<ul style="list-style-type: none"> Coordinate ESF #8: Public Health and Medical Services activities.
Morgan County Fire Chiefs		<ul style="list-style-type: none"> Coordinate ESF #4: Firefighting activities. May assist with damage assessments.
Berkeley-Morgan Health Department	BCHD	<ul style="list-style-type: none"> Coordinate ESF #8: Public Health and Medical Services activities.
Morgan County Assessor		<ul style="list-style-type: none"> If requested by the emergency operations center, research and report the value of affected properties.
Local Law Enforcement, Fire Departments, and Emergency Medical Services		<ul style="list-style-type: none"> Collect and report the following information to the EOC: <ul style="list-style-type: none"> Number of fatalities (by name and address, if possible, to avoid duplications); Number of injured (by name and address, if possible, to avoid duplications); and Any other pertinent information to compiling an accurate damage assessment. Assist damage assessment teams to verify public and private damages, if personnel are available.
West Virginia Division of Highways	WVDOH	<ul style="list-style-type: none"> Coordinate ESF #1: Transportation activities. Coordinate ESF #3: Public Works activities.
Support Agencies	Acronyms	Responsibilities

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West Virginia National Guard	WVNG	<ul style="list-style-type: none"> May assist with any emergency support function as authorized.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> Coordinate the state EOC. Receives damage assessment information from the county EOC. Directs state damage assessments. Assigns teams to assess damage to private, non-profit facilities, as required. Briefs, coordinates, and supervises federal/state inspection teams in the preparation of damage survey reports. Compiles final damage assessments for the Governor's use. Coordinates requests for state/federal assistance from the local level during recovery.
West Virginia Department of Agriculture	WVDA	<ul style="list-style-type: none"> Support ESF #11: Agriculture and Natural Resources activities. Coordinate with stakeholders and federal agencies to determine the availability of products that can be used for human and animal consumption in the event of the food supply chain being affected.
West Virginia Voluntary Organizations Active in Disaster	WVVOAD	<ul style="list-style-type: none"> Serves as an umbrella organization for a variety of voluntary agencies throughout the state.
American Red Cross	ARC	<ul style="list-style-type: none"> Provides internal Red Cross damage assessment information to the emergency operations center.
US Department of Homeland Security	US DHS	<ul style="list-style-type: none"> Activates Emergency Support Function #14, if necessary. Coordinates requests for federal assistance (from states) during recovery.
Morgan County Commission		<ul style="list-style-type: none"> Support recovery agencies as needed. Collect and process information concerning recovery efforts. Support County-wide damage assessment and recovery efforts. Supply technical information, advice, and assistance in procuring available Federal and State assistance. Establish contact with the State and Federal Coordinating Officers. Task Municipal and County level organizations to provide personnel to serve on damage assessment teams. Enact policy to support recovery efforts.

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Municipal Governments		<ul style="list-style-type: none"> • Provide status reports, including: <ul style="list-style-type: none"> ○ Damage Assessments. ○ Critical Infrastructure Damage. ○ Staffing levels and concerns. • Provide personnel, equipment, and supplies needed to assist in the completion of damage assessments and recovery activities. • Keep the Morgan County EOC updated on the recovery process. • Advise Morgan EOC of any logistical support needs that may arise. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
Morgan County Chamber of Commerce		<ul style="list-style-type: none"> • Ensure affected businesses have the information needed to apply for assistance. • Support short- and long-term recovery operations. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
Morgan County Economic Development Authority		<ul style="list-style-type: none"> • Provide long-term recovery strategies as requested. • Support short-term recovery operations as needed. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
Private Companies		<ul style="list-style-type: none"> • Provide assistance as mission indicates. • Coordinate efforts with the Morgan County EOC. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.
Volunteer Organizations		<ul style="list-style-type: none"> • Provide assistance as mission indicates. • Coordinate efforts with the Morgan County EOC. • Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC. Include hours worked by volunteers.

VII. AUTHORITIES & REFERENCE

A. Authority

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- a. WV Code, Chapter 15, as amended

B. References

- a. West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- b. United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.
- c. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707.

ESF #14 – CROSS SECTOR/RECOVERY

APPENDIX A

Recovery Management and Services

I) General

- a. This section details the provisions for initializing and managing recovery tasks and services. It identifies who will be in charge of directing recovery operations and provides a general overview of how recovery activities will be accomplished. Since recovery services include so many different activities, it is essential to establish a framework for these services to work together.
- b. A key part of this planning process is the coordination of responsibilities during the recovery phase of an incident. Specifically, it is essential that the necessary planning and coordination is accomplished prior to an incident. The establishment of leadership should include local jurisdictions, Morgan County OES and WVEMD.
- c. The concept of operations includes provisions for:
 - i. Providing recovery services for individuals to begin the process of rebuilding their homes; replacing property; resuming employment; restoring their businesses; permanently repairing, rebuilding, or relocating public infrastructure; and mitigating future disaster losses.
 - ii. Providing programs of assistance, support, and technical services of the Local / State / Federal government that facilitate disaster victims' recovery actions—such as grants and low-interest loans for repair or replacement of homes, businesses, property, infrastructure; technical assistance; education and information.
 - iii. Recovery activities should be carried out in the context of long-term redevelopment of viable, disaster-resistant communities. In this context, recovery activities include implementation of post disaster

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mitigation programs and opportunities for disaster victims at all levels to make wise rebuilding decisions.

d. Inter-jurisdictional Relationships

- i. Mutual aid arrangements both formal and informal have been established to assure assistance for recovery services to or from local jurisdictions, County, State or jurisdictions outside the state when required.
- ii. Each primary and supporting agency is responsible for initiating and maintaining appropriate agreements.

e. Lead Agency

- i. The Morgan County Commission and Chief Elected Officials of Municipalities are responsible for coordinating State and Federal recovery activities.
- ii. Morgan County Office of Emergency Services will assist the recovery efforts as directed.

f. Damage Assessment Teams

1. Conducts damage assessments in the impacted area.
2. Collects and forwards damage assessment reports to the EOC.

II. **Short-term Recovery**

- a. Short-term recovery is recovery needed for essential life services.
- b. Short-term recovery activities generally take place after life-safety concerns have been addressed. Certain agencies are focused in particular functions; their recovery efforts may begin as soon as it is deemed safe to initiate actions.
- c. Initial recovery activities will be focused on re-establishing the following services:
 - i. Hospitals
 - ii. Mass Care Facilities
 - iii. Municipal Water Services

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- iv. Energy Services
- v. Municipal Sewer Services
- vi. Other Critical Infrastructure Facilities
- vii. Access to Critical Infrastructure
- viii. Primary routes of travel – WVDOT
- ix. Municipal Waste
- x. Secondary routes of travel – WVDOT
- xi. Business that supports or services basic human needs.

III. Long-term Recovery

- a. Long-term recovery strives to restore post-disaster environment to pre-disaster conditions.
- b. Federal and State agencies will provide technical assistance in long-term planning and redevelopment activities.
- c. Economic aid will be provided to assist the County in rebuilding its economic base, replacing and restoring its housing inventory, and ensuring all construction and development complies with current building codes and plans.
- d. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts.
- e. Strategies will be developed by the County, in coordination with regional local governments and Economic Planning Councils. Federal and State catastrophic disaster plans will support this effort.
- f. Mitigating future disasters should be addressed in long-term recovery efforts.

IV. Disaster Recovery Management

- a. Disaster recovery management rests with the Chief Elected Officials. From there they delegate the execution of recovery operations to the appropriate agencies.

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b. Morgan County OES Director

- i. Oversees the entire recovery effort and serves as the management liaison between Chief Elected Officials and all county agencies and organizations involved in recovery operations.
- ii. Is responsible for the day-to-day operations of the Morgan County Emergency Operations Center during recovery operations.

c. Morgan County EOC

- i. Recovery operations are broken into three branches:
 1. Human Needs Branch
 - a. This branch is responsible for identifying and addressing the needs of citizens and recovery workers. To accomplish this, they utilize community relation teams to gather information on the needs of individual citizens within the disaster affected area. This branch includes the following emergency support functions: Mass Care, Human Services, Crisis Relocation, and Health/Medical. The lead Functional Annex will depend on the incident and human needs (i.e., medical care, sheltering, and mass feeding).
 2. Logistics Branch
 - a. This branch is responsible for assisting in procuring and utilizing equipment or personnel that are needed to complete recovery missions. (i.e., Bulldozers, Transportation to the site, etc). This branch includes the following emergency support functions: Transportation, Communications, Resource Management, Public Works, Energy, Public Utilities, and Volunteer Response.
 3. Recovery Branch
 - a. This branch is responsible for administering on-going recovery operations. This branch is composed of the following emergency support functions and agencies:

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Resource Management, Damage Assessment, FEMA Recovery Staff, and the WV Recovery Mitigation Section.

V. **Coordination with local jurisdictions**

- a. The Morgan County EOC will coordinate with Municipalities. They will be contacted regarding deployment and coordination of the Damage Assessment Teams. These jurisdictions will forward all damage reports to the Damage Assessment coordinator in the appropriate Emergency Operations Center.

VI. **Coordination with the Disaster Field Office**

- a. Coordination between the Disaster Field Office and the Morgan County Emergency Operations Center will be accomplished through a permanent Emergency Operations Center representatives being assigned to the Disaster Field Office throughout the recovery operation.

VII. **Actions**

a. **Mitigation/Preparedness**

- i. Review the Regional Hazard Mitigation Plan to identify vulnerable facilities.
- ii. Coordinate with identified vulnerable facilities on emergency preparedness and continuity planning.
- iii. Analyze and evaluate long-term damage assessment data.
- iv. Coordinate public awareness campaign to promote all hazards emergency preparedness for the whole community.

b. **Response-Recovery**

- i. Response and Recovery Coordination

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1. Integration of Response, Recovery and Mitigation Actions

- a. Following an emergency and/or disaster, immediate response operations to save lives, protect property, and meet basic human needs have precedence over longer-term objectives of recovery and mitigation. However, initial recovery planning should commence at once in tandem with response operations. Actual recovery operations will be initiated in support of county and city priorities and based on the availability of resources. In recognition that certain response and recovery activities may be conducted concurrently, coordination at all levels is essential to ensure consistent State and Federal actions.
- b. Mitigation opportunities should be actively considered throughout emergency operations. Decisions made during response and recovery operations can either enhance or hinder subsequent mitigation activities. The urgency to rebuild as soon as possible must be weighed against the longer-term goal of reducing future risk and lessening possible impacts should another emergency occur.

2. Disaster Field Office

- a. When a Presidential disaster declaration is issued in response to an incident, key Federal and State recovery officials will establish and co-locate at a Disaster Field Office (DFO).
- b. The DFO serves as the hub for the coordination of Federal and State disaster assistance as well as a focal point for associated recovery and reconstruction issues.

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- c. Morgan County will maintain a permanent representative in the DFO to facilitate efficient coordination between county, State and Federal agencies.

3. Obtaining and Administering State and Federal Disaster Assistance

a. State Disaster Assistance

- i. The State of West Virginia establishes the Emergency Management Planning Grant to support state and local emergency management activities. This Grant is funded through the Federal Emergency Management Agency (75%) and the State contributes (25%).
- ii. The West Virginia Emergency Management Division is charged with the responsibility for developing administrative rules to establish and implement this State disaster relief program. Once adopted, these rules will establish thresholds, allowable reimbursable costs, cost share ratios, and the like. Accompanying these rules will be an administrative plan which will detail the specifics of this State relief program. When promulgated, these rules should incorporate certain general considerations, including:
 - 1. The magnitude of affected population.
 - 2. The impact on a jurisdiction's existing financial resources.
 - 3. The availability of other sources of relief.
 - 4. Assistance to individuals.
 - 5. The assistance to public entities; and

6. The assistance to private businesses

b. Federal Disaster Assistance

- i. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Public Law 93-288, as amended by the Disaster Mitigation Act of 2000 (DMA2K) was enacted by the Congress of United States to supplement the efforts of State and local governments during and after a Presidential Declaration for emergency or major disaster. The Stafford Act as amended by the DMA2K was not intended to provide 100% reimbursement for all damages incurred during an emergency or disaster, but permits Federal assistance, when the State and local governments have exhausted their resources and capabilities.
- ii. There are several forms of Federal disaster assistance that does not include a Presidential disaster declaration, they include:
 1. Search and Rescue (U.S. Coast Guard)
 2. Flood Protection (U.S. Army Corps of Engineers)
 3. Emergency Food Programs (U.S. Dept. of Agriculture)
 4. Small Business Administration LoansFollowing a Presidential disaster declaration, the following Federal disaster assistance can include:
 - a. Public Assistance
 - b. Individual Assistance

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c. Hazard Mitigation Programs.

iii. Morgan County Recovery Activities

1. When local resources are insufficient to cope with the damage, losses or suffering from a disaster, State and Federal programs may provide direct assistance to affected local governments and/or individuals.
2. This assistance must be specifically requested by the County or city. It is essential that local authorities be aware of and have an understanding of their roles and responsibilities in relation to State and Federal assistance programs and are cognizant of the conditions and limitations associated with these programs.
3. Morgan County, like most counties in West Virginia, does not have a fund set aside to provide public or individual assistance in a disaster. The County depends on the assistance that non-governmental agencies can provide, such as from the Salvation Army and American Red Cross. However, the County will provide the maximum amount of assistance to citizens whether the disaster is declared or undeclared.

c. **Recovery Functions**

i. Damage Assessment Functions

1. Damage Assessment Organization

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a. Morgan County and Municipalities

- i. The agencies accountable for providing Damage Assessment in the County are the appropriate Office of Emergency Services, Assessor's Office, American Red Cross, and municipal Fire Departments. They are responsible for maintaining and training all county damage assessment teams. These teams are composed of Assessor's Office personnel but also from other county and municipal agencies.

b. State of West Virginia Recovery Mitigation Section

- i. This team will be deployed to help the County conduct an immediate damage assessment during the Initial Damage Assessment or more often in the Preliminary Damage Assessment phase. This team can be requested via the State Emergency Operations Center.

2. Coordination of Damage Assessment

- a. Once emergency conditions subside, rapid and thorough assessments must be conducted to assess the overall damage within the affected areas; to assess the overall damage to critical public facilities and services; and to determine whether those damages are sufficient to warrant supplemental Federal disaster assistance. In a catastrophic disaster when damage assessment has been waived, information and data on damages must still be compiled for briefings, planning for additional recovery resources, and prioritizing recovery efforts.
- b. The decision to deploy State damage assessment teams will be made with affected local governments. Number of teams, time of arrival, duration of stay, and need for

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additional resources will be discussed with the State Coordinating Officer (SCO) at the time of request.

- c. The Damage Assessment team(s) will also contact the affected jurisdiction's management to coordinate damage assessment operations. When possible, county and State teams should be augmented with personnel from the affected jurisdiction. Before county damage assessment teams arrive, the jurisdiction's EOC and/or management should forward damage assessment reports to the EOC for coordination purposes. (Refer to: Section III.E-Coordination with local jurisdictions)
- d. The Damage Assessment team(s) will be prepared to conduct a Rapid Impact Assessment (RIA) as soon as it is safe to do so. The State Recovery Mitigation Section team can be requested from the SCO to accomplish this assessment if resources are not available locally. The following information should be included in the initial assessment:
 - i. Boundaries of the disaster area(s)
 - ii. Status of transportation systems
 - iii. Access points to the disaster area(s)
 - iv. Status of communications systems
 - v. Status of medical systems
 - vi. Disaster casualty information
 - vii. Shelter/mass care information/needs
 - viii. Damage to utility systems
 - ix. Status of critical facilities; and Major resource needs/shortfalls
- e. The County Damage Assessment agency will compile and distribute this information to the Executive Policy Group. The focus of the RIA will be to document the

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impacts of the emergency on disaster victims and communities in order that declarations of emergencies can be initiated and requests for assistance activated up to the State level.

3. Initial Damage Assessment

- a. An initial damage assessment must be performed by the damage assessment team(s) to assess the impacts of the disaster and to determine if the needs can be met with local resources or if State and Federal assistance will be required. If outside assistance is required, the initial damage assessment will be used as the basis for a local declaration of emergency. Supporting damage assessment teams may include but is not limited to the following agencies/organizations:

- i. American Red Cross Central West Virginia Chapter
- ii. County / Municipal Public Works
- iii. County Agriculture Extension Service
- iv. Utilities
- v. Morgan County School Board

- b. The data collected from the Initial Damage Assessment will be collected and transmitted to the appropriate Emergency Operations Center who in turn transmits this information to the WV State Emergency Operations Center (SEOC) for review and action.

4. Preliminary Damage Assessment

- a. Once the declaration of local state of emergency has been made, and the initial damage assessment transmitted to the SEOC by Damage Assessment Team, a Preliminary Damage Assessment (PDA) must be conducted. A PDA is conducted by the State and FEMA

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to verify the severity of the impact and justify the need to pursue a request for Federal assistance. If a PDA is initiated, the Damage Assessment Team should be prepared to accompany the team and provide transportation and maps of the affected areas. The more expeditiously the data can be collected, the quicker a potential disaster declaration can be obtained. Damage assessment procedures, forms and requirements for requesting State and FEMA assistance are contained in the federal "Handbook for Disaster Assistance".

- b. The State and FEMA damage assessment teams will verify the initial damage assessment results. Upon arrival, State and FEMA damage assessment teams will meet with local officials and be briefed on the initial damage assessment results.
- c. In the event of a catastrophic disaster where the magnitude of the disaster is so great that justification is not needed to obtain a Presidential Disaster Declaration, damage assessment is conducted after the declaration as a tool to guide the overall massive recovery effort.
- d. In all cases, the mission of the local, State and FEMA damage assessment teams is to:
 - i. Assess the extent of damage to individual homeowners and businesses.
 - ii. Assess the extent of damage to public facilities; and
 - iii. Assess the extent to which the immediate emergency needs of the public are being met and the need for additional State assistance.
- e. Once the damage assessment is completed, an exit interview will be conducted with local officials to discuss

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the results and the need for supplemental State and Federal disaster assistance. The State damage assessment teams will analyze the information gathered to determine whether the needs can be met with State assistance or if the extent of the damage warrants a request by the Governor for Federal disaster assistance.

- f. The Preliminary Damage Assessment can be conducted through several different methods that can be utilized depending on the situation, these include:
 - i. Aerial Reconnaissance—this survey will be implemented using fixed-wing and rotary aircraft to access a large area or because access to the disaster affected area is blocked.
 - ii. Windshield Survey—this process is used to quickly assess the extent of the damage in a short amount of time. This type of assessment involves damage assessment teams driving around the disaster-affected area to record the number of homes and businesses damaged or destroyed.
 - iii. Walk-through—this method is the most thorough method of assessing damages. It will involve the use of damage assessment teams walking through disaster-affected areas and categorizing damage to homes and businesses. This type of assessment is critical before a federal disaster declaration can be implemented.
 - iv. Assessing Economic Injury

In Morgan County and municipalities, the extent and magnitude of a disaster on the business and industrial sector is assessed.

ii. Disaster Recovery Center

1. A Disaster Recovery Center (DRC) will be established in the immediate area to provide immediate “one-stop shopping” for information and tele- registration. The DRC is the Federal government’s primary mechanism for delivering disaster assistance information to disaster victims. The appropriate County Office of Emergency Management will provide State and Federal agencies with a list of locations that can serve as a DRC. FEMA’s guidelines for determining whether a facility may serve as a DRC include:
 - a. Minimum of 5,000 square feet of floor space.
 - b. A waiting area capable of accommodating 100 persons.
 - c. Access for the disabled.
 - d. Separate areas for child-care, crisis counseling and first aid.
 - e. Adequate parking.
 - f. Located near public transportation systems.
 - g. Adequate utilities and communications.
 - h. Adequate restrooms and janitorial services.
2. The following are considerations that should be considered in opening and operating a DRC:
 - a. In the aftermath of a disaster, disruptions to the transportation system may make it difficult for many disaster victims to get to locations and sites where assistance information is available. To make it easier for individuals, one or more DRCs should be established.
 - b. Once DRC locations have been confirmed, local State and Federal Public Information Officers will prepare a coordinated news release to advise disaster victims of the DRC locations, assistance programs available and

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any documentation and other materials necessary to support applications for disaster assistance.

- c. Once a Presidential Disaster Declaration has been approved, the Emergency Management Director in cooperation with the Chief Elected Official will request from the SEOC the establishment of DRCs in Morgan County.
- d. The West Virginia Division of Homeland Security and Emergency Management will appoint a State Liaison for each DRC. The Liaison will work closely with the FEMA DRC manager in the establishment and daily operations of the DRC to ensure proper staffing.
- e. DRC hours of operation will be determined jointly by the State and Federal Coordinating Officers.
- f. The appropriate officials maintain a constant representation in the DRC. The Morgan County OES Director will act as the overall coordinator in cooperation with the State and Federal government on the overall operation and coordination of the DRC.
- g. Once the DRC is activated the County Office of Emergency Management will notify the appropriate agencies / individuals via e-mail, phone, fax, pagers, etc. The agencies that will be represented in the DRC include:
 - h. Morgan County OES
 - i. Morgan County Branch of WVDHHR
 - j. American Red Cross
 - k. MCSLS

d. Public Assistance Program

- i. This program is based on a partnership of FEMA, State, and local officials. Their roles and responsibilities are included below:

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1. FEMA's role revolves around customer service and assistance. In this role, FEMA will provide more information about the program in various media before the disaster strikes and more technical assistance in the development of damage descriptions and cost estimates after the disaster.
2. As grantee, the State is responsible for administering the Federal grant. FEMA and State officials will meet soon after the declaration to develop a public assistance recovery strategy, which will address FEMA and State staffing plans. FEMA will continue to assist the State, in ways mutually agreed upon, in meeting its responsibilities.
3. The role of local governments and eligible private nonprofits. organizations will be to prepare scopes of work and cost estimates for small projects, subject to 20% validation by FEMA or the State.

VIII. **Assistance & Support**

- a. For a jurisdiction and/or organization to receive Federal assistance they must first fill out a Request for Public Assistance (RPA) form. An RPA is a contact information sheet used in identifying applicants and determining their eligibility in the Public Assistance Program.
- b. The first principal step in requesting Federal aid is reporting damages.
- c. Next the jurisdiction and/or organization attend the Applicant Briefing. At the briefing they will submit their RPA to the Federal/State assistance teams.
- d. Following the Applicant briefing, there is a Kick-off meeting with the Public Assistance Coordinator to discuss the projects requiring Federal funding. At this meeting, the project's eligibility is determined.
- e. Finally, the projects are submitted and funded.
- f. Applicant Briefing (Kick-Off meeting)
 - i. An applicant briefing will be scheduled to advise potential eligible applicants of the availability and requirements of Federal assistance.

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- ii. Each potential applicant will be asked to complete and return a Request for Public Assistance (RPA) form. The RPA reports damages suffered by each potential applicant and is used by the Federal Coordinating Officer to determine the number of damage survey and inspection teams.
- iii. Kick-Off Meeting Attendees
 - 1. The public assistance coordinator
 - 2. Applicant liaison officer
 - 3. Eligible applicants should attend this meeting.
- iv. Acceptance and Denial Procedures
 - 1. A completed RPA will be transmitted to the FCO for each potential applicant.
 - 2. If the RPA is denied by the FCO, the Applicant Liaison Officer will notify the potential applicant in writing, explaining the specific reasons for denial and providing information on appeal procedures.
- v. Designation of Sub-grantee's
 - 1. Potential applicants will also be requested to complete and return a "Designation of Sub-grantee's Agent" form and designates the official authorized to sign the funding agreements and execute relevant public assistance documents.
 - 2. Before public assistance funds are released, the State and applicant must enter a disaster relief funding agreement.
- g. Community Relations
 - i. Although applications for individual assistance programs will be made directly to the National Tele-registration Center "800" telephone number, the disruption in normal communications systems will expectedly result in isolated pockets of disaster victims who are unaware of the availability of disaster assistance programs.
 - ii. Community Relations Management

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1. The Mass Care (American Red Cross) emergency support function will serve as the lead for community relations.
 2. The Morgan County EOC will coordinate with Transportation to transport the Community Relations Teams (CRTs) into the disaster areas(s).
- iii. Community Relations Teams
1. The Community Relations Teams (CRTs) are composed of Federal, State, county, and city personnel that will identify and serve the needs of citizens impacted by a disaster. The CRTs responsibilities and duties include:
 - a. Informing affected individuals of the disaster aid programs that are available to them.
 - b. Identifying the status of community resources and needs (housing, food, running water, etc.).
 - c. Confirming that civilians in recovering from a disaster are being provided required and appropriate services (sheltering, food, mental health, etc.).
 - d. Conducting habitability inspections.
- iv. Identifying areas in need of the CRT
1. The CRTs are dispatched to locations within Morgan County that are without power that may be unaware of the Disaster Recovery Centers (DRCs) or on-going public assistance programs.
 2. The areas covered by these teams will also be determined by statistics regarding individuals, who had not visited DRCs or called the National Tele registration 1 (800) 621-FEMA (3362).
 3. Areas that will have a CRT deployed to it involve those areas with special populations (migrant workers, disabled individuals, etc.).

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4. Another method to identify areas that need the services of a CRT is by coordinating operation with local community leaders and organizations, such as:
 - a. Local churches
 - b. Community Leaders
 - c. Political leaders
 - d. Local police and fire departments
 - e. Non-profit organization
 5. Prior to closing DRCs, outreach efforts will verify that all affected residents are informed of the services available.
- v. Unmet Needs Coordination
1. Identification of Unmet Needs
 - a. Unmet needs refer to any needs that an individual, family and/or community recognizes that is normally part of the regular disaster assistance provided by county, State, and Federal agencies / organizations.
 - b. The Volunteer and Donations emergency support function will also work with local municipalities to identify and meet unmet needs. Morgan County will heavily utilize CRTs in identifying any unmet needs.
 2. Lead Agency
 - a. The Volunteer Resource Center will serve as the lead agency under Volunteers and Donations emergency support function in addressing unmet needs.
 3. Support Agencies
 - a. The support agencies will include several agencies/organizations, these may include:
 - i. United Way
 - ii. Volunteer Resource Center
 - iii. WV Council of Churches
 - iv. American Red Cross

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v. Local community groups

4. Types of Assistance

- a. The types of unmet needs will be scenario driven but some examples of these needs may be:
 - i. Rental assistance
 - ii. Emergency protection, repair, and rebuilding of homes
 - iii. Building supplies
 - iv. Volunteer labor

5. Emergency Housing

- a. Temporary living areas shall be established, when possible, on county-owned property.
- b. Mass Care emergency support function (American Red Cross) will function as the lead agency and will work in cooperation with State and Federal officials to meet the emergency housing needs of displaced citizens.
- c. The Resource Management emergency support function shall assist in the location and acquisition of non-county owned property plus they shall be called upon to provide housing assistance and to provide available public housing to the temporarily displaced.

ESF #15 - External Affairs

Primary Agencies	Morgan County Commission Elected Officials Morgan County OES
Supporting Agencies	Berkeley-Morgan Health Department Morgan County Schools Local Response Agencies WVEMD National Weather Service HS DHS

I. PURPOSE

- A. Emergency Support Function (ESF) #15 provides accurate, coordinated, timely, and accessible information to affected audiences, including government departments and agencies, media, private sector, and the local populace.

II. SCOPE

- A. ESF #15 applies to all incidents where significant interagency coordination is required.
- B. ESF #15 integrates Morgan County Commission, municipal elected officials, county and municipal departments and offices, and private industry stakeholders under the coordinating auspices of External Affairs.

III. POLICIES

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- A. All departments, organizations, and agencies assigned responsibilities within ESF #15 should develop and maintain the necessary plans, policies, Standard Operating Guidelines (SOGs), and Mutual Aid Agreements (MAAs), to accomplish their tasks.
- B. Public information representatives from state, federal, and private sector organizations may be asked to coordinate information for release to the public (as part of the overall joint information system). Such information includes (but is not limited to) health risks related to the hazard; type and availability of assistance; and geographic, geological, meteorological, and demographic information related to population protection.
- C. All press releases should be reviewed and approved by the Incident Commander (IC). If an IC requests public information support from Morgan County Office of Emergency Management (MORGAN COUNTY OES) or the Emergency Operations Center (EOC), he/she should indicate that approval from that point on is either implied or remains necessary. All press releases should be reviewed and approved *before* they are released.
- D. A chronological record of all press releases should be maintained by the appropriate Public Information Officer (PIO).

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- E. The National Incident Management System (NIMS) suggests that Emergency Public Information (EPI) be disseminated from a Joint Information Center (JIC) during large-scale emergency operations.

IV. ORGANIZATIONAL STRUCTURE

- A. The Morgan County Emergency Communications Center (ECC) will serve as the primary Morgan County Warning Point. Morgan County Office of Emergency Management (MORGAN COUNTY OES) and the Morgan County Sheriff's Department have the authority to activate the county warning system.
- B. During normal operations, MORGAN COUNTY OES disseminates public information regarding preparedness, planning, and mitigation to residents of the county. The primary means of disseminating Emergency Public Information (EPI) throughout the county is the county's mass notification solution referred to as Alert Berkeley.
- C. MCOES should work with local partners to support preparedness efforts relevant to their agencies.
 - 1. All agencies involved in an emergency response – especially those emergencies that cover a broad area (i.e., more than a single incident scene) – will likely have designated spokespersons.

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- i. Those spokespersons should be responsible for crafting messages or portions of messages *for their agency*.
 - ii. The task of the Incident Commander (IC) and/or Public Information Officer (PIO) would then be to ensure consistency between the messages and, possibly, compile information from multiple agencies into a single release.
- D. The purpose of this policy is to ensure that the experts available locally are commenting on the appropriate portions of emergency public information messages.
- E. During response activities, MCOES should coordinate the establishment of a Joint Information Center (JIC) and joint information system to provide consistent, timely, and accurate information to the affected population.
- F. The on-scene IC may request activation of the county PIO by contacting the MORGAN COUNTY OES Director, who should coordinate the request with the county Commission.
- G. If the IC activates the command staff PIO position or disseminates any public information from the scene (when the emergency operations center is not

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activated), he/she should coordinate with the MORGAN COUNTY OES Director. The director should coordinate with pertinent other local officials to ensure appropriate monitoring of public information.

V. CONCEPT OF OPERATIONS

A. General

1. The intent is to provide consistent, accurate, and timely information to the public. All emergency services personnel should work together to release concise, beneficial information and eliminate contradictory public information releases.
2. MCOES regularly issues information on community and individual preparedness during regular operations.
3. MCOES may coordinate with other agencies and organizations (e.g., Morgan County Health Department) to issue joint statements on preparedness and/or planning on potential or likely threats or hazards (e.g., influenza outbreak) or to share information on mitigation actions for the community (e.g., flu shot clinics).
4. Though small, there is a portion of the population that speaks a language other than English at home, 4.8% or approximately 6,000 individuals (US Census, 2017). Interpreters may be needed to provide Emergency Public Information (EPI) to residents.
5. The Public Information Officer (PIO) will be appointed by the MCOES Director in coordination with the Morgan County Commission.

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B. Emergency Operations

1. The chief elected official of each jurisdiction is responsible for the release of timely and accurate messages to the affected or potentially affected population.
2. Elected officials working in coordination with MCOES, EOC staff, the Incident Commander (IC), and private stakeholder Public Information Officers (PIO) should create pre-scripted messages to be used in the early stages of an incident.
3. Government agencies and departments, the command staff PIO and private stakeholders should activate a joint information system (JIS) using a joint information center (JIC). The JIC may be a physical location or a virtual meeting area in the Homeland Security Information Network (HSIN).
4. Emergency public information (EPI) may be provided through
 - i. Emergency Alert System (EAS) Message boards
 - ii. Mass notification system (Everbridge)
 - iii. Social media (MCOES & MCECC Facebook page and any/all other platforms used by the county)
 - iv. Local television stations
 - v. Local radio stations
 - vi. NOAA All-Hazard Radio
 - vii. Press releases

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- viii. Service providers (agencies/organizations that serve functional and access needs populations)
 - ix. Private agencies, including the American Red Cross and faith-based groups.
5. JIC/JIS personnel should monitor conventional and social media for rumors and misinformation.
 6. If primary means of disseminating information are no longer functioning or go down, radio, TV, and PA equipped first response vehicles would be utilized for public warning. Morgan County Emergency Communication Center (ECC- Central Dispatch) would also make announcements over home scanners.

C. Inter-Jurisdictional Coordination

1. During a large-scale event that involves residents outside of Morgan County, there may be a need to coordinate Emergency Public Information (EPI) with other jurisdictions.
2. **Local-Local:** Coordination between neighboring counties and municipalities should be coordinated through local EOCs.
3. **Local-Local (when neighboring county resides in a different state):** Coordination between neighboring counties from different states is the same as neighboring counties in West Virginia for information sharing purposes. There is a different process to follow when requesting resource support.

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4. **Local-State:** Coordination with state authorities should be accomplished through contact with the state EOC operated by the WVEMD.

Coordination with other West Virginia counties can also be handled through the state EOC. WebEOC and HSIN are available to spread warnings to state/other local officials.
5. **Local-State-Federal:** In disasters that threaten to overwhelm the state's capability to respond and support Morgan County, the federal government may be asked to deploy under the National Response Framework (NRF).

To ensure consistency and accuracy, messages should be released through a JIC. However, when a single JIC is not a viable option, all stakeholders should be connected electronically through a JIS.

D. Public Information for Functional and Access Needs Populations

1. Visually impaired: Emergency Alert System (EAS) messages and news releases via radio, NOAA All-Hazard radio, and door-to-door notification.
2. Hearing-impaired: EAS messages and news releases via television, print media, and door-to-door notification.
3. Group Populations (e.g., nursing homes, school facilities, etc.): EAS messages and news releases via radio, television, and print media, NOAA All-Hazard radio, and through liaison with the head of that facility.

E. ESF Roles Aligned with Core Capabilities

EXTERNAL AFFAIRS

Core Capability	ESF #15 – External Affairs
Public Information and Warning	<ul style="list-style-type: none"> Generally, outlines the process of collecting and releasing public information. Identifies the use of a joint information system for effective information dissemination. Briefly describes pre-emergency public outreach.
Operational Communications	<ul style="list-style-type: none"> Lists the communications systems that can be used to provide public information.
Emergency Public Information & Warning	<ul style="list-style-type: none"> Identify the warning systems that are available to the county. Identifies supplemental warning methods for functional and access needs population. Identifies the departments with primary responsibility for activating warning systems. Discusses utilization of the Emergency Alert System.

VI. AGENCY RESPONSIBILITIES MATRIX

Primary Agencies	Acronym	Responsibilities
Morgan County Commission		<ul style="list-style-type: none"> Primary elected officials responsible for providing emergency public information to residents and visitors of Morgan County. Make arrangements for appropriate local officials to speak with the media. Appoint a Public Information Officer as needed. The chief elected official, or designee, would fill this role. Coordinate with the EOC and On-scene Incident Commander to formulate accurate press releases, public information, or briefing bullet points. Maintain a means of disseminating emergency public warning.
Local Elected Officials		<ul style="list-style-type: none"> Primary elected officials responsible for providing emergency public information to residents and visitors of their local jurisdiction. Clear all emergency related press releases with the PIO.
Morgan County Office of Emergency Services	MORGAN COUNTY OES	<ul style="list-style-type: none"> Serve as the primary coordinator of this ESF. Coordinates emergency public information with other agencies and jurisdictions. Primary source of emergency public information to the county. Monitor for rumors and issue corrective messages should rumors be discovered.

EXTERNAL AFFAIRS

		<ul style="list-style-type: none"> • Develop and maintain working relationships with local and regional media. • Maintain emergency public warning and information systems. • Coordinate public information releases with the On-scene Incident Commander and other public officials. • If needed, activate a Joint Information Center (JIC). The JIC may be virtual or in-person. The JIC location should address the following: <ul style="list-style-type: none"> ○ Alleviation of crowds at emergency scenes. ○ Space for public briefings. ○ Work area for assigned personnel. ○ Adequate facilities for assigned personnel. ○ Adequate bandwidth and IT support for assigned agencies. • Maintain current contact list for media outlets. • Coordinate with State agencies as needed.
Support Agencies	Acronym	Responsibilities
Morgan County Health Department	BCHD	<ul style="list-style-type: none"> • Provide a public information officer or other personnel to assist with coordinating accurate and timely information. • Primary agency for EPI on public health-related emergencies.
Morgan County Schools	MCS	<ul style="list-style-type: none"> • Primary agency for EPI for emergencies affecting only their facilities.
Local Response Agencies		<ul style="list-style-type: none"> • Designate an agency PIO as necessary.
Local Media Organizations		<ul style="list-style-type: none"> • Disseminate emergency public information messages provided by authorized sources to the general public. • Verify all field reports and rumors with authorized sources. • Participates, as necessary, in the overall joint information system.
West Virginia Division of Emergency Management	WVEMD	<ul style="list-style-type: none"> • Receive local requests for assistance. • Coordinate state resources serving the public information capacity. • Request activation of federal ESF 15 as necessary.
National Weather Service	NWS	<ul style="list-style-type: none"> • Issues weather advisories, watches, and warnings. • Supports IPAWS notices, if applicable.

EXTERNAL AFFAIRS

US Department of Homeland Security	US DHS	<ul style="list-style-type: none">• Coordinates ESF #15 activities.• Participates, as necessary, in the overall joint information system.• Manages public information regarding federal assets in response to an incident.
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VII. AUTHORITIES & REFERENCE

A. Authority

- WV Code, Chapter 15, Article 3, as amended
- WV Code, Chapter 15, Article 5, as amended

B. References

- West Virginia Division of Emergency Management. (2018). West Virginia Emergency Operations Plan. Charleston, WV.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX

DIRECTION and CONTROL

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of this annex is to give details concerning how Morgan County will direct and control activities that are essential to save lives, protect property, and maintain or restore facilities and services during and following emergency situations. This annex describes the concept of operations and organization for direction and control of such operations and assigns responsibility for tasks that must be carried out to perform the direction and control function. This annex will function as the baseline for Morgan County to comply with NIMS standards.

B. Scope

This EOP applies to all participating agencies within the geographical boundaries of Morgan County, WV, and surrounding municipal government organizations to include the Towns of Berkeley Springs and Paw Paw; and non-governmental organizations that support emergency operations within the county.

C. Situation Overview

- i. Morgan County is vulnerable to a number of threats and hazards which may threaten the health, safety, and well-being of our community.

- ii. The direction and control organization must be able to activate quickly at any time of the day or night, operate around the clock, and effectively deal with emergency situations that range from minor to catastrophic. These situations include:

1. Incident

An incident is a situation that is limited in scope and potential effects. Incidents are encountered on a daily basis, mostly by Fire, EMS, and Law Enforcement. Characteristics of an incident include:

- Involves a limited area and/or a limited population.
- Evacuation or in-place sheltering is limited to the immediate area of the incident.
- Warning and public instructions are provided in the immediate area of the incident only.
- Typically resolved by one or two response agencies or departments acting under a single IC.
- Requests for additional resources are handled through agency or department channels.
- May require limited external assistance from other local response agencies or contractors.

2. Emergency

An Emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

- Involves a large area, significant population, or important facilities.
- May require implementation of a large-scale evacuation or in-place sheltering and temporary shelter and mass care operations.

- May require community-wide warning and public instructions.
- Requires a sizable multi-agency response operating under a single IC or a Unified Command. The Morgan County EOC (EOC) may be activated.
- May require external assistance from other agencies, contractors, and limited assistance from county, state, or federal agencies.

3. Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of Morgan County to handle with its own resources or normal mutual aid agencies.

Characteristics include:

- Involves a large area, a sizable population, and/ or important facilities.
- May require implementation of large-scale evacuation or in-place sheltering and temporary shelter and mass care operations.
- Requires community-wide warning and public instructions.
- Requires response from most or all local response agencies. The EOC and one or more Incident Command Posts will be activated.
- Requires significant external assistance from other local response agencies, contractors, and extensive county, state and federal assistance.

D. Planning Assumptions

- i. Many emergency situations occur with little or no warning. If warning is available, alerting the public and increasing the readiness of and deploying emergency response agencies may lessen the impact of some emergency situations.
- ii. Morgan County's own resources will be utilized to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to pre-established agreements.
- iii. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge. There may also be instances where local responders lack the necessary expertise and equipment to cope with an emergency and agree to permit those with the expertise and resources to take charge.
- iv. Effective direction and control require suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
- v. Upon activation, the EOC will operate on a 24-hour basis utilizing two 12-hour rotational operational periods until it is determined operations may be scaled down or are no longer needed.

II. Concept of Operations

A. General

- i. Pursuant to the mandates of state law (Chapter 15, Article 5, as amended), the Morgan County Office of Emergency Services (MCOES), in coordination with the County Commission, has been designated as the primary agency to direct and coordinate emergency management and response activities in the county.
- ii. Emergencies are generally reported to the Morgan County Emergency Communication Center (MCECC) at their onset. For

this reason, the responsibility of the initial notification lies with the MCECC. Notifications shall be made as directed in Morgan County EOC SOP.

- iii. It is the responsibility of the EOC to contact other agencies that will be needed to assist during an emergency situation.

B. Incident Command Operations

- i. An Incident Management System shall be employed for emergency operations within Morgan County. The ICS, as stipulated by NIMS, will be utilized. All emergency operations in Morgan County will be conducted according to NIMS principles.
- ii. The incident shall be given a designation of either road/street name or facility (Ex: Valley Road Command).
- iii. The IC is responsible for carrying out the ICS function of command and making strategic operational decisions to manage the incident.
- iv. The IC will establish an ICP, assess the situation to either MCECC or an Area Command (if established), identify resources required, and direct the on-scene response from the ICP.
- v. In emergency situations where other agencies, other jurisdictions, or state or federal entities are providing significant assistance, it is desired to transition from an IC to a Unified Command (UC). This ensures all participating agencies are involved in developing objectives and strategies in dealing with the emergency.

C. Incident Management Team

- i. An IMT is a group of personnel trained to provide command and control infrastructure needed for an emergency. The IMT will assist the Incident Commander in managing the logistical, fiscal, planning, operational, safety, and community issues related to the emergency.

- ii. Before the IMT arrives, a Delegation of Authority (**Attachment A**) should be prepared and signed at the appropriate level. This should outline what is expected from the IC and the IMT.
- iii. If the Incident requires the use of an IMT, the EOC should be activated. The IMT should be initiated at a county level.

D. Area Command

- i. An Area Command is activated only when necessary, depending on the complexity of the incident and incident control considerations.
- ii. It is the suggestion of this plan to activate MAC when a Local State of Emergency has been declared or any element of this plan has been activated. This is to more efficiently handle daily operations and emergency incidents.

E. Incident Command System/EOC Interface

- i. When the EOC and Incident Command, Unified Command, or Area Command have been established, it is necessary to provide a clear list of responsibilities. A list of those responsibilities is listed below:
 - 1. Incident Command is responsible for field operations including:
 - a. Isolating the scene
 - b. Performing a scene size-up
 - c. Making all strategical decisions regarding the incident scene.
 - d. Directing and controlling the on-scene response and resources committed to the incident scene.
 - e. Warning the population in the incident's area.

- f. Determining and implementing protective measures, such as evacuation and sheltering-in-place, for the population in the immediate area of the incident.
 - g. Working with law enforcement and public works to direct traffic around the scene.
 - h. Requesting additional resources from the EOC or Area Command.
 - i. Keeping the EOC or Area Command updated on the details of an incident.
 - j. Mobilize and deploy response and support resources assigned by Area Command or the EOC.
2. Area Command is responsible for the following:
- a. Mobilize and deploy units, provided by the EOC, to the incident scene.
 - b. Support on-scene response operations.
 - c. Request resources from the EOC.
 - d. Keep the EOC informed of the current situation at pre-determined intervals.
 - e. Organize and implement mass care in the designated area.
 - f. Receive, compile, and display data for emergency incidents.
 - g. Analyze problems and formulate options to solve them.
 - h. Coordinate efforts in the designated area to provide efficiency in resource use.
 - i. Coordinate damage assessment activities and assess the health, public safety, and facilities in the designated area.

3. The EOC is part of a Multi-Agency Coordination System (MACS). The purpose of the EOC is to coordinate and support domestic incident management activities.
 - a. Upon activation of the EOC, communications and coordination must be established and maintained between Incident Commanders, Area Commanders and the EOC.
 - b. The EOC should be staffed in accordance with the emergency's needs.
 - c. If it is necessary to relocate the EOC, all Incident Commanders shall be made aware of the alternate location site.
 - d. The EOC is responsible for coordinating and controlling operations in Morgan County during a Major Emergency Event.
 - e. The EOC will operate under their already established policies and procedures.
 - f. The EOC has the following responsibilities:
 - i. Support incidents as needed.
 - ii. Issue community-wide warning.
 - iii. Issue instructions and provide information to the general public.
 - iv. Organize and implement large-scale evacuation and coordinate traffic control.
 - v. Coordinate and organize Morgan County response activities.
 - vi. Compile documentation and prepare reports.
 - vii. Request resources from WVDEM as needed.
 - viii. Provide WVDEM with situation reports as requested.

- ix. Provide accurate information and recommendations to the Executive Group to ensure proper policies and objectives are established for the emergency situation.

III. Organization and Assignment of Responsibilities

A. Organization

i. Executive Group

1. Staffing

- a. Morgan County Commission
- b. Mayor – Town of Bath
- c. Mayor – Town of Paw Paw
- d. Prosecuting Attorney
- e. Designated Public Information Officer

2. Location

- a. The Executive Group will report to the Morgan County Commission Chambers when able to do so. If an individual does not report, it is the responsibility of the Morgan County Commission President to attempt to make contact to ensure all needs are addressed.
- b. All briefings from the EOC should be conducted in the presence of the entire Executive Group if possible.

3. Responsibilities

- a. Policy Development
- b. Overall management of emergency response and recovery efforts
- c. Providing oversight of the coordination efforts of the EOC
- d. Providing an official to assist in the dissemination of public information.

ii. Emergency Operations Center

1. Staffing

- a. OES Director, or designee
- b. Morgan County Sheriff, or designee
- c. Operations Chief – Senior Fire or EMS Official
- d. Logistics Chief – Designated by EOC Manager
- e. Planning Chief – Designated by EOC Manager
- f. Finance Chief – Designated by EOC Manager
- g. Scribe – Designated by EOC Manager
- h. Public Information Officer – Designated by EOC Manager
- i. Representatives from Essential Support Functions (ESFs)

The following represents a list of agencies that may be represented in the EOC according to the situation occurring. Each agency representative may participate in one of the above-listed roles while simultaneously representing their own agency's needs.

i. ESF #1 – Transportation

- 1. WV Department of Highways
- 2. Morgan County Sheriff's Department
- 3. WV State Police
- 4. Morgan County Board of Education
- 5. Morgan County Senior Life Services

ii. ESF #2 – Communications

- 1. Morgan County Emergency Communications Center
- 2. Frontier Communications
- 3. Comcast

- 4. Morgan County Emergency Communications Network
- iii. ESF #3 – Public Works and Engineering
 - 1. WV Department of Highways
 - 2. Town of Bath Public Works
 - 3. Town of Paw Paw Public Works
 - 4. Morgan County Facilities
 - 5. Morgan County Public Service Board
 - 6. Morgan County Planning
- iv. ESF #4 – Firefighting
 - 1. Berkeley Springs VFC
 - 2. Great Cacapon VFC
 - 3. South Morgan VFD
 - 4. Paw Paw VFD
- v. ESF #5 – Emergency Management
 - 1. Morgan County OES Director
 - 2. WVDEM Region 3
 - 3. WV National Guard
- vi. ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
 - 1. American Red Cross
 - 2. Berkeley-Morgan Health Department
 - 3. WV DHHR
 - 4. Morgan County Senior Services
 - 5. Morgan County Animal Control
 - 6. Other Volunteer Organizations
- vii. ESF #7 – Resource Support
 - 1. WV National Guard
 - 2. Morgan County Facilities
- viii. ESF #8 – Public Health and Medical Services
 - 1. Morgan County Rescue

2. Berkeley-Morgan Health Department
3. War Memorial Hospital
4. Valley Health
5. WV Medical Examiner
- ix. ESF #9 – Search and Rescue
 1. Local Fire Departments
 2. Law Enforcement
- x. ESF #10 – Oil and Hazardous Materials Response
 1. Local Fire Departments
 2. WV DEP
 3. EPA
- xi. ESF #11 – Agriculture and Natural Resources
 1. WV DNR
 2. WV DEP
- xii. ESF #12 – Energy
 1. Potomac Edison
 2. Mountaineer Gas
- xiii. ESF #13 – Public Safety and Security
 1. Morgan County Sheriff's Department
 2. WV State Police
 3. Town of Bath Police Department
 4. Town of Paw Paw Police Department
 5. WV DNR
- xiv. ESF #14 – Long-term Community Recovery
 1. Morgan County Planning
 2. Morgan County Commission
 3. Morgan County Chamber of Commerce
 4. FEMA
- xv. ESF #15 – External Communications
 1. Morgan County Commission

2. Morgan County OES

3. Media Affiliates

2. Location

- a. The EOC is located at 109 Fairfax Street in Berkeley Springs
- b. The alternate site is 226 Gayle Drive in Berkeley Springs
- c. Some positions and individuals may participate remotely

3. Responsibilities

- a. Overall coordination of the event or emergency
- b. Physical location to collect and process documentation
- c. Other responsibilities as described in the Emergency Support Function Annexes

B. Assignment of Responsibilities

i. Morgan County Commission

- 1. Appoint a Director of the Morgan County Office of Emergency Services (OES).
- 2. Maintain a “chain of command” for declaration of emergencies and continuity of government.
- 3. Recommend members of a Local Emergency Planning Committee (LEPC) to the State Emergency Response Commission (SERC), to comply with PL 99-499, SARA Act of 1986.
- 4. Determine if evacuation of all or part of the county is warranted.
- 5. Enter contracts, incurring obligations necessary to contend with emergency situations and other such actions as required.

6. Establish a policy to direct the use of public funds (local, state, and federal) in meeting the needs of the emergency or disaster event.
7. Establish priorities and allocations in the use, distribution, and management of equipment and resources available before, during, and following an emergency.
- ii. Morgan County OES Director
 1. Responsible for the organization, administration, and operations of the county OES.
 2. Serve as manager of the EOC and manage the overall expenditure of resources and assets, upon activation.
 3. Coordinate the efforts of county, state, federal and private organizations acting in the county in response to an incident.
 4. Coordinate with members of the command and general staff to ensure necessary planning considerations are included in the EOP.
 5. Develop a rapid notification system for emergency response groups assigned functions in this plan.
 6. Develop and maintain a public warning and notification system that is operable on a 24-hour basis.
 7. Coordinate volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteers and neighborhood groups within the jurisdiction.
 8. Develop and conduct exercises to test, evaluate, and update the EOP.
 9. Work with the County PIO to develop emergency information packets and emergency instructions for the public.
 10. Work with the Communications Officer (CO) to ensure communications considerations are met and in accordance with the NIMS.

11. Recommend the transition to area command, if applicable.
12. Direct the EOC staff to relocate to an alternate EOC to continue operations should events warrant.
13. Terminate emergency management response operations, release personnel, and stand down EOC activities.
14. Provide and coordinate training for emergency response personnel.
15. Serve as the county Chief Executive Official (CEO) in the absence of the commissioners and sheriff.

iii. Morgan County Sheriff

1. Maintain law and order in Morgan County.
2. Coordinate law enforcement efforts between various participating agencies, i.e., West Virginia State Police (WVSP), West Virginia Department of Natural Resources (WVDNR), and local police.
3. Initiate and maintain necessary traffic control.
4. Serve as the county CEO in the absence of the commissioners.
5. Declare a countywide “state of emergency” in the absence of the commissioners.
6. Assist in the implementation of an orderly evacuation.

iv. Incident Commander (IC)

1. Establish or expand ICS based on the requirements of the situation.
2. Conduct size-up operations, establish a hazard zone, and order necessary evacuations.
3. Establish a clearly identified Incident Command Post (ICP) in a safe area at the scene.

4. Assess needs for manpower, equipment and resources, and develop an estimate of the duration of the incident.
 5. Establish communications with the appropriate departmental base and with the Morgan County Communications Center.
 6. Coordinate the activities of all responders at the scene.
 7. Designate a staging area near the ICP for those reporting to the incident and for EMS.
 8. Prepare incident reports and conduct closedown operations at the scene.
 9. Under single command, develop the incident objectives on which subsequent incident action planning will be based.
 10. Develop and/or approve the Incident Action Plan (IAP).
- v. Public Information Officer (PIO) – County Administrator or Designee
1. Interface with the public and media and/or with other agencies with incident- related information requirements.
 2. Develop accurate and complete information on the incident's cause, size, and current situation, as well as resources committed and other matters of general interest.
 3. Advise the OES Director, CEO, and/or IC on matters of Emergency Public Information (EPI).
 4. In an activated EOC, the County PIO absorbs the responsibilities of the Command Staff PIO.
- vi. Safety Officer (SO)
1. Responsible for the general safety of incident operations.
 2. Monitor incident operations and advise the IC on all matters relating to operational safety, including the health and safety of emergency response personnel.
 3. Responsible for a set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and

implementation of measures to promote emergency responder safety.

4. Stop and/or prevent unsafe acts during incident operations.

vii. Liaison Officer (LNO)

1. Serve as the point of contact at the staging area for representatives of other governmental agencies, nongovernmental organizations, and/or private entities.
2. Coordinate assistance and personnel from other agencies or organizations (public or private) involved in incident management activities.

viii. Resource Manager – Appointed by the EOC Manager

1. Maintain inventories of supplies and equipment necessary for the support of emergency workers and meeting the public's emergency needs.
2. Request resources from local or state sources as directed by the EOC Manager and within guidelines set by the WVDEM.
3. See ESF #7 (Resource Support) for a more detailed list of responsibilities regarding resource management.

ix. Fire-Rescue Services

1. Assume the role of Incident Commander (highest ranking official of first department on scene).
2. Manage fire department resources and direct normal fire department operations.
3. Assume “first responder” role in fire and rescue operations.
4. Provide fire protection and suppression during emergency situations.
5. If the EOC is activated, the fire service will designate and send a senior level representative to the EOC to serve as the Fire Service Coordinator.
6. See ESF #4 (Firefighting), ESF #9 (Search and Rescue), and ESF #10 (Oil and Hazardous Materials Response) for a

more detailed list of responsibilities regarding fire and rescue operations.

x. Local Law Enforcement

1. Manage law enforcement resources and provide traffic control and enforcement operations.
2. Assume “first responder” role during emergency situations.
3. See ESF #13 (Public Safety and Security) for a more detailed list of responsibilities regarding law enforcement operations.

xi. Morgan County Rescue

1. Provide triage and stabilize and transport patients from triage areas to fixed medical facilities.
2. Assume medical leadership role in the evacuation of non-ambulatory persons.
3. Assume on-scene command in mass casualty incidents that do not involve fire, immediate threat of fire, or hazardous materials.
4. See ESF #8 (Public Health and Medical Services) for a more detailed list of responsibilities regarding medical services.

xii. Morgan County Health Department

1. Responsible for overall health maintenance Morgan County.
2. Provide necessary immunization before, during, and after a disaster.
3. Supervise sanitation in support facilities and shelters.
4. Ensure uncontaminated food and potable water supply.
5. Provide health-related information.
6. See ESF #8 for a more detailed list of responsibilities regarding public health related services and support.

xiii. Morgan County Board of Education

1. Relocate students from schools in the affected areas to their homes or reception centers.

2. Provide school buses for relocating individuals or groups without transportation to safe areas.
 3. Designate available schools for use as emergency shelters, reception centers, and mass care facilities.
- xiv. Other Agencies
1. Other agencies will fall under their respective Emergency Support Function and operate according to the step set forth in the ESF Annex.
 2. Agencies will maintain their administrative control of their employees as designated within their respective organizations.

IV. Direction, Control, and Coordination

A. Authority to initiate Actions

- i. The EOP will be activated according to the steps outlined in the Basic Plan
- ii. The OES Director is responsible for the initial set up and operation of the EOC.
- iii. The EOC shall be operated according to the EOC Standard Operating Procedures included in Attachment B.

B. Command Responsibilities for Specific Actions

- i. Disasters begin and end locally. The County Commission is responsible for ensuring the Office of Emergency Services, Fire Services, Emergency Medical Services, and Law Enforcement agencies are ready to respond in a disastrous situation.
- ii. Direction of Response
 1. The Morgan County Commission has the responsibility to address threats within its borders. This authority shall include the declaration of an emergency.

2. According to Morgan County Commission Declaration, all agencies operating within the borders of Morgan County shall abide by and operate under NIMS principles and guidance.

C. Incident Command System

- i. Local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations.
- ii. If a disaster affects multiple jurisdictions or is widespread, separate incident command or area command operations may be established.

D. Assistance

- i. If a jurisdiction's own resources are insufficient or inappropriate to respond to an emergency, a request for assistance may be made. Requests for assistance shall be made under the following guidelines:
 1. If the EOC has not been activated, all requests shall be made through the MCECC.
 2. If the EOC has been activated. Requests shall be made through the EOC by the Incident/Area Commander. The EOC shall "EOC Operations" as the hailing call sign. Incident/Area Commander shall use their Incident Command location as their hailing call sign.
 3. A brief description of the situation and needs will be required. Life-Threatening Emergencies shall precedent over non-emergency needs.
 4. Resource requests may not be filled during disasters due to needs elsewhere. The Morgan County EOC has no control over State resources.

V. Information Collection and Dissemination

A. Disaster information

- i. Disaster Information managed by the Morgan County Emergency Operations Center is coordinated through agency representatives located at the EOC.
 - ii. Agency representatives collect and disseminate information to counterparts in the field.
 - iii. Agency representatives disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the (Name of Jurisdiction) Emergency Operations Center.

VI. Communications

- A. Communication Protocols for Emergency Services are managed and directed by the Morgan County Emergency Communications Center. All agencies are to abide by these policies. Additional details can be found on ESF #2 (Communications).
- B. See ESF #2 (Communication) for the Morgan County Communications Plan.

VII. Administration, Finance, and Logistics

A. General Policies

- i. Appointment of Officials
 - 1. The Morgan County Commission is responsible for appointing individuals who may participate in the decision-making process during a disastrous event. These positions are:
 - a. Director of the Office of Emergency Services

- b. Morgan County Facilities Director
 - c. Morgan County Administrator
 - d.
- ii. Funding and Accounting
 - 1. Emergency purchases shall be made in accordance with the State of West Virginia (Public Purchasing Procedures for Declared Emergency Situations WV Code 15-5-6) and Morgan County Commission purchasing procedures.
- iii. Records and Reports
 - 1. The EOC shall track all resources using recommendations set forth by NIMS.
 - 2. Responsibility for submitting reports to the WVDEM rests with the Morgan County EOC and the OES Director.
 - 3. The EOC shall keep a record of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.
- iv. Agreements and Understandings
 - 1. Elements that should be addressed in MOA/MOUs include the following:
 - a. General
 - i. Emergency use of resources and capabilities of organizations not part of a government structure will be pre-arranged through agreements as much as possible. Duly authorized officials will enter into agreements, which will be formalized in writing whenever possible.
 - ii. Agreements between elements of the same government will be included in their respective plans. Details of such agreements, which are

inappropriate for inclusion in these plans, will be set forth in an SOP, instructions, or other directives of the units of government concerned.

- iii. Unless otherwise provided, agreements remain in effect until rescinded or modified. Annual or other periodic updates will prevent them from becoming outdated.
- iv. A clear statement of agreement regarding payment reimbursement for personal services rendered, equipment costs, and expenditures of material is mandatory.
- v. Agreements with private relief organizations provide immediate aid to disaster victims and provide some types of aid that the government is unable to render.

vi. Understandings

MOUs with adjoining counties or local governments recognize that certain situations require effective coordination and cooperation between jurisdictions to achieve effective response and provide for the general safety and health of residents. These documents formalize and focus attention on commitments and help avoid misunderstandings.

vii. Assistance Stipulations

Local policies established regarding volunteer use or accepting donated goods and services should be summarized. Elements that should be addressed in this section include:

- a. Administration of insurance claims
- b. Consumer protection
- c. Duplication of benefits
- d. Nondiscrimination

- e. Relief assistance
- f. Preservation of environment and historic properties

VIII. Annex Development and Maintenance

A. Development

- i. The OES Director is responsible for working with other response agencies in the development, maintenance, and approval of this plan. Each agency is responsible for their internal SOPs that direct and assign responsibilities regarding the direction and control of their organization.

B. Maintenance

- i. The OES Director is responsible for reviewing and updating this annex annually.
- ii. This Annex shall be reviewed annually by the following organizations:
 - 1. Morgan County LEPC
 - 2. Morgan County Emergency Association

IX. Authorities and References

A. Federal

- i. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- ii. Other executive orders and acts pertaining to disasters enacted or to be enacted
- iii. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

B. State

- i. West Virginia Code Chapter 15, Article 5, as amended.
- ii. West Virginia Legislature House Bill 2018, March 3, 1982.

- iii. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, Dec. 23, 2004.

C. Local

- i. Morgan County Court Directive for Emergency Operations.
- ii. Morgan County Commission Resolution.
- iii. Morgan County Commissioner's Resolution authorizing NIMS Implementation.
- iv. Morgan County Emergency Operations Plan, 1987, 1992, 2006, 2023

D. Volunteer, Quasi-Governmental

- i. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
- ii. Mennonite Disaster Services – Agreement with FDAA, 1974.
- iii. Public Law 93-288.

E. References

- i. Federal
 - 1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
 - 2. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
 - 3. National Incident Management System (NIMS), December 2008.
 - 4. National Response Framework, Federal Emergency Management Agency, January 2008.
- ii. State
 - 1. West Virginia Emergency Operations Plan
 - 2. West Virginia State Code

X. Attachments

SPT: DIRECTION & CONTROL

- A. Attachment A – Delegation of Authority
- B. Attachment B – Morgan County EOC Standard Operation Procedures

MORGAN COUNTY EMERGENCY OPERATION PLAN

SUPPORT ANNEX

VOLUUNTEER AND DONATIONS MANAGEMENT

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

This annex provides a framework and structure for coordinating the efficient and effective use of volunteers and donations during emergency events in Morgan County. An efficiently managed volunteer and donations program provides a valuable resource to the community.

B. Scope

This function applies to the mobilization and coordination of donations and volunteers in the Morgan County Operational Area during all phases of emergency management. This plan is designed to be scalable to the size and scope of any emergency event. Additionally, this plan guides the need for communicating and coordinating with non-governmental organizations (NGO) affiliated volunteer programs. This function encourages strengthening partnerships and communications among the operational area of responsibility, other agencies, and NGO volunteer coordination and donation management during an event. This function should augment the Morgan County Emergency Operations Plan (EOP) and ensure compliance with principles and practices described in the National Response Framework (NFR). This EOP applies to all participating agencies within the geographical boundaries of Morgan County, WV, and surrounding municipal government organizations to include the Towns of Berkeley Springs and Paw Paw; and non-governmental organizations that support emergency operations within the county.

C. Situation and Assumptions

i. Volunteers

1. Spontaneous volunteers are individuals who volunteer for an NGO, or government agency, without expectation of pay or other compensation during an incident. Spontaneous volunteers are not affiliated with a response effort.
2. Affiliated Volunteers are individuals affiliated with an NGO or governmental agency with training for a specific role or function in disaster relief.
3. An Emergency Volunteer Center (EVC) is a location used for volunteers to organize, assign, and deployed for their duties. EVC's help spontaneous volunteers affiliate with organizations providing disaster services.
4. Volunteers with training, affiliated with other government agencies, or NGOs should report to their respective agencies as requested.
5. Local agencies will verify credentials of affiliated volunteers with specific skill sets requiring education, certificates, or other requirements necessary to do a particular task.
6. Most spontaneous volunteers will not know how to use and deploy potential resources effectively.
7. Spontaneous volunteers will attempt to assist in a disaster. □ Priority in an event is to utilize volunteers affiliated with the local jurisdictions and County.
8. NGO and faith-based organizations are responsible for screening, registering, training, and supervising volunteers within their respective agencies/organizations.

ii. Donations

1. Donations will frequently arrive unsorted and not shipped in a uniform manner.

2. Unsolicited items will be donated. Unsolicited items can be mitigated by the County and other agencies who commonly receive donations by providing a list of widely needed donated items during an emergency.
3. Some donations might be given with an expectation of repayment.
4. The legality of redistribution must be considered.
5. Items donated might have a short shelf life or be unusable.

II. Concept of Operations

A. General

- i. Morgan County Office of Emergency Services (OES) will support efforts of municipalities and unincorporated areas to effectively utilize volunteers and donations throughout the County during an emergency.
- ii. The VOAD Liaison can act as the Volunteer Management System Coordinator during a small incident.
- iii. During larger incidents, a Volunteer and Donations Group Supervisor will be identified, and a Volunteer Reception Center can be established.

B. Volunteer Activation

- i. A local or state emergency proclamation.
- ii. A federal declaration or major disaster or emergency.
- iii. A shortage of workers which requires augmentation of staffing support from outside resources.
- iv. When volunteers with specific training and skill can augment and enhance emergency management efforts.
- v. A Volunteer Reception Center (VRC) can be established depending on the scale and need of volunteers for an event.

- vi. VRC location should be easily identifiable.

C. Donations Management

i. Response Phase

1. Work with the Planning Section and ESF-6 Mass Care Emergency Assistance to identify the priority donation needs of supplies.
2. Coordinate with Public Information Officer (PIO) to communicate needs to the public and outside agencies and update PIO on delivery of donations.
3. Advise the Logistics Section on donation management issues and make recommendations to increase support, as necessary.
4. Track locations of donation drop off sites, service sites, and or transportation services.

ii. Recovery Phase

1. Regularly review the list and status of donations.
2. Support delivery arrangements to transport donated goods to disaster victims.
3. Inform the Planning and Logistics Sections of efforts, challenges, and accomplishments of donations.
4. Be prepared to inform other county leadership and agencies on the status of donations.

III. Organization and Assignment of Responsibilities

A. Organization

i. VOAD Coordinator

1. Coordinates VOAD Section
2. Coordinates with other ESF's as needed.
3. Responds to requests from EOC.

4. Mitigates duplication of volunteer efforts in services provided.
5. Coordinates with WVVOAD.
- ii. VOAD Liaison
 1. Reports to Liaison Officer
 2. Coordinates with VOAD groups as needed.
 3. Coordinates with Volunteer Reception Center Officer.
 4. May have Deputy if needed.
- iii. Volunteer Reception Center Group Leader
 1. Identifies locations for Volunteer Reception Center (VRC).
 2. Coordinates and operates VRC.
 3. Coordinates with VOAD Liaison, Mass Care, and Logistics Section as needed for supplies and service needs.
- iv. Donations Management Group Leader
 1. Coordinates with donation management organizations.
 2. Coordinates with WVVOAD donations management staff.
 3. Adheres to all Local, State, and Federal guidelines regarding donations.
 4. May staff with PIO or JIC Liaison, Volunteer agency liaison, and donations unit staff.
 5. Establish donations receiving and distribution locations.
 6. Coordinate with operation to distribute goods in affected areas.
 7. Respond to requests from the EOC.
 8. Coordinate with PIO to ensure donation needs are clearly known.

IV. Annex Development and Maintenance

A. Development

- i. The OES Director is responsible for working with other response agencies in the development, maintenance, and approval of this plan. Each agency is responsible for their internal SOPs that direct and assign responsibilities regarding the direction and control of their organization.

B. Maintenance

- i. The OES Director is responsible for reviewing and updating this annex annually.
- ii. This Annex shall be reviewed annually by the following organizations:
 - 1. Morgan County LEPC

V. Authorities and References

A. Federal

- i. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- ii. Other executive orders and acts pertaining to disasters enacted or to be enacted
- iii. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

B. State

- i. West Virginia Code Chapter 15, Article 5, as amended.
- ii. West Virginia Legislature House Bill 2018, March 3, 1982.
- iii. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, Dec. 23, 2004.

C. Local

- i. Morgan County Court Directive for Emergency Operations.
- ii. Morgan County Commission Resolution.
- iii. Morgan County Commissioner's Resolution authorizing NIMS Implementation.

- iv. Morgan County Emergency Operations Plan, 1987, 1992, 2006, 2023

D. Volunteer, Quasi-Governmental

- i. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
- ii. Mennonite Disaster Services – Agreement with FDAA, 1974.
- iii. Public Law 93-288.

E. References

- i. Federal
 - 1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
 - 2. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
 - 3. National Incident Management System (NIMS), December 2008.
 - 4. National Response Framework, Federal Emergency Management Agency, January 2008.
- ii. State
 - 1. West Virginia Emergency Operations Plan
 - 2. West Virginia State Code

VI. Attachments

- A. Attachment A – Shelter, Staging and Distribution locations.

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX

DEBRIS MANAGEMENT PLAN

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of this annex is to provide a framework for the coordinated and lawful disposal of debris associated with a disastrous event.

B. Scope

This function applies to all participating agencies within the geographical boundaries of Morgan County, WV, and surrounding municipal government organizations to include the Towns of Berkeley Springs and Paw Paw; and non-governmental organizations that support emergency operations within the Morgan County. This plan will generally be limited to debris in, upon, or brought to public road rights-of-way, municipal properties and facilities, and other public sites. Any contractor, in coordination with any on-scene public works personnel coordinating debris removal, should be responsible for determining the method and manner of debris removal and lawful disposal operations, consistent with incident and/or public safety objectives.

C. Situation and Assumptions

- i. Historically, severe weather events affect Morgan County. These events have the potential to incur damage to natural vegetation and man-made structures.

- ii. It is a necessity to institute a coordinate plan to remove, sort, and dispose of debris associated with disastrous events.
- iii. Private contractors provide general sanitation services to Morgan County residents and businesses.

II. Concept of Operations

A. General

- i. Planning for debris management is a function of the Morgan County EOC, Public Works Agencies, and Private Contractors who provide these services.
- ii. ESF #3 will assist in coordinating debris management activities.
- iii. A qualified official would be appointed as the “Debris Management Center Director”, upon activation of this plan. This will be a Branch Function that reports to the EOC Operations Section Chief.
- iv. Debris removal and disposal contractors are identified in Appendix A of plan. The EOC, acting on the authority of the Executive Group, may execute one or more of the negotiated contracts as needed to complete debris removal and disposal.
- v. All contractors are responsible to follow procedures as given and for the lawful disposal of debris and debris-reduction by-products generated at Temporary Debris Storage and Reduction (TDSR) sites.

B. Preparedness

- i. When a declared major disaster occurs or is imminent, the Operations Section Chief may contact the resources listed in Attachment A of this Plan to advise them of the situation and update their respective resources and response time frame. No contracts will be executed at this time without approval from the Executive Group.

- ii. Resources may be placed on standby for selected areas.
- iii. TDSR sites may be selected if a forecasted event is accurate and imminent.

C. Response

- i. After a disastrous event occurs and damage reports and estimates indicate there will be a large amount of debris gathered this plan shall be implemented. Preparedness steps should be completed.
- ii. Once TDSR sites are selected, a pickup schedule should be established and forwarded to the PIO for announcement.
- iii. Multiple scheduled passes of each pick up site, location, and right-of-way should be followed.
- iv. Only designated contractors and assigned Public Works resources should operate on TDSR sites. All safety measures shall be in place.
- v. "Homeowner drop-off sites" may be in a special marked and designated area of TDSR sites.
- vi. TDSR sites should be identified for the temporary staging and reduction of vegetative and woody debris.
- vii. The EOC will identify additional TDSR locations as needed.
- viii. The applicable entity, as designated, should operate the TDSR sites.
- ix. Curbside segregation of debris and disaster-generated general waste should be an element of the debris management plan.
- x. Debris removal and disposal personnel may be required to aid in the segregation and waste stream management processes.
- xi. Waste and debris should be classified in the following five categories with responsibility as indicated:
 - 1. **Household trash and garbage:** Normal sanitation contractor and on regular schedules to the extent possible.

2. **Leaves and lawn litter** that is placed in plastic bags and placed by curb or roadside: Normal sanitation contractor and on schedules issued.
3. **Vegetative and clean woody debris:** This should be debris suitable for chipping, grinding, or burning: loosely stack and place at curbside or roadside.
 - a. This debris may include logs, stumps, root balls, or complete trees depending on the assigned contractor's capability.
 - b. A debris removal contractor or public works resource would be assigned to this debris function.
4. **Construction and demolition debris, furniture, furnishings, appliances, etc. That is suitable to be land filled or recycled:**
 - a. Should be stacked by curbside or roadside.
 - b. Assigned to waste removal contractor.
 - c. Hauled directly to landfill designated.
 - d. The contractor has the responsibility to ensure items loaded, hauled, and taken to landfill meets regulations.
5. **Household Hazardous Waste (HHW):**
 - a. Includes:
 - i. Televisions and computers
 - ii. Cleaning products
 - iii. Batteries
 - iv. Workshop and painting supplies
 - v. Aerosol spray cans
 - vi. Indoor pesticides
 - vii. Lawn and garden products
 - viii. Automotive products
 - ix. Fluorescent bulbs

- x. Propane tanks and other compressed gas cylinders
 - xi. Flammable products
 - b. Assigned to contractor by the EOC or Debris Management Center Director. Services should be requested by an approved task order.
 - c. Any HHW collected or mixed in with other debris should be sorted and set aside at the TDSR site.
 - d. The EOC may designate HHW drop-off locations as coordinated with the Debris Management Center Director.
 - e. HHW items collected should be in a separate, lined containment area at the TDSR site to prevent any inadvertent mixing with other types of debris.
- xii. Citizens should be provided with the above information and asked to sort their waste into the above categories to expedite services. Failure of the citizens to do so does not remove Morgan County's or designated agencies separation responsibilities to the extent possible.
- xiii. Any commercial and industrial hazardous waste such as chemicals, gas containers, transformers, and any other form of hazardous or toxic matter should be set aside for collection and disposal by the WVDEP or a licensed clean-up contractor.

D. Recovery

- i. The Debris Management Center Director shall complete all reports as necessary and forward to the EOC.
- ii. TDSR sites should be closed as needed.

- iii. The Debris Management Center Director shall coordinate with the WVDEP and EPA for the inspection of TDSR sites before returning them to their normal use.
- iv. The EOC shall retain debris records as required by law.

III. Organization and Assignment of Responsibilities

A. Organization

i. Morgan County EOC

- 1. Forecast need for the early activation of this plan.
- 2. Appoint/Assign an individual to act as the Debris Management Center Director.
- 3. Relay and coordinate actions with the Executive Group
- 4. Retain records as needed.

ii. Executive Group

- 1. Provide policy as needed.
- 2. Approve contract execution as needed.
- 3. Ensure proper procedures and policies are being followed.
- 4. Liaison with State Officials as requested.

iii. ESF #3 – Public Works

- 1. Coordinate debris collection, removal, and disposal.
- 2. Coordinate with EOC Operation Section.
- 3. Provide resource requests/needs to the EOC.
- 4. Ensure the lawful disposal of debris is occurring.
- 5. Provide public information as requested.
- 6. Gather and retain documentation pertaining to debris removal and disposal.
- 7. Ensure contractors are following contracts as written. If deviations are needed, forward to the EOC and Policy Group.

8. Ensure personnel and contractors assigned to this function are forwarding documentation and financial information as requested.

iv. Assigned Contractors/Resources

1. Follow orders as given
2. Follow lawful guideline regarding the disposal of debris and waste.
3. Follow all safety policy and procedures as given.
4. Follow all applicable State and Federal laws.
5. Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.

IV. Annex Development and Maintenance

A. Development

- i. The OES Director is responsible for working with other response agencies in the development, maintenance, and approval of this plan. Each agency is responsible for their internal SOPs that direct and assign responsibilities regarding the direction and control of their organization.

B. Maintenance

- i. The OES Director is responsible for reviewing and updating this annex on an annual basis.
- ii. This Annex shall be reviewed annually by the following organizations:
 1. Morgan County LEPC
 2. Morgan County Solid Waste Authority

V. Authorities and References

A. Federal

- i. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- ii. Other executive orders and acts pertaining to disasters enacted or to be enacted
- iii. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

B. State

- i. West Virginia Code Chapter 15, Article 5, as amended.
- ii. West Virginia Legislature House Bill 2018, March 3, 1982.
- iii. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, Dec. 23, 2004.

C. Local

- i. Morgan County Court Directive for Emergency Operations.
- ii. Morgan County Commission Resolution.
- iii. Morgan County Commissioner's Resolution authorizing NIMS Implementation.
- iv. Morgan County Emergency Operations Plan, 1987, 1992, 2006, 2023

D. Volunteer, Quasi-Governmental

- i. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
- ii. Mennonite Disaster Services – Agreement with FDAA, 1974.
- iii. Public Law 93-288.

E. References

i. Federal

- 1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.

2. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
3. National Incident Management System (NIMS), December 2008.
4. National Response Framework, Federal Emergency Management Agency, January 2008.

ii. State

1. West Virginia Emergency Operations Plan
2. West Virginia State Code

VI. Attachments

- A. Attachment A – Debris Collection and Disposal Resources
- B. Attachment B – Right-of-Entry/Hold Harmless Agreement
- C. Attachment C – Temporary Debris Staging and Reduction Site Locations and Landfills
- D. Attachment D – Debris Estimation Tables

ATTACHMENT A**DEBRIS COLLECTION AND DISPOSAL RESOURCES**

NAME	ADDRESS	PHONE NUMBER
Morgan County Solid Waste Authority	180 S. Washington St., Berkeley Springs, WV	304-258-8718
LCS Services Landfill	911 Allensville Rd., Hedgesville, WV	886-909-4458
Mountain View Reclamation Landfill	9446 Letzburg Rd., Greencastle, PA	886-909-4458
Apple Valley Waste	771 James Burr Blvd., Kearneysville, WV	304-724-1834
Waste Management	25 Bowling Ln., Martinsburg, WV	304-267-6975
Pentoney Brothers Contracting	318 Cross Rd., Berkeley Springs, WV	304-258-9001
Weavers Sanitation Services	349 E Granville Rd., Breezewood, PA	814-735-4589
Pecks, Refuse Disposal LLC	2927 Back Run Rd., McConnellsburg, PA	717-485-4123
OBITCO	1855 Valley Rd., Berkeley Springs, WV	304-867-4811

ATTACHMENT B
RIGHT OF ENTRY / HOLD HARMLESS AGREEMENT

RIGHT OF ENTRY PERMIT NO. _____ **DATE** _____

PROPERTY ADDRESS / DESCRIPTION:

NAME (OWNER'S OR OWNER'S AUTHORIZED AGENT):

RIGHT OF ENTRY: I certify that I am the owner or the owner's authorized agent of the above-described property. I grant freely and without coercion the right of access and entry to said property to representatives of the Federal Emergency Management Agency (FEMA), the U.S. Army Corps of Engineers (USACE) and the USDA Forest Service to inspect the property for purposes of determining whether disaster-generated debris is eligible for removal under FEMA'S programs and to monitor that removal, and to (eligible applicant) _____, its agents, contractors and subcontractors for the purpose of removing and/or clearing that disaster-generated debris from that property.

HOLD HARMLESS: I understand that this permit is not an obligation upon the government to perform debris removal. I agree to hold harmless the United States Government, FEMA, USACE, the USDA Forest Service, (eligible applicant) _____ and any of their agencies, agents, contractors, and subcontractors, for damages of any type whatsoever, either to the above-described property, or to persons situated thereon. I release, discharge, and waive any action, either legal or equitable, that might arise by reason of any action of the above entities while removing disaster-generated debris from the property. I will mark sewer lines, septic tanks, water lines and utilities located on the property.

DUPLICATION OF BENEFITS: Most homeowner's insurance policies have coverage to pay for removal of storm-generated debris. I understand that federal law (42 U.S. C. 5155 *et seq.*) requires me to reimburse (eligible applicant) _____ the cost of removing the storm-generated debris to the extent covered in my insurance policy. I also understand that I must provide a copy of the proof/statement of loss from my insurance company to (eligible applicant) _____. If I have received payment, or when I receive payment, for debris removal from my insurance company or any other source, I agree to notify and send payment and proof/statement of loss to (eligible applicant) _____. I understand that all disaster-related funding, including that for debris removal from private property, is subject to audit.

SWORN & ATTESTED - All owners/agents must sign below.

Printed Name: _____ **Signature** _____

Printed Name: _____ **Signature** _____

Name of Insurance Co. Policy No. _____

ATTACHMENT C

TEMPORARY DEBRIS STAGING & REDUCTION SITE LOCATIONS & LANDFILLS

Name: LCS Services Landfill

Type: Normal Refuse – No Hazardous Materials

Address: 911 Allensville Rd., Hedgesville, WV

Property Contact: 886-909-4458

Name: Mountain View Reclamation Landfill

Type: Hazardous Waste, must contact prior to use

Address: 9446 Letzburg Rd., Greencastle, PA

Property Contact: 886-909-4458

Name:

Address:

Coordinates:

Property Contact:

Name:

Address:

Coordinates:

Property Contact:

ATTACHMENT D
DEBRIS ESTIMATION TABLES

CF = cubic feet & CY = cubic yards

WORKSHEET 1				
Sector:				
Description:		N = Number	M = Multiplier	CY = (N x M)
A. Homes (1800-2000 square feet)				
B. Mobile Homes				

C. Other Buildings	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY = (CF/27) x.33
Subtotal [sum the right column]					

D. Debris Piles	L = Length/ft	W = Width/ft	H = Height/ft	CF = (L x W x H)	CY (CF/27)
Subtotal [sum the right column]					

SPT: Debris Management

Notes:

H = Households. If you do not know the number of households, estimate the number by dividing the population of the area by 3.

B = Business/Commercial/Residential Density Multiplier	<u>Density</u>	<u>B=</u>
	Light	1.0
	Medium	1.2
	Heavy	1.3

SPT: Debris Management

WORKSHEET 2	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate (cubic yards/CY)</i>				
A. Homes [from Worksheet 1]				
B. Mobile Homes [from Worksheet 1]				
C. Other Buildings [from Worksheet 1]				
SD = Structural debris (A + B + C)				
V = Vegetation Multiplier [see note]				
ST = Subtotal (SD x V)				
D. Debris Piles [from Worksheet 1]				
E. SV = Sector Volume (ST + D)				
TOTAL [add entries in row E above]				

Note:

V= Vegetative Multiplier:	<u>Vegetative Cover</u>	<u>V=</u>
None	1	
Light	1.1	
Medium	1.3	
Heavy	1.5	

ESTIMATING DEBRIS REMOVAL TIME

WORKSHEET 3	A. Truck Capacity (CY)	B. Units Available	C. Group Capacity (AxB)
<i>Equipment</i>			
Dump Truck, Light			
Dump Truck, Medium			
Dump Truck, Heavy			
Capacity Per Cycle (CY) [sum the right column]			

ESTIMATING REQUIREMENTS FOR TEMPORARY DEBRIS SITES

It assumes that:

1. Debris will be stacked 10 feet high.
2. 40 percent of a site will be used for storage; 60 percent will be used for sorting areas, separation between debris piles, roads, site buffers, and burn pits

WORKSHEET 4		
A. Debris Volume in cubic yards (CY) [From Worksheet 2 or 5]		
B. CY per acre assuming 10' stack height ¹		
C. Acres for debris storage only (A/B)		
D. Multiplier for processing, roads, & buffers		
E. Required facility area in acres ²		

Notes:

1. If you plan to use a stack height other than the typical 10 feet, use the following formula to compute CY per acre:

$$CY = (\text{stack height in feet} / 3) \times 4840$$

2. Where the area requirement is large, the requirement is generally satisfied by establishing several sites that, taken collectively, provided the needed area.

ESTIMATING HURRICANE DEBRIS QUANTITY

Worksheet 7 may be used to estimate the quantity of debris that must be removed. This worksheet uses the formula $Q = H \times C \times V \times B \times S$, where:

Q = the quantity of debris in cubic yards (CF)

H = the number of households

C = the storm factor in CY:

V = the vegetation characteristic multiplier:

B = the business/commercial use multiplier

S = the storm precipitation characteristic multiplier

WORKSHEET 5	Sector A	Sector B	Sector C	Sector D
<i>Debris Volume Estimate - Hurricane</i>				
1. H = households				
2. C = Storm category				
3. V = Vegetation multiplier				
4. B = Business/commercial multiplier				
5. S = Storm precipitation multiplier				
6. $Q = H \times C \times V \times B \times S$				
TOTAL (add columns in item 6 above)				

Notes:

1. H = Households. If you do not know the number of households, estimate the number by dividing the population of the area by 3.

2. C = Hurricane Category	<u>Category</u>	<u>C =</u>
	1	2
	2	8
	3	26
	4	50

5

80

3. V= Vegetative Multiplier

Vegetative Cover

V =

None

1

Light

1.1

Medium

1.3

Heavy

1.5

4. B = Business/Commercial

Density

B =

Light

1.0

Medium

1.2

Heavy

1.3

5. S = Storm Precipitation Multiplier

Precipitation

S =

None to light

1.0

Medium to heavy

1.3

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX

CYBER INCIDENT RESPONSE

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The Cybersecurity Annex is an essential element of the Morgan County Emergency Operations Plan (EOP), which establishes an emergency management organization and defines the functional responsibilities in response to an emergency event. The Cybersecurity function described in this Annex is responsible for and expected to develop, implement, and test policies and Standard Operating Procedures (SOPs) that ensure necessary preparedness capabilities. This document provides a basis for cooperation across agencies before, during and after a cyber-related emergency or disaster affecting or having the potential to affect Morgan County or the Morgan County Government.

B. Scope

The Cybersecurity Annex of the EOP supports but does not supersede established protocols for dealing with day-to-day emergencies. It places emphasis on the unusual and unique emergency conditions that may require coordination and cooperation across agencies in response to a cyber emergency or disaster. The framework will ensure the incident involving critical infrastructure, technology emergencies, or other emergencies with impact to information technology capabilities is secure and protects the privacy of Morgan County data. The framework will also utilize industry practices of NIST 800-61 Incident Response Plan to incorporate a standard approach to respond to and report the incident.

C. Goals

The top priority of Morgan County Information Technology Services (ITS) regarding this Annex is to minimize cyber-disruption of County operations and the potential for cascading impacts upon lives, property and the environment.

The Information Security Office of ITS:

- i. Provides input to the EOC Director to mitigate operational impacts, as warranted.
- ii. Establishes and maintains the Incident Response Team to detect, report, and respond to cyber incidents.
- iii. Establishes information sharing in a way that protects data privacy, confidentiality, and sensitivity.
 - 1. Coordinates with impacted stakeholders to include gathering and coordination of status reports ensuring compliance with state and local laws, schedules and communicates with outside partners, and identifies mission readiness.
 - 2. Conducts briefings and shares information with affected stake holders;
 - 3. Provides support to law enforcement agencies for criminal investigations as needed;
 - 4. Provides recurring reporting to meet state and local reporting and promote awareness.
- iv. Oversees the implementation of ongoing mitigation steps against a cyber incident, including:
 - 1. Ensuring recurring data backups,
 - 2. Maintaining awareness and training for users.
 - 3. Performing security reviews for compliance,
 - 4. Continuously reviewing policies and procedures.

- v. Responds to requests for cyber related assistance from Kern County cities and Special Districts, as indicated.

II. Concept of Operations

A. General

- i. ITS will activate its resources as needed and as the incident dictates, for situational awareness of the incident and to oversee response strategies.
- ii. Whenever this Annex is activated, personnel are required to initiate and maintain Activity Logs in WebEOC (or hard copy ICS Form 214) to document their actions to facilitate and support cost recovery.
- iii. This response plan incorporates the framework of NIST 800-63.

B. Preparedness

Review the EOP, applicable department plans, Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.

C. Initial Response

- i. Activate personnel as appropriate and brief subordinates.
- ii. Provide information as appropriate to the EOC Director, to assist in development of emergency response strategies to operational impacts.
- iii. Ensure all staff maintain required records including ICS Form 214 as well as all other documentation to support disaster assistance

cost recovery, should the cyber event cascade into a disaster which is eligible for cost recovery.

D. Extended Duration

- i. Maintain situational awareness and adjust objectives as appropriate.
- ii. Plan for functional relief and staffing schedule.
- iii. Continue to participate in regular briefings and provide input to the EOC for its development and implementation of an EOC Incident Action Plan, as needed.
- iv. Based on the situation as known or forecasted, determine likely future needs.
- v. Track and document all activities, costs and decisions for disaster claims and assistance applications.

E. Deactivation

- i. Authorize deactivation of organizational elements when no longer required.
- ii. Ensure that any open actions are completed or transferred to other staff as appropriate.
- iii. Submit documentation of all costs incurred to the EOC's Finance/Admin Section.
- iv. Ensure completion of all required forms, reports and logs and submit to the EOC's Plan/Intel Section Documentation Unit.
- v. Provide input to the After-Action Report and Corrective Action Plan.

F. Recovery

- i. Revise and update emergency plans and procedures to reflect lessons learned from the emergency.

- ii. Implement any assigned corrective actions.

III. Organization and Assignment of Responsibilities

A. Morgan County Information Technology Services

- i. Manage the allocation of appropriate resources in response to incidents.
- ii. Manage IT Security and safeguards.
- iii. Report deficiencies and recommendations to the County Administrator.
- iv. Provide EOC updates as requested.
- v. Begin keeping records of expenses and continue for the duration of the emergency and forward the records at the end of operations to the EOC financial section leader.

B. Executive Group

- i. Provide policy as needed.
- ii. Approve contract execution as needed.
- iii. Ensure proper procedures and policies are being followed.
- iv. Liaison with State Officials as requested.

C. Morgan County EOC

- i. Coordinate with WVEMD as needed.
- ii. Support ITS response as requested.

D. Assigned Contractors/Resources

- i. Follow orders as given
- ii. Follow all safety policy and procedures as given.
- iii. Follow all applicable State and Federal laws.

- iv. Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.

IV. Annex Development and Maintenance

A. Development

- i. The Morgan County IT Director is responsible for working with other response agencies in the development, maintenance, and approval of this plan. Each agency is responsible for their internal SOPs that direct and assign responsibilities regarding the direction and control of their organization.

B. Maintenance

- i. The OES Director is responsible for reviewing and updating this annex on an annual basis.
- ii. This Annex shall be reviewed annually by the following organizations:
 - 1. Morgan County ITS
 - 2. Morgan County OES
 - 3. Morgan County Commission

V. Authorities and References

A. Federal

- i. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- ii. Other executive orders and acts pertaining to disasters enacted or to be enacted
- iii. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

B. State

- i. West Virginia Code Chapter 15, Article 5, as amended.
- ii. West Virginia Legislature House Bill 2018, March 3, 1982.
- iii. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, Dec. 23, 2004.

C. Local

- i. Morgan County Court Directive for Emergency Operations.
- ii. Morgan County Commission Resolution.
- iii. Morgan County Commissioner's Resolution authorizing NIMS Implementation.
- iv. Morgan County Emergency Operations Plan, 1987, 1992, 2006, 2023

D. Volunteer, Quasi-Governmental

- i. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
- ii. Mennonite Disaster Services – Agreement with FDAA, 1974.
- iii. Public Law 93-288.

E. References

- i. Federal
 - 1. Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
 - 2. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
 - 3. National Incident Management System (NIMS), December 2008.
 - 4. National Response Framework, Federal Emergency Management Agency, January 2008.
- ii. State

1. West Virginia Emergency Operations Plan
2. West Virginia State Code

MORGAN COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX

DISTRIBUTION MANAGEMENT PLAN

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

This annex will coordinate the distribution of goods to the population affected by an emergency event. This annex provides greater detail on distribution management and functions in conjunction with ESF #6, ESF #7, ESF#8, and the Volunteer and Donations Management Plan.

B. Scope

This function applies to all participating agencies within the geographical boundaries of Morgan County, WV, and surrounding municipal government organizations to include the Towns of Berkeley Springs and Paw Paw; and non-governmental organizations that support emergency operations within the Morgan County. This plan will generally be limited to the distribution of goods to the general population affected by a disaster within Morgan County. This plan does not supersede any State or Federal distribution methods or plans.

C. Situation and Assumptions

- i. When a disastrous event occurs, it will affect the general population of Morgan County.
- ii. The orderly distribution of goods is necessary to calm the population.

- iii. Multiple agencies and volunteer organizations will provide goods to be distributed.
- iv. It is imperative a coordinated effort is established to distribute these goods to those who need them.

II. Concept of Operations

A. General

- i. The EOC Manager will decide to appoint a Distribution Branch Director when the need is present.
- ii. The Distribution Branch Manager will work in coordination with the Essential Support Functions of Mass Care, Resource Support, Public Health, and directly with the Volunteer and Donations Management Coordinator.
- iii. his Branch will also coordinate with the WVNG, if activated.

B. Distribution Methods

- i. Direct Distribution
 - 1. Supplies would be delivered to a central location.
 - 2. Supplies would be organized and packed according to needs.
 - 3. Supplies would be delivered directly to residents by:
 - a. Health and Welfare checks
 - i. Assigned personnel would go door-to-door to check on residents and fill supply needs at that time.
 - ii. Take care to address access and hazard concerns.
 - b. National Guard
 - i. Request members deliver supplies to residents.

- ii. Request must be made through the EOC.
- c. Mass Care Services
 - i. Leverage and coordinate multiple delivery services.
 - ii. Use personnel more efficiently.
 - iii. Coordinate delivery of resources to mass care facilities (shelters, feeding kitchens, Etc.)
- d. Volunteers
 - i. Coordinate with volunteers to deliver supplies.
 - ii. Ensure an efficient method is being followed.
- ii. Commodity Points of Distribution (C-PODS)
 - 1. Establish accessible points where the public may obtain supplies.
 - 2. Uses fewer personnel to provide supplies to residents.
 - 3. Locations would need to be determined according to the event's needs.

C. Preparedness

- i. Maintain an understanding of the types of events that may occur and what life-sustaining supplies may be needed.
- ii. Maintain an understanding of volunteer organizations that may respond to a large-scale event.

D. Response

- i. After a disastrous event occurs and reports indicate life-sustaining supplies may be needed for an extended duration event, a Distribution Branch Director should be appointed as soon as the manpower permits.
- ii. Distribution Planning should begin, and delivery methods considered.

- iii. Supply needs must be forecasted and sent to the PIO for dissemination.
- iv. Establish selected distribution methods.
- v. Coordinate with other agencies as to the location and method of inventory management and inventory locations.
- vi. Coordinate the organization and packaging of supplies to be delivered.
- vii. Track and deliver supplies.
- viii. Delivery personnel should take note of special supply needs, such as medical supplies. This should be forwarded to Mass Care and Public Health for action.
- ix. Delivery personnel should count the affected population as encountered. This will assist in gathering the correct number of supplies for future deliveries.
- x. Consider security needs. Request needs through the EOC or ESF 13.

E. Recovery

- i. Collect unused or undistributed supplies and return them to the Supply Staging Area.
- ii. Collect all documentation and financial records and submit it to the EOC.

III. Organization and Assignment of Responsibilities

A. Organization

i. Morgan County EOC

- 1. Forecast need for the early activation of this plan.

2. Appoint/Assign an individual to act as the Distribution Branch Director.
3. Relay and coordinate actions with the Executive Group
4. Retain records as needed.

ii. Executive Group

1. Provide policy as needed.
2. Approve contract execution as needed.
3. Ensure proper procedures and policies are being followed.
4. Liaison with State Officials as requested.

iii. Coordinating Agencies

1. Coordinate Distribution Management Plan
2. Coordinate with other ESFs as necessary.
3. Provide resource requests/needs to the EOC.
4. Provide public information as requested.
5. Gather and retain documentation pertinent information.
6. Ensure contractors follow contracts as written. If deviations are needed, forward to the EOC and Policy Group.
7. Ensure personnel and contractors assigned to this function are forwarding documentation and financial information as requested.

iv. Assigned Resources

1. Follow orders as given
2. Follow lawful guidelines regarding the disposal of debris and waste.
3. Follow all safety policies and procedures as given.
4. Follow all applicable State and Federal laws.
5. Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.

IV. Annex Development and Maintenance

A. Development

- i. The OES Director is responsible for working with other response agencies in the development, maintenance, and approval of this plan. Each agency is responsible for their internal SOPs that direct and assign responsibilities regarding the direction and control of their organization.

B. Maintenance

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MORGAN COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX

EVACUATION

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of Morgan County if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency.

B. Scope

This function applies to all participating agencies within the geographical boundaries of Morgan County, WV, and surrounding municipal government organizations to include the Towns of Berkeley Springs and Paw Paw; and non-governmental organizations that support emergency operations within the Morgan County. This plan does not supersede any State or Federal distribution methods or plans.

C. Situation and Assumptions

i. Situation

1. There are a wide variety of emergency situations that might require an evacuation of all or part of Morgan County.
 - a. Limited evacuation of specific geographic areas might be needed because of an event such as a hazardous materials transportation incident, major fire, natural gas leak, or localized flooding.

- b. Large-scale evacuation could be required in an event such as a major hazardous materials spill or terrorist attack with chemical agent or major flooding.
- c. West Virginia has no law allowing local authorities to order a mandatory evacuation. Hence, the Commissioner/Mayor may only recommend evacuation of a threatened area, not mandate it. However, when the Commissioner/Mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area.
- d. The Governor may order the evacuation of an area (WV Code, 15-5-6). Enforcement may be difficult.

2. Assumptions

- a. Most people at risk will evacuate when local officials recommend that they do so. A general estimate is that 80 percent of those at risk will comply when local officials recommend evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or more serious.
- b. Some individuals will refuse to evacuate, regardless of the threat.
- c. When there is sufficient warning of a significant threat, some individuals who are not at risk will evacuate.
- d. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
- e. Some evacuation planning for known hazard areas can and should be done in advance.

- f. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning, or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
- g. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
- h. In most emergency situations, most evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
- i. Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
- j. Many of the population that evacuate will need accommodation for disabilities or special medical needs. Relocation decisions should include electrical power needs for life support or medically necessary equipment, accessibility, and an ability to support the area with supplies.

II. Concept of Operations

A. General

- i. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard

and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, the extent of traffic control and security required.

- ii. We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Attachment 1, has been developed to guide the execution of evacuation operations.
- iii. Evacuation must be coordinated with ESF 1, ESF 3, ESF 5, ESF 6, and ESF 13.

B. Evacuation Decisions

- i. The Incident Commander or, for large-scale evacuations, the Emergency Operations Center shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
 - 1. What areas or facilities are at risk and should be evacuated?
 - 2. How will the public be advised of what to do?
 - 3. What do evacuees need to take with them?
 - 4. What travel routes should be used by evacuees?
 - 5. What transportation support is needed?
 - 6. What traffic control is needed?
 - 7. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - 8. How will evacuated areas be secured?

- ii. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.
- iii. The decision to recommend evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing that incident. In general, the Chief Elected Official shall issue recommendations for large-scale evacuations.
- iv. Precautionary evacuations are directed on authority of the Chief Elected Official.
- v. Based on severity of threat to human life, immediate evacuation may be initiated by any duly recognized emergency response force (police, fire, emergency services, etc.). However, the conduct of operations for the overall complete evacuation process (warning, movement, mass care, and reentry) remains with the EOC.
- vi. Incident Commander will notify the EOC of all emergency evacuation decisions.
- vii. The Emergency Management Director will notify the following:
 - 1. The Chief Elected Official (or designee) of the jurisdiction
 - 2. The WV Emergency Management Division.
 - 3. Support agencies
 - 4. Other affected jurisdictions

C. Hazard Specific Evacuation Planning

Hazard-specific evacuation planning information will be developed for certain known hazards and included as appendices to this or other annexes. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any special facilities affected. Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.

- i. The Emergency Management Director, working with local law enforcement and fire department personnel will identify likely major evacuation areas, other than hazardous materials areas, and the potential evacuation routes for those areas. The information should include mapping.
- ii. Hazardous materials risk areas and potential evacuation routes from those areas will be described in their respective facility emergency response plans. These plans are included in the ESF 10.

D. Transportation

- i. Individuals.

It is anticipated that the primary means of evacuation for most individuals will be personal. However, some individuals do not own vehicles and others will need assistance in evacuating and provision must be made to provide public transportation for these individuals.

- ii. Special Facilities

Public schools normally have their own transportation resources; some private schools and day care centers may also have some transportation assets. Most other special facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.

- iii. Emergency transportation

Emergency transportation may be provided by Morgan County school buses, ambulances, and other vehicles. In the case of large-scale evacuations with advance warning, pickup points may be designated, or a telephone bank established to receive and process requests for transportation.

iv. Public information

1. Public information messages that emphasize the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation. This should be coordinated with ESF 15.

E. Traffic Control

- i. Actual evacuation movement will be controlled by the law enforcement agencies involved, and the WV DOT.
- ii. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
- iii. For large-scale evacuations where time permits, traffic control devices, such as signs and barricades, will be provided by the WV Department of Highways or Public Works Department upon request.
- iv. Law enforcement will request wrecker services needed to clear disabled vehicles from evacuation routes.

F. Warning & Public Information

- i. The Incident Commander will normally arrange for warning people to be evacuated in and around an incident site. The EOC will normally disseminate warnings for large-scale evacuations beyond

the incident site or where evacuation is being conducted because of an imminent threat. See ESF 15 for details.

ii. Advance Notice of Possible Evacuation

1. For slowly developing emergency situations, advance warning should be given to affected residents as soon as it is clear that evacuation may be required. Such advance notice is normally disseminated through the media. Advanced warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
2. Special facilities should also be provided with advance warning. Such facilities should be requested to review and be prepared to implement their evacuation plans and to keep the Emergency Operations Center informed of their status and any requirements for assistance.

iii. Evacuation Warning

1. Evacuation warning should be disseminated through all available warning systems.
2. In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed -- the first to get the attention of the people and a second will deliver the evacuation message.
3. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.
4. Special facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a

specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.

5. Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.

iv. Emergency Public Information

1. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require additional information on what to do during an evacuation. The Public Information Officer (PIO) will ensure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind and hearing impaired. Coordinate with ESF 15.
2. Instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. Instructions for evacuations will include information necessary for schools and facilities to implement emergency plans.
3. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

v. Special Facilities

1. Special facilities

Special facilities, such as schools, hospitals, assisted living centers, nursing homes, day care facilities, and correctional facilities are responsible for the welfare and safety of their clients, patients, and inmates. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation, but in order to effectively implement their plans they must be warned of emergency situations. These facilities will require significant community resources to support their evacuation plans.

2. Schools & Day Care Centers.

- a. If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where their parents can pick them up. It is essential that the public be provided with timely information on these arrangements. In the case of a large-scale emergency with advance warning, schools will generally be closed, and students return to their homes so they can evacuate with their families.
- b. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require government assistance in evacuating.

3. Hospitals, Nursing Homes, & Correctional Facilities

- a. If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency

situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.

- b. Medical patients and prisoners should not be housed in shelter and mass care facilities with the general public.

vi. Handling Pets During Evacuations.

1. Evacuees who go to the homes of relatives or friends or commercial accommodations with their pets do not normally pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. And when people have left pets behind during evacuations, emergency responders have sometimes had to return to the evacuated area to collect and remove those pets and other animals. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets.
2. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - a. Providing pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.

- b. Directing pet owners to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporarily housed.

3. Follow the Eastern Panhandle Animals in Disaster Plan

vii. Access Control & Security

1. In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, fire departments will take measures to insure continued fire protection.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.
3. Coordinate with ESF 13.

viii. Return of evacuees

1. Return of evacuees to their homes or businesses in evacuated areas requires the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, that decision will normally be made by the Emergency Operations Center and disseminated through the media.

2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - a. The threat that caused the evacuation has been resolved.
 - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c. Downed power lines have been removed, ruptured gas, water, and sewer lines have been repaired, and other significant safety hazards have been eliminated. However, utility services may not have yet been fully restored.
 - d. Structures have been inspected and determined to be safe to reoccupy.
 - e. There is adequate water available for firefighting.
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles and traffic control on return routes.
4. Public information intended for returnees should address such issues as:
 - a. Documenting damage for insurance purposes.
 - b. Caution in reactivating utilities and damaged appliances.
 - c. Cleanup instructions.
 - d. Removal and disposal of debris.

G. Mitigation

- i. Where possible, undertake mitigation for known hazards that have in the past led to evacuation.
- ii. Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from

suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.

- iii. Seek improvement to preplanned evacuation routes if needed.
- iv. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

H. Preparedness

- i. Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.
- ii. To the extent possible, identify individuals with special needs who would require assistance in evacuating.
- iii. Identify primary and alternate evacuation routes, taking into account road capacities.
- iv. Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
- v. Include evacuations in the scenario of periodic emergency drills and exercises.
- vi. Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation.
- vii. Promulgate procedures for protecting government resources from known hazards by relocating them.

I. Response

Follow General Evacuation Checklist located in Attachment A.

J. Recovery

- i. Initiate return of evacuees, when it is safe to do so.
- ii. Coordinate temporary housing for those who cannot return to their homes. Refer to ESF 6 - Mass Care.
- iii. Provide traffic control for return. Refer to ESF 1.
- iv. Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses. Refer to ESF 14.
- v. Carry out appropriate public information activities.
- vi. Coordinate actions with ESF 14.

III. Organization and Assignment of Responsibilities

A. Organization

i. Morgan County EOC

1. Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.
2. Review the evacuation plans of special facilities within known risk areas and determine possible needs for evacuation support.
3. Coordinate evacuation planning to include:
 - a. Selection of suitable evacuation routes based on recommendations from law enforcement and WVDOH.
 - b. Movement control based on recommendations from law enforcement.

- c. Transportation arrangements.
- d. Shelter and mass care arrangements.
- 4. Relay and coordinate actions with the Executive Group
- 5. Retain records as needed.

ii. Executive Group

- 1. Provide policy as needed.
- 2. For emergencies and disasters, recommend that citizens evacuate, when appropriate.
- 3. Approve release of warnings, instructions, and other emergency public information relating to evacuation.
- 4. Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
- 5. Direct the relocation of essential resources (personnel, equipment, and supplies) that are at risk to safer areas.
- 6. Direct the opening of local shelter and mass care facilities, if needed.
- 7. Liaison with State Officials as requested.

iii. Incident Commander

- 1. Identify risk areas in the vicinity in the incident site and determine protective actions for people in those risk areas.
- 2. If evacuation of risk areas and special facilities is required, plan, organize, and conduct the evacuation with the resources assigned.
- 3. Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.

iv. Law Enforcement

- 1. Recommend evacuation routes to the Incident Commander or EOC staff.
- 2. Assist in evacuation by providing traffic control.

3. Protect property in evacuated areas and limit access to those areas.
4. Secure and protect or relocate prisoners.
5. Coordinate law enforcement activities with other emergency services.
6. Assist in warning the public.
7. Provide information to the PIO for news releases to the public on the evacuation routes.

v. Fire Services

1. Be responsible for fire protection in the vacated area.
2. Assist in warning the public.
3. Assist in evacuating the aged, the handicapped, and other special needs groups.
4. Monitor evacuation of hospitals and nursing homes and coordinate evacuation assistance, if requested.

vi. Public Information Officer

1. Disseminate emergency information from the EOC advising the public of evacuation actions to be taken.
2. Coordinate with area news media for information releases

vii. WVDOT and Public Works

1. Provide traffic control devices upon request.
2. Assist in keeping evacuation routes open.
3. Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.

viii. American Red Cross

1. For short-term evacuations, coordinate with operators of government owned buildings, schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.

2. For other than short-term evacuations, coordinate the opening of shelters and activate mass care operations (refer to ESF 6).

ix. Special Facilities

1. Close and supervise evacuation of their facilities.
2. Coordinate appropriate transportation for evacuees and enroute medical or security support.
3. Arrange for use of suitable host facilities.
4. Request emergency assistance from local government if assistance cannot be obtained from other sources.
5. Ensure assigned personnel are trained and have knowledge of evacuation procedures.
6. Disseminate public information to advise relatives and the general public of the status of their facilities and the patients, students, or inmates served by those facilities.

x. All Assigned Resources

1. Follow orders as given
2. Maintain situational awareness when operating in evacuated areas.
3. Follow all safety policy and procedures as given.
4. Follow all applicable State and Federal laws.
5. Maintain records of cost and expenditures and forward to Finance/Administration Section Chief at the EOC.

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SPT: Evacuation