



Workshop Meeting of the Town of Carolina Shores
Board of Commissioners
March 2, 2015 10:00am

Call to Order

- I. Administrative Reports
 1. Administrative Reports
 2. Committee Reports
- II. New Business
 3. Regular Meeting, March 5, 2015 Agenda Items
 - a. First reading and introduction of an ordinance to amend the zoning map for property located on Calabash Rd, Parcel # 2400000401 and 2400000402; Public Hearing to occur on March 5, 2015
 - b. First reading and introduction of an ordinance to amend the subdivision process to allow for more Board of Commissioners input; Public Hearing to occur on March 5, 2015
 - c. Various Appointments: Board of Commissioners liaisons, Planning Board
 - d. Consideration of an Emergency Operations Plan for the Town
 - e. Consideration of a Request to Surplus Property: maintenance equipment
- III. Public Comment
- IV. Mayor and Board of Commissioner Comments
- V. Closed Session: Closed Session pursuant to GS 143-318.11 (a) (6) personnel
- VI. Adjournment

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Agenda Adjustments
Contact: Mr. Walter B. Goodenough, Mayor
Location: Agenda Adjustments
"Adjustments to the agenda and approval thereof"
Follow-up: None
Requested Action: Board Action: Approve/Disapprove
Budgetary Impact: None

Narrative:

This item presents for the Board's consideration adjustments to the agenda from the time the time the agenda was created to allow for flexibility in deliberations of the Board.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Public Comment

Contact: Mr. Walter B. Goodenough, Mayor

Location: Public Comment
“Public Comment”

Follow-up: None

Requested Action: Allow time for public comment.

Budgetary Impact: None

Narrative:

This item presents for the Board’s consideration those citizens that have comments pursuant to GS 160-81.1.

§ 160A-81.1. Public comment period during regular meetings.

The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 3.)

Time Limit: 5 minutes

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Consent Agenda

Contact: Mr. Walter B. Goodenough, Mayor

Location: Consent Agenda
"Consent Agenda"

Follow-up: None

Requested Action: Pass all items with one motion, second, vote.

Budgetary Impact: Possible subject to items.

Narrative:

This item presents for the Board's consideration an expedited, omnibus action item for non-controversial, pro-forma, and routine items.

**Town of Carolina Shores
Board of Commissioners
Pre-Agenda Meeting Minutes
February 2, 2015
10:00 a.m.**

DRAFT

Members Present: Mayor Walter B. Goodenough and Commissioners: Joseph Przywara, Greg Davis, Bill Brennan, John Russo and John E. Manning. Also Present: Jon Mendenhall, Town Administrator; Nicole Marks, Town Clerk and Amie Drucker, Town Engineer.

Members Absent: None

Others Absent: None

Call to Order:

At 10:08 a.m. Mayor Walter B. Goodenough called to order the Board of Commissioners Workshop Meeting.

Administrative Reports:

Town Administrator Report/Jon Mendenhall – On file at Town Hall:

This report serves as the report of administrative activities undertaken by the Town in the month of January and summarizes administrative, operational, and project updates for the reporting period. This report also summarizes and provides a brief narrative on items of business to be considered at the Regular Meeting of the Board.

Administrative

In January, work has focused on public works activities: taking down Christmas lights, Clubview reconstruction, and re-organization of the Maintenance Division. The hiring process continues for a Building Inspector while a Maintenance Supervisor has been hired. Meetings occurred with GSATS, Tribute Homes, DR Horton, and the Town Engineer as several processes begin reaching milestones: transportation improvement program (GSATS), Lighthouse Cove building (Tribute Homes), street warranty/bond close-out (DR Horton), and completion of engineering program of work as engineering transitions (Town Engineer). Mr. Mendenhall said we are also completing a program of work for engineering of the current Town engineer as she transitions to a new and exciting opportunity out west and look forward to hearing from her today. At this time Mr. Mendenhall asked Mrs. Amie Drucker, Town Engineer to give the Board an update on the town projects. Mrs. Drucker said the first project is Clubview reconstruction. Mrs. Drucker said construction is done and there is a walk through scheduled for tomorrow with the contractor to do the final punch list. Mrs. Drucker said there would be one change order on that project. Mrs. Drucker said after the contract was awarded, we received the NCDOT encroachment permit and in that encroachment permit, NCDOT changed our paving to eight inches of rock base material and two inches of asphalt, they wanted five inches of asphaltic base material and two inches of top coat asphalt, so Palmetto has submitted a change order for switching out five inches of stone for asphaltic base and to also change the contract time, since

they exceeded the completion date of December 5, 2015 and they told us they would be done by January 13, 2015. Mrs. Drucker said Palmetto should be sending the executed change order today for Board approval. Mrs. Drucker said the change order is for about \$10,000.00 more.

Mayor Goodenough read and presented Mrs. Drucker, Town Engineer a Resolution Recognizing the Service of Mrs. Amie Drucker, P.E. Mrs. Drucker thanked the town and Board of Commissioners.

MEMBER DAVIS MADE A MOTION TO APPROVE THE RESOLUTION RECOGNIZING THE SERVICE OF MRS. AMIE DRUCKER, P.E. MEMBER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mr. Mendenhall said there will be a ribbon cutting tomorrow at 4:00 p.m. at Clubview Lane and invited everyone to attend.

Operational

Finance

Finance is preparing for the budget retreat as well as preparing tax documents as required by law.

Public Works

Maintenance

Maintenance is working in two areas: trimming back overhanging vegetation from the vacant lots into roadside ditch lines/right-of-way, landscape improvements to Town Hall, and repairing shoulder ruts in areas where vehicles have been using the shoulder of the road as part of on-going maintenance activities town-wide.

Inspections

Inspections is continuing to work hard through increased permit volume, there are currently a large number of houses under construction.

Public Safety

Code Compliance is working on educational campaign on Town Codes. Code Compliance is working to build relationships with first responder personnel: Fire, EMS, law enforcement.

Project

Code

The Code project is substantially complete; American Legal Publishing has produced the final draft for review.

Resurfacing

Clubview Reconstruction – project is substantially complete, paving occurred the week of January 19, 2015; a few close-out items remain.

Drainage

Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance is delayed

Incorporations via Reference

Inspections – please refer to the Inspections Report as provided

Public Safety – please refer to the Calabash VFD and Calabash Rescue Squad Reports as provided.

Committee Reports:

HOA/POA Advisory Committee – Mayor Goodenough said the HOA/POA Committee sent in a report and wants the record to show that he did receive it.

Keep Brunswick County Beautiful – Mr. Gere Dale gave the KBCB report. Mr. Dale said January is normally the reorganizational meeting of the committee and was such last month. Mr. Dale said the long time chairman Steve Cherry retired and after serving the organization for six years, they elected a new chairman and he was the only individual on the committee that wasn't there. Mr. Dale said his name is Jeremy Baker and he is from the County and he works at the County Landfill. Mr. Dale said one of the projects their organization is undertaking for this year is to promote smokeless beaches in Brunswick County. Mr. Dale said the organization for the last several years has applied for and received grants, federal grants for putting out portable ashtrays as well as stand alone ashtrays at businesses and portable ashtrays are used at the beach. Mr. Dale said he's been a proponent for several months that the next logical step is to ban smoking at the beaches. Mr. Dale said the organization has agreed and are sending a letter this week to both Senators Rabon and Iler asking them to mentor a bill in the North Carolina Legislature that would permit the coastal towns to invoke smoke free beaches. Mr. Dale said just for your information, Atlantic Beach and Sunset Beach in South Carolina have no smoking bans and have done it successfully for a number of years. Mr. Dale said Wrightsville Beach in North Carolina has a no smoking ban and they too have done this successfully for several years. Mr. Dale said he's hoping this project comes to fruition at some time this year. Mr. Dale said we haven't heard the report from the HOA/POA Advisory Committee for a couple of months, he guesses their Chairman or Vice-Chairman are not available to come to the meeting and it would appear to him that it would be appropriate if the audience could hear their report. Thank you.

Calabash EMS - Commissioner Manning said the Calabash EMS didn't meet last month due to illnesses. Commissioner Manning said there is a meeting tonight as they have a few things they need to cover. Commissioner Manning wanted to thank Commissioner Brennan because they are having a yard sale in the community of The Village and has offered anything that is left over to the EMS and they are going to work it out.

Calabash Fire Department – Mayor Goodenough said the total number of calls for the Fire Department ending December 31, 2014 were 1,858 calls. Mayor Goodenough said for every call they receive, they have First Responders that go out. Mayor Goodenough said 1,858 calls is a new high for the Fire Department.

Tree Advisory Committee – Chairman Jim Meyer gave the report. Chairman Meyer said at their meeting, they discussed an opening on the Tree Advisory Committee and a name has been submitted to the Mayor and Commissioners for your approval. Chairman Meyer said they discussed the 40 Year Preservation Plan they had been working on and the last six months have been inactive due to a variety of reasons, heavily the State has cut back funding on the Extension Service, there are restricted, they have less manpower. Chairman Meyer said they will re-establish the program and get it started. Chairman Meyer said presently the Town Building Code calls for the potential replacement of trees and issuing a permit for a tree to come out.

Chairman Meyer said they have been questioned by people as to what type of tree to use and we have an Ordinance and there is a list of these trees, so the committee is requesting the ability to plant an arboretum or demo garden on the property out back of Town Hall. Chairman Meyer said they would plant and label the trees. Chairman Meyer said that John Russo has some recommendations that he will be submitting on land acquisition. Chairman Meyer said the committee talked about a pet peeve of his and that is the indiscriminate use of pine straw, highly flammable and causing a variety of problems. Chairman Meyer said the City of Wilmington is looking to ban the use of it, they are working on that now and Raleigh has prohibited it on multi-family dwellings. Chairman Meyer said it burns hotter, faster and higher than any other mulch that is available in use. Chairman Meyer said the other item is volcanoes; our own people have them piled around the trees at Town Hall, the common areas around the roads which we are taking over from what he understands. Chairman Meyer said the term volcano is the mounting of mulch around the trunk of the trees; it creates a zone that stays moist, creates rot, disease and insect damage. Chairman Meyer said the whole life long of a tree is that green area just inside the bark before the hardwood of the tree. Chairman Meyer said if we rot all the area around that, for whatever reason, it's destroyed, the tree dies. Chairman Meyer said down in his neighborhood four years ago, there was a tree to come down; it was all eaten out underneath the pine straw. Chairman Meyer said as they do their tree inspections, one of the things they look at is around the base area and he is finding more and more areas of concern. Chairman Meyer said he thinks it is time the town takes a formal stand on this, it's something he think needs to be done. Chairman Meyer said he can preach all he wants and he just doesn't get through to people, he doesn't know what the answer is. Chairman Meyer said in the immediate area around Town Hall where all these volcanoes are piled up, we took trees down here because they had rot at the base, so they were taken down. Chairman Meyer said we have five or six trees out there that are showing stress, too close to the building and if they come down, we are going to lose the building. Chairman Meyer said he suggests the town start a systematic replacement procedure on the trees, budget it and look at it. Chairman Meyer said the other thing is that we have a water retention problem here at Town Hall; we have wetlands over here, which he knows we have a low slope in here, which we have tree roots in. Chairman Meyer said yes a tree takes up water but it can't stand in standing water. Chairman Meyer said that ground is saturated which weakens the root structure, the ground is soft not hard and will give with a hurricane. Chairman Meyer said last fall he had phone calls regarding dieback of the pine trees and if you remember two years ago we got calls about the Bay Laurels dying back, it's a disease which is carried by Ambrosia Beetles and we are almost totally away with the Bay Laurel's in this area. Chairman Meyer said the pine trees are being hit with something; it was too late for the State to do a test on them as they had gone into dormancy, so in the spring he will follow through with this. Chairman Meyer said it could be anything from normal die back of Loblolly Pines to a common fungus that hits or it could be disastrous. Chairman Meyer said he will be on this once they trees come out of dormancy and will keep the Board of Commissioners informed of the test results from the State. Chairman Meyer said as far as the volcanoes and stuff, he has information that he will leave with the Town Clerk to share with the Board of Commissioners. Thank you.

New Business:

Regular Meeting, February 5, 2015 Agenda Items:

Consideration of Appointments to Various Boards and Committees - This item to be moved down on the agenda until 10:30 a.m.

Review of Proposed Volunteer Kick-Off Meeting Schedule - Mr. Mendenhall said the town has been talking a lot about volunteer participation and we are looking tentatively at Tuesday, February 24, 2015 at 10:00 a.m. and wanted to let the Board know and get their input before we start a campaign. Mr. Mendenhall said this would be a kick-off meeting to get general information about volunteer opportunities and ways to become engaged and there are four ways to volunteer environmental, public safety, recreation and economic development.

Review of Official Picture Schedule, and Official Portrait Displays - Mr. Mendenhall said what the Board has in front of them is a proposal to place an official portrait of the Board of Commissioners and the Mayor for the public to view when they come into Town Hall. Mr. Mendenhall said there are three items: As a group, the sitting Board of Commissioners has an official picture taken each year, As the Mayor, the sitting mayor has an official picture taken once during his or her term and Portraits are to be displayed in the lobby of Town Hall outside the meeting door of the Board. It was the consensus of the Board to have their picture taken at the Board of Commissioners Regular Meeting in March. There was discussion on this item and it was the consensus of the Board of Commissioners to have this process done in December each year.

Oath of Office:

Mayor Goodenough swore in Normand Neligon as an ETJ Alternate on the Town of Carolina Shores Planning Board.

Training Session for Paperless Agenda System – Mr. Mendenhall talked the Board through the laptop process and the paperless agenda packet which has been online on the Town of Carolina Shores website.

Public Comment:

Gere Dale, 46 Calabash Dr. – Mr. Dale said he went to the Recycle Center on Monday, January 19, 2015 and as he pulled in, a couple of cars were coming out and a person in one of the cars gave him a gesture and Mr. Dale didn't know what it was about. Mr. Dale said he finally realized that the Recycle Center was closed, he didn't see any kind of a notice up there on Saturday, there's a message board there and he didn't see anything on the message board saying it was going to be closed on Monday, January 19, 2015. Mr. Dale said he thought it would be interesting if he just parked his car in the parking lot, which he did for fifteen minutes and there were twenty-seven cars that came up and turned around, made various hand signals and so forth in regards to the fact that it was closed. Mr. Dale said he doesn't know why we have a message board and why we have an inability to communicate with our people. Mr. Dale said another aspect is over the last three weeks, he's had several calls from widowed women who complain that Jerry Franklin, who used to man the Recycle Center, was very accommodating in helping them put their garbage bags into the compactor and even helping them put their recycle bags into the recycle container. Mr. Dale said these women said the current attendant does not do that, they assume she's been instructed not to do that. Mr. Dale said he doesn't know what the town policy is or what the current administration is doing but we have a lot of people that need help and if the town is not going to provide it, that kind of help, then we are going to have to make some other kind of arrangement. Mr. Dale said the second thing is that the compactor is still closed officially, whether that's intentional to piss off the residents in this town or whether there is some logical reason for doing it, he has no idea, certainly it isn't to check the stickers because the attendant is not always at the compactor. Mr. Dale said it certainly can't be a safety issue because right now the way the traffic pattern moves; it's very, very hazardous. Mr. Dale said all

he can say is, if the attempt is to piss off residents, you're certainly doing a very good job of that. Mr. Dale said what they are also doing is creating a resolve among the people that they are not going to stand for this very much longer. Mr. Dale said February 21st will be the 24th anniversary of that Recycle Center and he hopes we can go back to the way that it used to be. Mr. Dale said an area of real personal chagrin, I don't know how many dollars of taxpayer's money were spent for this amplifier system, it is either inoperative or it doesn't work or isn't being used and he doesn't sit in the front row because he likes to be up close and personal with you people, he has a hearing problem. Mr. Dale said he doesn't know why this system can't be operative. Thank you

Mayor and Commissioner Comments:

Commissioner Manning – Commissioner Manning thanked Mrs. Aime Drucker, Town Engineer for all she has done for the town and wished her good luck on her new adventure and hopefully the town finds someone that is good that can replace her.

Commissioner Davis – Commissioner Davis thanked Mrs. Aime Drucker, Town Engineer for her 16 years of service which is excellent and no one else here can say that. Commissioner Davis said you've been here since the inception and you have done a marvelous job, thank you.

Commissioner Przywara – Commissioner Przywara said the town's history is going with Mrs. Aime Drucker, Town Engineer and wished her well. Commissioner Przywara said he had a comment on minutes. Commissioner Przywara said one thing he would like to bring to the Commissioners is he sees a problem with the minutes. Commissioner Przywara said the problem is when the Board approves, like at the last meeting when the Board approved the buffer for Lighthouse Cove, it's just a general comment that says it was approved, there's nothing in the motion that says what was specifically approved, so when he picks up the minutes and reads them, the Board approved something out there but who knows what and if the Planning Board minutes don't directly reflect what was approved, it's a guess for everybody and unfortunately it worked that way for a long time around here, the Board has to be a little more specific, in his opinion. Commissioner Przywara said he doesn't care if the Planning Board minutes say it was approved for a buffer zone in compliance with the UDO and then the approval for the Board of Commissioners could be the Board of Commissioners is approving it as per the Planning Board's stipulation. Commissioner Przywara said then you can go to the Planning Board minutes and see what the stipulation was. Commissioner Przywara said it may seem nit-picky and it's no reflection on the Town Clerk. Commissioner Przywara said he would like to change the draft minutes of the Board of Commissioners for January 8, 2015 in regards to the motion made for Consideration of a proposed revision to the development plan of Lighthouse Cove Subdivision.

COMMISSIONER PRZYWARA MADE A MOTION TO AMEND THE DRAFT JANUARY 8, 2015 MEETING MINUTES TO INCLUDE THE FOLLOWING WORDING IN THE MOTION OF CONSIDERATION OF A PROPOSED REVISION TO THE DEVELOPMENT PLAN OF LIGHTHOUSE COVE SUBDIVISION: "APPROVE REMOVAL OF A FENCE WITH A BUFFER TO BE IN COMPLIANCE WITH THE CURRENT UNIFIED DEVELOPMENT ORDINANCE". COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. There was discussion on whether a specific date should be added. MAYOR GOODENOUGH CALLED FOR A VOTE AND THE MOTION WAS APPORVED BY UNANIMOUS VOTE.

Commissioner Russo – Commissioner Russo wished Mrs. Aime Drucker, Town Engineer all the luck in the world, she has been very good here. Commissioner Russo asked when the Board of Commissioners gets ready to approve items on the agenda, shouldn't the Board explain what the items are.

Commissioner Brennan – Commissioner Brennan wished Mrs. Aime Drucker, Town Engineer well and said they probably have a shorter asphalt season in Denver, so please keep that in mind in project scheduling. Commissioner Brennan said from one engineer to another, it's been a pleasure working with you.

Mayor Goodenough – Mayor Goodenough told Mrs. Aime Drucker, Town Engineer that she will be missed and the town's one-on-one relationship with her and doesn't feel they will have that with someone new. Mayor Goodenough wished Mrs. Drucker the very best in Denver and said you're always welcome here if it doesn't work out.

Closed Session:

COMMISSIONER MANNING MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11 (a)(6) AND N.C.G.S. 143-318.11 (a)(4) PERSONNEL AND ECONOMIC DEVELOPMENT. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER DAVIS MADE A MOTION TO COME OUT OF CLOSED SESSION AND GO BACK INTO REGULAR SESSION. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Goodenough said during Closed Session there were no votes taken and no decisions were made.

COMMISSIONER BRENNAN MADE A MOTION TO AUTHORIZE THE TOWN ADMINISTRATOR TO UNDERTAKE THE PERSONNEL ACTIONS DISCUSSED IN CLOSED SESSION TO FURTHER IMPLEMENT THE RE-ORGANIZATION OF THE DEPARTMENT OF PUBLIC WORKS INCLUDING BUT NOT LIMITED TO MAKING CONDITIONAL OFFERS OF EMPLOYMENT TO THOSE CANDIDATES AS DISCUSSED. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

There was discussion on the HOA/POA Advisory Committee report and the committee in general.

COMMISSIONER DAVIS MADE A MOTION TO PUT A MORATORIUM ON THE HOA/POA ADVISORY COMMITTEE UNTIL THE JUNE RE-APPOINTMENT MONTH MEETING IN WHICH THE BOARD OF COMMISSIONERS WILL REVISIT THE USEFULNESS AND EXSISTENCE OF SAID COMMITTEE. COMMISSIONER MANNING SECONDED THE MOTION. Mayor Goodenough said a letter will be sent to the sitting members of the HOA/POA Committee letting them know of the moratorium. Commissioner Davis said with nothing more. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE FEBRUARY 2, 2015 BOARD OF COMMISSIONERS WORKSHOP MEETING. COMMISSIONER RUSSO SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Walter B. Goodenough, Mayor

Submitted by:
Nicole Marks
Town Clerk

**TOWN OF CAROLINA SHORES
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

February 5, 2015

2:00 p.m.

DRAFT

Mayor Walter B. Goodenough called the February 5, 2015 meeting to order at 2:00 p.m. The Pledge of Allegiance was recited and there was a moment of silence. Commissioners Present: Joseph Przywara, John E. Manning, Greg Davis, Bill Brennan and John Russo. Also Present: Jon Mendenhall, Town Administrator and Nicole Marks, Town Clerk.

Absent: None

Agenda Adjustments:

COMMISSIONER MANNING MADE A MOTION TO ADD A CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11 (a)(6) PERSONNEL. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comments:

Maslin Kain, Carolina Shores POA – Mrs. Kain said her intent today would be to give the report of the HOA/POA Committee which was not read on Monday. Mrs. Kain said she is not able to come on Monday's due to conflicts. Mrs. Kain said she intended to read that today; however the mail arrived today with a letter. Mrs. Kain said for the record, she would like to read the letter that was received from the Town: "Dear Mrs. Kain the Board of Commissioners voted unanimously at their February 2, 2015 meeting to place a moratorium on the HOA/POA Advisory Committee until June, 2015. All meetings will be cancelled until that time." Mrs. Kain said this letter came as a great surprise to her and the other members of the committee as she has been in touch with them, they were sorry they couldn't be here today except for one member who said she was too distressed to even come. Mrs. Kain said they think this is very rude to cut them off at their knees, without any explanation or coming to talk to them about this as they don't know why this is happening. Mrs. Kain said we don't understand, we are offended by the abruptness of this and we think that we don't understand about the vote. Mrs. Kain said they didn't see it on the agenda for Monday, we know that it would improper to have it in Closed Session, as we are not employees, we are volunteers on a town committee. Mrs. Kain said some of you all were elected with a campaign promise to open up this town and to allow people in the community to voice their thoughts and this was one avenue that developed of results from that election. Mrs. Kain said the Communications Committee was another that was developed after that and the Communications Committee has gone and now the HOA/POA Advisory Committee has been recessed. Mrs. Kain said she thinks there's a question, she thinks there seems to be a turn around on the part of the Board of Commissioners and the members are at a loss. Mrs. Kain said they would like to know. Mrs. Kain said she assumes if you want the committee report, you can get it from the town. Mrs. Kain said all the committee members were present at our last meeting and we had a dynamic good meeting. Mrs. Kain said good things are happening in that committee.

Mayor Goodenough said he doesn't want the committee members to feel that this committee is going away, that is not the purpose of the letter. Mayor Goodenough said he has two Commissioners sitting on the Board that are going to re-work the entire mission statement because that was questioned a couple of months ago, as far as bringing information to the Board of Commissioners and taking back information to the Boards of the communities. Mayor Goodenough said there is also an issue as far as where the meeting is going to be held, who is going to be attending the meeting, what can and cannot be discussed at the meeting and the actual procedure of how the meeting is going to be run. Mayor Goodenough said that is all being handled by two Commissioners and he hopes over the next couple of months or so they will have something in writing that they can bring to the Board of Commissioners as far as approving this and then bringing it to the Town Administrator and then bringing it to the HOA/POA Committee for any adjustment that you feel might be needed with this agenda format, mission statement. Mayor Goodenough said no, the committee is not going away, Mayor Goodenough said he knows he talked about possibly getting rid of it because he didn't think it was working the way it was intended to work. Mayor Goodenough said questions have come up from the committee about the Board re-writing what is expected of the committee to bring to the Board of Commissioners. Mayor Goodenough said that's where it stands right now. Mayor Goodenough said Commissioners Davis and Brennan are working on the new format and the mission statement. Mayor Goodenough said it's not something that is going to come back to him in the next month or two but the Board is looking at bringing this back in June and doing the re-appointments and everything at that time. Commissioner Brennan said that both he and Commissioner Davis have been members of this committee and both came from that committee and they are both very, very strong supporters of that committee. Commissioner Brennan said that it is their feeling that they really want to do it right, so that this committee does not fall in the path of the Communications Committee. Commissioner Brennan said of course the Communications Committee did serve a purpose and we now have many, many avenues of communication in terms of the Town Newsletter and things like that are going on the Town website. Commissioner Brennan said things that are on-going all the time and we think we are way ahead of the game and that was a result of the Communications Committee, it served its purpose and got the communications out to everybody. Commissioner Brennan said in terms of the HOA/POA Committee, we feel that it is a very, very valuable tool but we feel that somewhere around the edges, it has perhaps has gone off the rails a little bit and we want to make sure that in order to keep things going properly and getting the value out of it as a Board that the do have to reevaluate exactly what is in the mission statement.

Mrs. Maslin Kain asked Mayor Goodenough if she could respond. Mrs. Kain said that is typically and traditionally noted in the current policy and she knows they were written some years ago but a few years ago when you all came on Board, that this committee share information about the major problems and concerns of their communities and discuss ideas their community members have for solving major problems, prioritize them, and then advise the Board of Commissioners and that's what the HOA/POA Committee has been working on. Mrs. Kain said if you want to change that, that's fine but she does want to say that the letter came as a shock and found it very unpleasant. Mrs. Kain said she felt very criticized and the town didn't thank the committee for their services thus far. Mrs. Kain asked the Board if they would like to have the report and the Board responded that they did receive the report that was prepared by her. Mayor Goodenough said that he had it on record in the minutes that the Board of Commissioners did receive the report Mrs. Kain provided.

Commissioner Russo asked Mrs. Kain if he could clarify something. Commissioner Russo said Mrs. Kain asked him if he had the report and it was his fault, he didn't see it in the packet.

Gere Dale, 46 Calabash Drive – Mr. Dale said he pride's him self in trying to be attentive at these meetings. Mr. Dale said he was at the workshop meeting on Monday and he didn't hear any discussion of the POA/HOA Committee about dissolution or disbandment of it at all in that meeting. Mr. Dale said he is perplexed as to how that could have happened and that there was a letter that was sent indicating by unanimous vote that this Board elected to have the POA/HOA Committee disbanded or deferred until June. Mr. Dale said he's very perplexed on how that happened.

Mayor Goodenough said in regards to the comment made by Mr. Dale regarding the HOA/POA Committee, he will take full responsibility. Mayor Goodenough said he thought it was a personnel issue or matter that had to be handled in Closed Session, the Board handled their Closed Session discussions and this was brought up at the meeting and he was informed by the Town Clerk that it was not an issue that was supposed to be handled in Closed Session but out in public forum. Mayor Goodenough said when the Board came out to open session, the Board opened the meeting again and he brought this up because he had Mrs. Kain's letter and the Board decided to talk about it. Mayor Goodenough said so that is the only reason it went that way Sir and he takes full responsibility for that. Commissioner Davis said that it would be in the official minutes for next month's meeting.

Mr. Dale continued his public comment at this time. Mr. Dale said he would like to revisit one item from his comments on Monday. Mr. Dale said he asked the question of assistance at the Recycle Center by the attendant and the response was that's a Waste Industries employee and that wasn't the question he asked. Mr. Dale said the question he asked was why isn't there help being provided to our residents that need the help. Mr. Dale said he talked to a ranking member of Waste Industries on Tuesday and that individual indicated that Waste Industries had been advised by the town that this individual was not to help anybody even if they were asked. Mr. Dale said he thinks that is wrong and he takes that the Board totally disregarded the memorandum, the petition that you got back in the middle of the year, which over 550 residents signed, that is resident households signed, saying they wanted to keep the Recycle Center exactly as it was. Mr. Dale said you people obviously continue to do just exactly what you want to do and ignore what your residents in your voting public ask you to do. Mr. Dale said he is also wondering what the status now of the \$3,200.00 boondoggle that involves the Recycle Center now that Amie is gone, it was his understanding that Amie was going to work on that \$3,200.00 boondoggle as he calls it, maybe somebody can address that. Mr. Dale said last year the town agreed to provide a load of mulch for our residents, free of charge, that's available free at the landfill, that wasn't done. Mr. Dale said he checked this morning with the landfill, there is mulch available, free for any community or individual that wants to pick it up. Mr. Dale said he asks again, will the town send a truck up there please and get a truckload of mulch to bring down for our residents. Mr. Dale said finally he see's from the Town Administrator's report that we are reorganizing the Maintenance Department, we got a new Maintenance Supervisor and according to the ads in the paper, we're advertising for full-time and part-time employments. Mr. Dale said since this is taxpayer money that you people are dealing with, maybe you would give us the benefit of the doubt as taxpayer's as to what you are doing, why your doing it and how much it's costing. Thank you.

Consent Agenda:

COMMISSIONER MANNING MADE A MOTION TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS.

- Approval of Minutes: January 5, 2015; January 8, 2015

COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Administrative Reports:

Change Order for Palmetto Paving – Mr. Mendenhall said the Board discussed the change order at the workshop on Monday and the town has received the change order from the contractor and would like to ask that the Board of Commissioners approve the change order in the amount of a net increase of \$10,027.50. Mr. Mendenhall said this was due to the installation of 191 sy of 5” B25.B asphalt between the NCDOT right-of-way line and the existing edge of pavement on Thomasboro Road because of the NCDOT encroachment permit requirement to replace that culvert pipe underneath Clubview. Commissioner Davis said this was a mandate from the State correct and Mr. Mendenhall said that is correct.

COMMISSIONER DAVIS MADE A MOTION TO APPROVE THE CHANGE ORDER AS DISCUSSED. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Hearings:

None

Old Business:

None

New Business:

Consideration of Appointments to Various Board and Committees, Tree Advisory Committee Vacancy Discussion from Report/Recommendation Given:

Mayor Goodenough said that Chris Frye has been forwarded to the Board for approval of appointment on the Tree Advisory Committee.

COMMISSIONER RUSSO MADE A MOTION TO APPROVE CHRIS FRYE AS A MEMBER OF THE TREE ADVISORY COMMITTEE. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. Commissioner Russo said Mr. Frye is in a business that has to do with trees. Commissioner Manning asked where he lives and Commissioner Russo said the last lot on Pinewood Drive. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Follow-Up Laptop Training (if needed):

Mayor Goodenough said this item could be moved after the Closed Session if it was still needed.

COMMISSIONER DAVIS MADE A MOTION TO AMEND THE AGENDA AND CHANGE ITEM NUMBER 7 UNDER NEW BUSINESS AS ITEM NUMBER IX a. ON THE AGENDA. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor and Commissioner Comments:

Commissioner Russo – Commissioner Russo said he would like to repeat what the Tree Advisory Committee brought up. Commissioner Russo said he thinks they were really asking the Board of Commissioners to somehow put a motion in or something about fire-wise and the volcanoes around the trees. Commissioner Russo said he doesn't think they can make people do that but at least get the information about those items out to the public. Commissioner Russo said that Mr. Meyer has given the information for the Board to have. Commissioner Russo said that the Forest Service is really pushing for fire-wise, being the pine straw.

Mayor Goodenough said we could lead by example. Commissioner Davis said the town could send a letter to the HOA/POA offices with information about fire-wise and volcanoes. Commissioner Brennan said if we could find a video to post. There was discussion on posting this information on the website. Commissioner Manning said the Board could review the information and discuss it at the next workshop.

Commissioner Przywara – Commissioner Przywara said he just heard and the Board was just talking about this but one of the ways of getting information out was to send it out to POA's and he constantly hears that the Board doesn't tell the public anything, the Board is not letting them know. Commissioner Przywara said he's been asking a lot of his friends and neighbors, where you came from before, how often did you get something from your town? Commissioner Przywara said in the town he lived in and he was a Deputy-Mayor in that town, they sent one newsletter out a year and that is the only thing you got from the town, unless you read the newspapers. Commissioner Przywara said I mean we constantly send stuff out to different subdivisions asking to get the information out. Commissioner Przywara said he keeps getting a little frazzled when he keeps hearing that the Board doesn't tell the public anything, we share a lot of information here.

Commissioner Davis – Commissioner Davis said he goes along with what Commissioner Przywara said. Commissioner Davis said the website that's been created is unbelievably up to date. Commissioner Davis said now that packets and agendas of our meetings, which are open to the public is way beyond any city that he has lived in. Commissioner Davis said unfortunately there are still people that don't use websites; he understands that, even people with computers don't use websites. Commissioner Davis said but they also have the ability to come to a meeting and get involved and they choose not to, as our attendance every month says that. Commissioner Davis said so he agrees with Commissioner Przywara that it's getting tough to hear from people that we don't communicate when there's more out there than any town that he's ever lived in or know of. Commissioner Davis said with the exception of televising our meetings, he doesn't think the Board can do anymore. Commissioner Davis said the newsletters that we did send prior to the website, were either old news by the time they got out or they were just a reiteration of things everybody already knew and really weren't that important. Commissioner Davis said with the website now, everything the town is doing is on that website. Commissioner Davis said there was a successful walkthrough with the paving contractor and the Town Engineer, Mrs. Drucker and the roads at The Village are much improved and were tax dollars well spent.

Commissioner Manning – None

Commissioner Brennan – Commissioner Brennan said to answer a question that was raised earlier, the \$3,200.00, no money was spent and no work was done, so that's in limbo now. Commissioner Brennan said well we did spend money this year in The Village for road repairs, we have pretty much alternated years with the Carolina Shores development and one of the things that people have a tendency to overlook is the fact that they think that money that we spend in The Village is for the benefit for The Village and not the rest of the town and that if we spend money in the Carolina Shores development, that's for that community. Commissioner Brennan said what that does when you have better roads, you wind up with higher property values and higher property values benefits everyone in the town because when it's time for you to sell your house, it may be only \$500.00 if the road is over there but it's a \$1,000 if it's over in your community so it keeps balancing up. Commissioner Brennan said so basically any road repairs that we do in any of the communities, benefits everybody in all the communities and people have to look at it that way. Commissioner Brennan said he just wants people to be aware of that and he's just a little annoyed with some of the things that he hears.

Mayor Goodenough – Mayor Goodenough said back in November, he had written a letter and it is on the Town website, on the front page and all you have to do is click on it to read it and you will know what is coming to this town and what the projects are and the projections are, as far as he and the Board are concerned. Mayor Goodenough said no one has told him they don't like this but this is in response to a few comments earlier made at this meeting. Mayor Goodenough said let me read what is on the website, then that way you don't have to go on the website and look for it. Mayor Goodenough read the following off the website: "Change is coming to Carolina Shores and there are those that don't like it and refuse to embrace it. Then again, there are those that understand that this is a natural and necessary action, in order for our town to survive and progress in the changing times that we live in. The town is continuing to grow and is in need of a more effective workforce. What worked for a single community of 800 residents cannot work for a town exceeding 3,200 residents in multiple communities. We are actively assessing and reviewing these needs to provide better services for our growing community to thrive in difficult times. The town is being run more professionally and efficiently than ever before. With only minor changes to how we handle requests, staff is working more efficiently saving time and money. Recently we implemented changes at the convenience site, which will again save the town thousands of dollars. We are extending hours at the site with NO cost to the town. There will be a few more changes to the site in the future that will save us even more. The town is also in the process of having a full-time maintenance department, which will help us to better serve our residents and communities while saving us thousands of dollars in contracted costs. We are continuing to work with contractors and developers who are looking to build on Highway 17. If we succeed, this expansion will greatly benefit our future as a town. We will have secured a major revenue stream that would have a lasting impact on the towns' current tax rate. These are just a few of the changes that are needed to secure our future and preserve our quality of life. Our goal has always been to make Carolina Shores a place to call home. In the public's service, Walter B. Goodenough, Mayor of Carolina Shores." Mayor Goodenough said that should answer a few questions as to what this town, this gentleman sitting next to me and this Board has been doing over the past year. Mayor Goodenough said we are getting really tired of hearing at every meeting that we don't inform people and communities and specific communities what we are doing. Mayor Goodenough said it's on the website, open the page. Thank you.

Closed Session:

COMMISSIONER MANNING MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11 (a)(6) PERSONNEL. COMMISSIONER BRENNAN SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION TO COME OUT OF CLOSED SESSION AND GO BACK INTO REGULAR SESSION. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Mayor Goodenough said during Closed Session, no votes were taken.

COMMISSIONER DAVIS MADE A MOTION TO GIVE MR.MENDENHALL THE AUTHORITY TO HIRE A TEMPORARY BUILDING INSPECTOR TO HELP WITH THE BACK LOG OF BUILDING INSPECTIONS AND RE-INSPECTIONS THAT HAS BEEN BROUGHT TO THEIR ATTENTION. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. Commissioner Brennan said he would like to amend the motion that they get some hard data and start charging for the re-inspections and get some hard data to D.R. Horton because from everything that he has gathered, everything that we told them so far is pretty much anecdotal and there's nothing that says we did this week and did this, this week, we did this many and so on and your causing us problems by making us go through this process several times over because you can't multiply two numbers together and if that's what's holding you up then whatever. Commissioner Brennan said so he would like something there. Commissioner Davis said he didn't believe the motion needed to be amended and believes that is an administrative action that can be taken care of. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION THAT THE ADMINISTRATOR FIND A WAY TO PROVIDE HARD DATA TO D.R. HORTON SO THAT THEY UNDERSTAND HOW MUCH OF THE PROBLEM THAT THEY ARE IN TERMS OF THE FACT THAT WE ARE DOING WORK OVER AND OVER AGAIN AND THE SUBS ARE CALLING US OVER AND AS HE SAID THERE IS NO REPORT FORMAT OR ANYTHING ELSE, ITS AN OPEN ANECDOTAL AND IF THAT MEANS ORGANIZATION SO THAT WE CAN COMMUNICATE TO THEM, THEN THAT WILL ELEVATE A LARGE PART OF THE PROBLEM. COMMISSIONER BRENNAN SAID THE MOTION IS TO IMPROVE THE REPORTING BACK TO D.R. HORTON IN HARD NUMBERS AND ALSO TO ASSURE THAT WE ARE COLLECTING THE RE-INSPECTION FEES AND THE OTHER FEES THAT NEED TO GO ALONG WITH THAT. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR GOODENOUGH ASKED IF THERE WERE ANY FURTHER DISCUSSION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Adjourn:

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE FEBRUARY 5, 2015 BOARD OF COMMISSIONERS MEETING. COMMISSIONER MANNING SECONDED THE MOTION. MAYOR GOODENOUGH CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Walter B. Goodenough, Mayor

Submitted by:
Nicole Marks
Town Clerk

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Administrative Report

Contact: Mr. Jon Mendenhall, Town Administrator

Location: Administrative Reports
“Administrative Reports”

Follow-up: None

Requested Action: Receive reports on the administration of the Town

Budgetary Impact: None

Narrative:

This item presents for the Board’s information various reports on the administration of the Town.

TOWN OF CAROLINA SHORES NORTH CAROLINA

200 Persimmon Road
Carolina Shores, NC 28467



Phone 910-575-4877
Fax 910-575-4812

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Jon M. Mendenhall, Town Administrator
SUBJECT: February Administrative Report
DATE: 2/23/15
ENCL: None
CC: File

This report serves as the report of administrative activities undertaken by the Town in the month of February and summarizes administrative, operational, and project updates for the reporting period. This report also summarizes and provides a brief narrative on items of business to be considered at the Regular Meeting of the Board.

Administrative

February has been exceptionally busy as the re-organization of the Maintenance Division has gone into full swing. The Town's garage has been completely re-organized and equipment evaluated. The hiring process continues for a Building Inspector while fulltime Maintenance Workers have been hired. There is an active commercial development project on Calabash Rd along with the project at Persimmon and US 17; the Calabash Rd project requires a public hearing and has discussed annexation.

Operational

Finance

Finance is preparing for the budget retreat and is closely monitoring legislative changes that may impact next year's budget.

Public Works

Maintenance

The Town Garage has been re-organized to allow for better efficiency and utilization of storage space. Emergency exits are being improved, long-term storage of items is being accomplished through a warehouse shelf system and equipment is being evaluated for its usefulness. A

schedule is being developed for March to allow for the long awaited attention to be devoted to drainage maintenance.

Inspections

Inspections is continuing to work on on-going inspections and to decrease re-inspections through re-inspection fee charges. The fast track program is ready to be initiated; however, there is a staffing shortage that is still being worked through. The finalization of permit form changes is yet to occur, but it is anticipated that revised forms would help speed the permitting process and would also create an environment of fewer permit related errors which creates a vicious error-correction cycle.

Public Safety

Code Compliance is working on an educational campaign on Town Codes. The code compliance process is being strengthened with the addition of tools to allow for warnings and citations to occur, a very productive meeting with the Town Attorney occurred on February 17, 2015 reviewing the process for citations. Code Compliance is working to build relationships with first responder personnel: Fire, EMS, law enforcement. A very detailed Emergency Operations Plan has been developed that Code Compliance as well as the other departments/divisions would use in conjunction with first responders and Brunswick County in order to increase the Town's level of emergency preparedness.

Project

Code

The Code project is substantially completion, final comment has gone back to American Legal Publishing.

Resurfacing

Clubview Reconstruction – project is substantially complete, paving occurred the week of January 19, 2015; a few close-out items remain.

Drainage

Roadside Drainage Maintenance

1. Roadside Drainage – roadside drainage ditch maintenance is being brought back on-line and it is anticipated that a schedule will be developed devoting a large part of March to the roadside drainage maintenance project

Property Acquisition

Property acquisition letters were sent to the owners of parcels behind Town Hall, one property owner is willing to contemplate an easement or long-term lease while the other is not interested at the present time. The Town Attorney has provided an estimate of \$2,000 to complete the legal, survey (metes and bounds as well as plat map), recordation costs of an acquisition process. These items were not budgeted and would probably be better suited for FY 16.

Incorporations via Reference

Inspections – please refer to the Inspections Report as provided

Public Safety – please refer to the Calabash VFD and Calabash Rescue Squad Reports as provided

BUILDING INSPECTIONS DEPARTMENT
MONTHLY ACTIVITY REPORT
January 1-31, 2015

This report covers the period of January 1-31, 2015. The month of January is very active in all areas including building permits submitted, inspections completed, plan reviews, and service requests.

BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED

No permits for new housing were approved in January.

In addition, there are ten building permits (construction value \$17,041) for repair/remodel underway.

Eight Certificates of Occupancy was issued in January (construction value \$1,066,526).

There are 58 valid new home permits open now where the homes are in various stages of construction.

OTHER PERMITS ISSUED

Mechanical – 18
Electrical – 1
Plumbing – 2

INSPECTIONS

311 building inspections have been completed.

TREE PERMITS

Permits	15
Trees	95
Approved	83
Denied	12 (8 awaiting re-inspection & 4 to be re-inspected if owner still wishes to remove.
Replacement	10
Days	4

Comments: 27 trees approved for new home being built.

OTHER ACTIVITIES

I have responded in person or by telephone to 36 building code questions; 22 zoning questions; 7 Town code questions; and approximately 2 service request(s) which entailed inspection of property, report/discussion with County offices, contractors and builders; conversations and inspections with tree volunteers.

Approximately \$1,925 in permit fees was collected in January. YTD collected \$123,015.

All monthly reports to federal, state, and county have been completed in addition to weekly and monthly reports to construction statisticians.

Building Inspections Department staff have continued to update permitting program. In addition, 976 recycle stickers have been issued since December 1st.

**CALABASH FIRE DEPARTMENT
ALARM REPORT
JANUARY 2015**

	BUILDINGS FIRES	FALSE ALARMS	WOODS BRUSH	MVA NO INJ	MVA INJ/EXT	VEHICLE FIRE	BOAT RESCUE	BOAT RES/FIRE	OTHER*	EMS	TOTAL
NUMBERS OF RESPONSES	5	9	0	3	1	1	0	0	10	118	147
FIREFIGHTERS RESPONDING	45	44	0	19	8	6	0	0	63	561	746

APPARATUS RESPONSE

LADDER 1260	12
TANKER 1265	0
ENGINE 1270	1
ENGINE 1271	2
RESCUE ENGINE 1272	36
CHIEF'S VEHICLE 1280	11
ASSISTANT CHIEF'S VEHICLE 1281	9
UTILITY 1282	0
FIRST RESPONDER 1284	103
BRUSH 1285	7
RESCUE 1295	5
BOAT	0
STATION	126
POV	2

MUTUAL AID

GIVEN	4
RECEIVED	1

EMERGENCY CALLS

	FIRE	OTHER	EMS	TOTAL
TOWN OF CALABASH	1	4	41	46
TOWN OF CAROLINA SHORES	0	4	40	44
BRUNSWICK COUNTY (CFD DIST)	0	15	37	52
BRUNSWICK COUNTY MUTUAL AID	1	0	0	1
HORRY COUNTY MUTUAL AID	2	1	0	3
COLUMBUS COUNTY	1	0	0	1
TOTAL	5	24	118	147

OTHER CALLS*

3 - LOCKOUT CARS
3 - SMOKE DETECTORS BATTRIES
1 - GAS ORDER
1 - LIFT ASSIST
1 - WELFARE CHECK
1 - COVER STATION 2 HORRY CTY

YTD CALLS - **147**

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Public Hearings

Contact: Mr. Walter B. Goodenough, Mayor

Location: Public Hearings
"Public Hearings"

Follow-up: None

Requested Action: Conduct Public Hearing(s) as scheduled

Budgetary Impact: None

Narrative:

This item presents for the Board's action various public hearings as scheduled by the Board subject to the rules of procedure duly adopted by the Board of Commissioners and further subject to the requirements of the North Carolina General Statutes.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Zoning Map Amendment for Parcels # 2400000401 and 2400000402

Contact: Mr. Walter B. Goodenough, Mayor

Location: New Business

Follow-up: None

Requested Action: Public Hearing followed by Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of a rezoning request. A public hearing has been advertised for Thursday March 5, 2015 at 2pm.

Exhibit A

ORDINANCE

AN ORDINANCE OF THE TOWN OF CAROLINA SHORES, PROVIDING THAT ITS CODE OF ORDINANCES BE AMENDED BY CHANGING AND ALTERING THE BOUNDARIES OF A CERTAIN ZONING DISTRICT ESTABLISHED UNDER THE ZONING ORDINANCE OF THE TOWN OF CAROLINA SHORES, NORTH CAROLINA, SO AS TO AMEND THE ZONING MAP THEREOF

A TECHNICAL ORDINANCE AS DEFINED IN GS 160A-77

Be it ordained by the Board of Commissioners of the Town of Carolina Shores as follows:

Section 1: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.09 that the official zoning map shall be amended as follows:

That portion of the real property southwest of SR 1300 known as Calabash Road located on Calabash Rd, Calabash, North Carolina, 28467, Brunswick County Tax Record Number 2400000401 and 2400000402, are hereby reclassified Industrial (ID) from Neighborhood Business (NB).

Section 2: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3: This ordinance shall be effective as of the date of the date of final adoption.

In the COUNTY OF BRUNSWICK

Adopted this ___ Day of _____, 2015

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Walter B. Goodenough, Mayor

Nicole Marks, Clerk to the Board

TOWN OF CAROLINA SHORES
Planning Board
Workshop Meeting Minutes
February 18, 2015
11:00 a.m.

DRAFT

At 11:04 a.m., Chairperson Mark Brown called the February 18, 2015 Planning Board Workshop Meeting to order. The Pledge of Allegiance was recited and there was a moment of silence. The following members attended: Kathryn Powell, Greg Hapner, Ruth Ann Campbell-Grothe and Daniel O'Reilly. Also present: Jon Mendenhall, Town Administrator; Joseph Przywara, Liaison; Chuck Riggins, Building Inspector and Nicole Marks, Town Clerk.

Absent: None

Alternates in Public Attendance: Beverly Mayhew and Normand Neligon

Approval of Meeting Minutes:

MEMBER CAMPBELL-GROTHER MADE A MOTION TO ACCEPT THE JANUARY 21, 2015 PLANNING BOARD WORKSHOP MEETING MINUTES. MEMBER HAPNER SECONDED THE MOTION. CHAIRPERSON BROWN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Administrative Reports:

Mr. Mendenhall updated the Planning Board on the following administrative items:

Laptops – Mr. Mendenhall said laptops have been provided for the Board of Commissioners and anyone sitting at the dais that would like to use them. Mr. Mendenhall said staff will be sure to set the laptops up correctly. Mr. Mendenhall said the laptops have been provided so we can go paperless. Mr. Mendenhall said for the Planning Board, you will be able to access Brunswick County GIS to look at properties if need be.

Crematorium Update - Mr. Mendenhall said the crematorium has been working very hard and believes they have installed their units inside of the facility. Mr. Mendenhall said he doesn't know if they are open to the public yet.

Roads at The Farm – Mr. Mendenhall said we are still working on the roads at The Farm; there is a report that is being generated to recommend the cost.

Staff/Personnel – Mr. Mendenhall said the town is still looking to hire a full-time Building Inspector and the town is working very hard to get that position filled. Mr. Mendenhall said the town is also hiring some full-time Maintenance Workers and you will see changes in Maintenance as well. Mr. Mendenhall said this will change some of the services from the town. Mr. Mendenhall said we are looking for a RFQ for a Town Engineer as our engineer has gone to Colorado for a new opportunity.



Planning Board Meeting
February 18, 2015 11:00 am

Pledge of Allegiance to the Flag and Moment of Silence

- I. Call to Order
- II. Approval of Minutes
 1. Approval of January 21, 2015 Minutes
- III. Administrative Reports
 2. Staff Report
- IV. New Business
 3. Planning Board Reappointments
 4. Zoning Map Amendment for Parcels #2400000401 & #2400000402
 5. Zoning Text Amendment for the Subdivision Review Process
- V. Public Comment
- VI. Adjournment

ORDINANCE

AN ORDINANCE OF THE TOWN OF CAROLINA SHORES,
PROVIDING THAT ITS CODE OF ORDINANCES BE
AMENDED BY CHANGING AND ALTERING THE
BOUNDARIES OF A CERTAIN ZONING DISTRICT
ESTABLISHED UNDER THE ZONING ORDINANCE OF THE
TOWN OF CAROLINA SHORES, NORTH CAROLINA, SO AS
TO AMEND THE ZONING MAP THEREOF

A TECHNICAL ORDINANCE AS DEFINED IN GS 160A-77

Be it ordained by the Board of Commissioners of the Town of Carolina Shores as follows:

Section 1: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.09 that the official zoning map shall be amended as follows:

That portion of the real property southwest of SR 1300 known as Calabash Road located on Calabash Rd, Calabash, North Carolina, 28467, Brunswick County Tax Record Number 2400000401 and 2400000402, are hereby reclassified Industrial (ID) from Neighborhood Business (NB).

Section 2: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3: This ordinance shall be effective as of the date of the date of final adoption.

In the COUNTY OF BRUNSWICK

Adopted this ___ Day of _____, 2015

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Walter B. Goodenough, Mayor

Nicole Marks, Clerk to the Board

TOWN OF CAROLINA SHORES



ZONING AMENDMENT APPLICATION FORM

Date of Application: 2.3.15

Text Zoning Amendment

Map Zoning Amendment

Owner Vicky Lee

Address 4040 Havelock St
Fayetteville NC 28306

Telephone: 910.484.2777 Home 910.584.8174 cell

Property Location: 199 Calabash Rd.
(street address)

Tax #: 2400000401+2400000402

Acres: _____
Neighborhood

Current Zoning: Business Proposed Zoning: Industrial

Proposed Use: Operate Retail + Wholesale Business

I, Vicky Lee, hereby certify that the foregoing information is complete and accurate to the best of my knowledge.

Vicky Lee
Signature of Owner

Feb 3 2015
Date

0842 168

I, Samuel T. James, Registered Land Surveyor, certify that this map was drawn from an actual field survey performed under my direction and supervision, that the ratio of precision is 1:5000; and that this map conforms to G.S. 47-30 as amended.

Witness my hand and seal this 15th day of August, 1990.

North Carolina
Brunswick County

I, Barbara R. Manning,

Notary Public of Brunswick County, certify that

Samuel T. James, Registered Land Surveyor, personally appeared before me this day

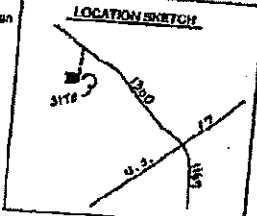
and acknowledged the execution of the foregoing instrument. Witness my hand and seal

this 15th day of August, 1990.

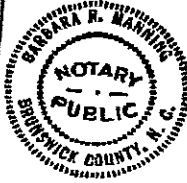
My commission expires October 15, 1994.

Samuel T. James
R.L.S. NO. 2778

Barbara R. Manning
Notary Public



The undersigned hereby acknowledges that the land shown on this plat is within the subdivision regulation and jurisdiction of Brunswick County and that this plat attestation is my free act and deed.



JARA A. WARD LEE
MAP CAR. J. P. 251
TR. #2
406/502

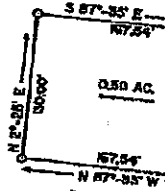
OCEAN FOREST SUBD. K/122

OCEAN FOREST SUBD. K/122

WARREN C. LEE
232/946

JANE JANE SANDS
MAP CAR. J. P. 251
TR. #3

Bobby Faye CA
282/6040
Map Car. C, Pg. 330



- Legend:
- Existing iron
 - New iron pipe set
 - ⊙ Existing corner type noted

References
Deed Book 406 Page 302

Notes:
1. Area by DMD

Survey for
FAYE SPENCER
Reputed Owner

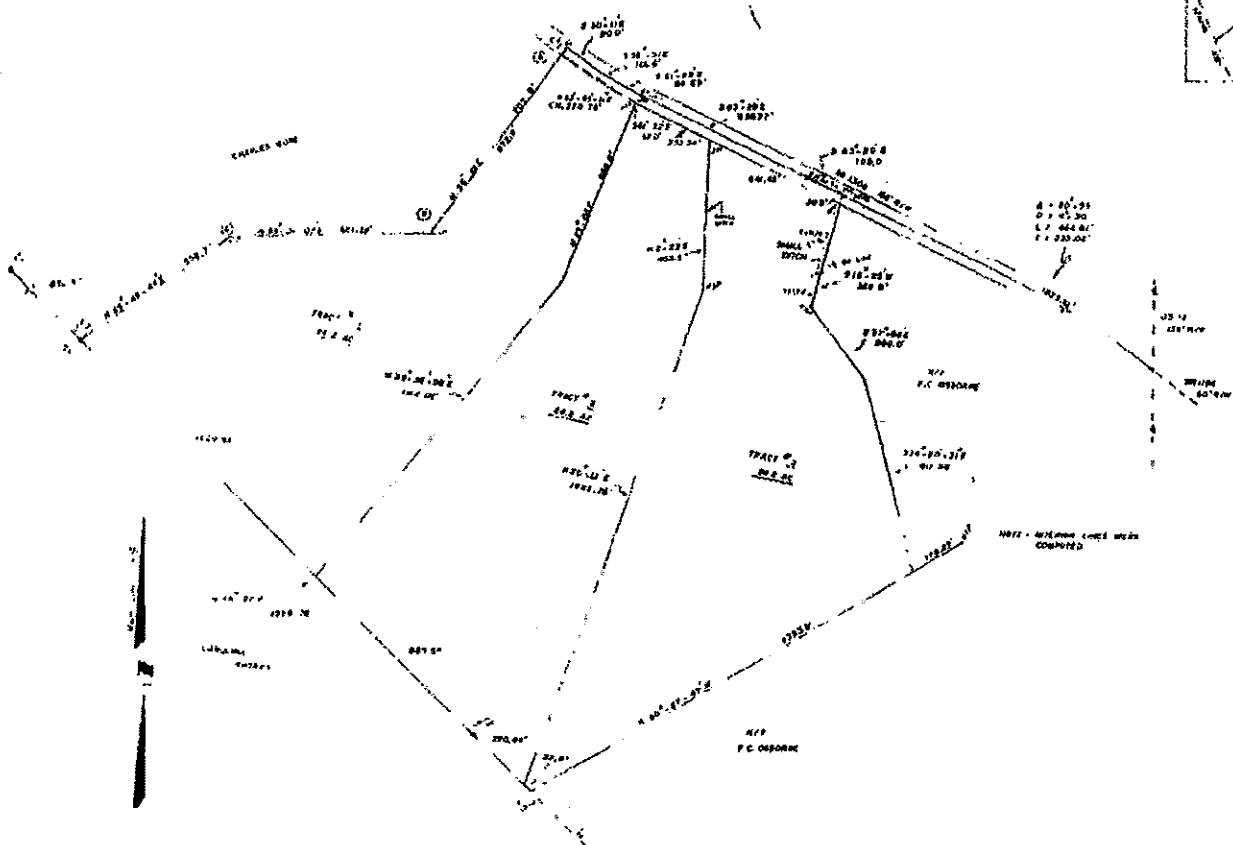
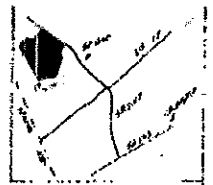
Shelbotts Township Brunswick County, N.C.

August 07, 1990



BOBBY M. LONG, R.L.S. & Assoc.
P.O. Box 1417
Shelbotts, NC 28155

130
x 167.54



NOTE: NO WARRANTY IS MADE BY THE SURVEYOR AS TO THE ACCURACY OF THE INFORMATION CONTAINED IN THIS PLAT OR THE ACCURACY OF THE RECORDS OF THE PUBLIC RECORDS OF THE COUNTY IN WHICH THIS PLAT IS RECORDED. THE SURVEYOR IS NOT RESPONSIBLE TO RECALCULATE THE BOUNDARIES OF ANY OTHER PLAT OR PLATS.

THE UNDERSIGNED HEREBY CERTIFIES THAT THE LAND SHOWN ON THIS PLAT IS WITHIN THE JURISDICTION, REGULATION AND JURISDICTION OF BUNCOMB COUNTY AND THAT THIS PLAT REPRESENTS AS NEAR AS PRACTICABLE THE TRUE AND CORRECT BOUNDARIES OF THE LAND SHOWN THEREON.

ALL INFORMATION AVAILABLE

LAND OWNED BY M. D. WARD ESTATE

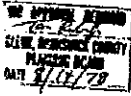
SHALLOTTE TOWNSHIP
 NORTH CAROLINA BUNCOMB COUNTY, I BARRY M LONG CERTIFY THAT THIS MAP WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE BY ME (SEE DESCRIPTION RECORDED IN BOOK 251 PAGE 6) THAT THE ERROR OF CLOSURE WAS CALCULATED BY LATITUDES AND DEPARTURES IS 1-5000, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 41-36 AS AMENDED. WITNESSED BY HAND AND "SEAL THIS 12" DAY OF AUGUST, 1978



REC. 1285
 SHALLOTTE, N.C.

SHOWN AND SUBSCRIBED: BEFORE ME THIS 12TH DAY OF AUGUST, 1978

BY COMMISSIONER LYNNETTE S. S. 100



STATE OF NORTH CAROLINA
 Department of Public Safety
 The foregoing description of EUGENE A. LONG, DECEASED PUBLIC

is subject to be varied
 Pursuant to 28-237 - 238, 239
 See the 1978 - 1979 - 1980 W. 28-237
 Revised 1-7-80

11-25 3:53 PM Receipt by G.H.J. Page 267

ORDINANCE

AN ORDINANCE OF THE TOWN OF CAROLINA SHORES,
PROVIDING THAT ITS CODE OF ORDINANCES BE
AMENDED BY CHANGING AND ALTERING THE TEXT OF
THE UNIFIED DEVELOPMENT ORDINANCE AS IT
PERTAINS TO SUBDIVISION REGULATION

A TECHNICAL ORDINANCE AS DEFINED IN GS 160A-77

Be it ordained by the Board of Commissioners of the Town of Carolina Shores as follows:

Section 1: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.42, Subsection C, Paragraph 4; Item g, that the text be amended to read as follows:

To recommend to the Board of Commissioners the approval or disapproval of major site plans and major subdivisions in accordance with Section 91.63.

Section 2: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.63 that the text be amended to read as follows:

Planning Board Review and Approval Flowchart – removed

Subsection E Review Process

- (1) Following a complete technical review, the UDO Administrator shall schedule the application for review by the Planning Board.
- (2) The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with conditions or recommend denial of the request to the Board of Commissioners.
- (3) The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.

Subsection F Approval Process

- (1) All required local, state and/or federal permits must be obtained prior to authorization to construct, but shall not be required to obtain plan approval pursuant to this section.

Subsection E Reapplication

- (1) Following denial by the Board of Commissioners, the applicant may file a new application and associated fee after waiting one year from the date of

denial. Such application shall be considered to be filed de novo by the Planning Board and Board of Commissioners.

Section 3: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.66 that the text be amended to read as follows:

Subsection D Review procedure for major subdivisions

(1) Preliminary Plat

- (a) Following a complete technical review and the payment of requisite fees as established by the Board of Commissioners, the UDO Administrator shall schedule the preliminary plat for review by the Planning Board.
- (b) The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with conditions or recommend denial of the request to the Board of Commissioners.
- (c) The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.
- (d) All required local, state and/or federal permits must be obtained prior to authorization to construct, but shall not be required to obtain preliminary plat approval pursuant to this section.

(2) Final Plat

(a) Within 24 months after approval of the preliminary, the subdivider shall submit a final plat showing that the subdivision has been complete in conformity to the approved preliminary plat. The final plat may include all or only a portion of the subdivision as proposed and approved on the preliminary subdivision plat, provided that all required improvements have been installed as called for in the approved preliminary plat or a surety bond or similar financial instrument has been approved the Board of Commissioners, in accordance with this chapter.

(b) Final Plat process

- i. Following a complete technical review and the payment of requisite fees as established by the Board of Commissioners, the UDO Administrator shall schedule the final plat for review by the Planning Board.
- ii. The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with modifications or recommend denial of the request to the Board of Commissioners. If the final plat substantially conforms to the approved preliminary plat, the plat should be approved.
- iii. The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.

- iv. The Board of Commissioners shall review the final plat and if it substantially conforms to the preliminary plat shall approve the final plat. The Board of Commissioners shall also, as part of the final plat approval process accept any public improvements or sureties thereof as outlined in this chapter.
- v. Only after the final plat has been approved and recorded in the Brunswick County Register of Deeds office shall any lots be transferred or conveyed.

Section 4: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5: This ordinance shall be effective as of the date of the date of final adoption.

In the COUNTY OF BRUNSWICK

Adopted this ___ Day of _____, 2015

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By:

Walter B. Goodenough, Mayor

Nicole Marks, Clerk to the Board

Code Compliance/UDO – Mr. Mendenhall said the Code Compliance Officer is Gail Treglia. Mr. Mendenhall said Ms. Treglia has met with the Town Attorney on several occasions to finalize the citation process. Mr. Mendenhall said Ms. Treglia has been working, talking and educating people on Code Compliance. Mr. Mendenhall said this process takes time but there has been progress with signs in the right-of-way. Mr. Mendenhall said there is an issue in one community with an absentee property owner but they are working through that. Mr. Mendenhall said Ms. Treglia will be helping with the Convenience Site to make sure that everyone is permitted.

New Business:

Planning Board Reappointments – Chairperson Brown said Member Powell and Member O’Reilly’s terms are up in March, 2015 and they have both agreed to be reappointed. Mr. Mendenhall said this item will be on the Board of Commissioners March 2, 2015 meeting agenda and asked both members to attend to make the reappointment official. Chairperson Brown said the Planning Board has finally fulfilled the Planning Board membership according to the UDO. Chairperson Brown welcomed new member Normand Neligon as an alternate from the ETJ. Chairperson Brown said he is very happy about having a full Planning Board and thanked them for their time.

Zoning Map Amendment for Parcels #2400000401 & #2400000402 – Mr. Mendenhall read from the following proposed Ordinance and discussed with the Planning Board:

ORDINANCE

AN ORDINANCE OF THE TOWN OF CAROLINA SHORES,
PROVIDING THAT ITS CODE OF ORDINANCES BE AMENDED BY
CHANGING AND ALTERING THE BOUNDARIES OF A CERTAIN
ZONING DISTRICT ESTABLISHED UNDER THE ZONING
ORDINANCE OF THE TOWN OF CAROLINA SHORES, NORTH
CAROLINA, SO AS TO AMEND THE ZONING MAP THEREOF

A TECHNICAL ORDINANCE AS DEFINED IN GS 160A-77

Be it ordained by the Board of Commissioners of the Town of Carolina Shores as follows:

Section 1: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.09 that the official zoning may shall be amended as follows:

That portion of the real property southwest of SR 1300 known as Calabash Road located on Calabash Rd, Calabash, North Carolina, 28467, Brunswick County Tax Record Number 2400000401 and 2400000402, are hereby reclassified Industrial (ID) from Neighborhood Business (NB).

Section 2: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 3: This ordinance shall be effective as of the date of the date of final adoption.

Mr. Mendenhall said in the packet the Planning Board will see an application on behalf of the owner and believes her agents are in attendance. Mr. Mendenhall said you will also see a registered and recorded plat and its two parcels. Mr. David McPherson and Mr. Harvey Sutton spoke to the Planning Board. Mr. McPherson thanked the Planning Board for their time and said they wanted to meet them in person. Mr. McPherson said they look forward to the opportunity to work with the Board and to let them know if there's anything they can do. Mr. McPherson said the company will be a windows and door company. Mr. Harvey said they are currently in the industrial park but would like to have their own property. Mr. McPherson said the business will be retail only and the property is located in the ETJ. Mr. McPherson said there has been talk on annexation. Mr. McPherson said they are ready to go and based on proposed rezoning will finish the paperwork on purchasing the property. Mr. McPherson said the building will be 15,000 square feet and the building will be the showroom/warehouse and office space all under one roof.

MEMBER POWELL MADE A MOTION TO CHANGE THE ZONING FROM NEIGHBORHOOD BUSINESS (NB) TO INDUSTRIAL (ID). MEMBER HAPNER SECONDED THE MOTION. CHAIRPERSON BROWN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Chairperson Brown said this item will be forwarded to the Board of Commissioners.

Zoning Text Amendment for the Subdivision Review Process – Mr. Mendenhall said staff received editorial comments on this Ordinance and we appreciate that, they are good changes and it makes it more clear but didn't want to make the editorial changes without letting the Planning Board know. Mr. Mendenhall read from the following proposed Ordinance:

ORDINANCE

AN ORDINANCE OF THE TOWN OF CAROLINA SHORES,
PROVIDING THAT ITS CODE OF ORDINANCES BE AMENDED BY
CHANGING AND ALTERING THE TEXT OF THE UNIFIED
DEVELOPMENT ORDINANCE AS IT PERTAINS TO SUBDIVISION
REGULATION

A TECHNICAL ORDINANCE AS DEFINED IN GS 160A-77

Be it ordained by the Board of Commissioners of the Town of Carolina Shores as follows:

Section 1: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.42, Subsection C, Paragraph 4, Item g, that the text be amended to read as follows:

To recommend to the Board of Commissioners the approval or disapproval of major site plans and major subdivisions in accordance with Section 91.63.

Section 2: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.63 that the text be amended to read as follows:

Planning Board Review and Approval Flowchart – removed

Subsection E Review Process

- (1) Following a complete technical review, the UDO Administrator shall schedule the application for review by the Planning Board.
- (2) The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with conditions or recommend denial of the request to the Board of Commissioners.
- (3) The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.

Subsection F Approval Process

- (1) All required local, state and/or federal permits must be obtained prior to authorization to construct, but shall not be required to obtain plan approval pursuant to this section.

Subsection E Reapplication

- (1) Following denial by the Board of Commissioners, the applicant may file a new application and associated fee after waiting one year from the date of denial. Such application shall be considered to be filed de novo by the Planning Board and Board of Commissioners.

Section 3: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.66 that the text be amended to read as follows:

Subsection D Review procedure for major subdivisions

(1) Preliminary Plat

- (a) Following a complete technical review and the payment of requisite fees as established by the Board of Commissioners, the UDO Administrator shall schedule the preliminary plat for review by the Planning Board.
- (b) The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with conditions or recommend denial of the request to the Board of Commissioners.
- (c) The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.
- (d) All required local, state and/or federal permits must be obtained prior to authorization to construct, but shall not be required to obtain preliminary plat approval pursuant to this section.

(2) Final Plat

(a) Within 24 months after approval of the preliminary, the subdivider shall submit a final plat showing that the subdivision has been complete in conformity to the approved preliminary plat. The final plat may include all or only a portion of the subdivision as proposed and approved on the preliminary subdivision plat, provided that all required improvements have been installed as called for in the approved preliminary plat or a surety bond or similar financial instrument has been approved the Board of Commissioners, in accordance with this chapter.

(b) Final Plat process

- i. Following a complete technical review and the payment of requisite fees as established by the Board of Commissioners, the UDO Administrator shall schedule the final plat for review by the Planning Board.
- ii. The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with modifications or recommend denial of the request to the Board of Commissioners. If the final plat substantially conforms to the approved preliminary plat, the plat should be approved.
- iii. The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.
- iv. The Board of Commissioners shall review the final plat and if it substantially conforms to the preliminary plat shall approve the final plat. The Board of Commissioners shall also, as part of the final plat approval process accept any public improvements or sureties thereof as outlined in this chapter.
- v. Only after the final plat has been approved and recorded in the Brunswick County Register of Deeds office shall any lots be transferred or conveyed.

Section 4: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5: This ordinance shall be effective as of the date of the date of final adoption.

MEMBER O'REILLY MADE A MOTION THAT THE PLANNING BOARD ACCEPT THE FACTS THAT ARE PRESENTED ABOVE IN THE PROPOSED ZONING TEXT AMENDMENT FOR THE SUBDIVISION REVIEW PROCESS, ACCEPT IT AND FORWARD IT TO THE BOARD OF COMMISSIONERS WITH THE EDITORIAL CHANGES THAT WERE SENT TO STAFF. MEMBER CAMPBELL-GROTHER SECONDED THE MOTION. CHAIRPERSON BROWN ASKED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Planning Board Regular February Meeting –

MEMBER POWELL MADE A MOTION TO CANCEL THE PLANNING BOARD REGULAR MEETING ON FEBRUARY 23, 2015 AT 3:00 PM DUE TO LACK OF BUSINESS. MEMBER HAPNER SECONDED THE MOTION. CHAIRPERSON BROWN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Public Comment:

Commissioner Przywara, Liaison to Planning Board – Commissioner Przywara said he wanted to congratulate the Planning Board for having a full Board. Commissioner Przywara said he wanted a special recognition for the two alternates who come to the meetings and it's great to show such interest. Commissioner Przywara said he appreciates the Planning Board moving forward with the parcel changes, as it's good to be business friendly. Commissioner Przywara said on the text amendment changes, thanks to Jon, staff or whoever found them all because when the town was re-doing the UDO, we didn't realize the things that were missed. Commissioner Przywara said he appreciates the Planning Board acting on the changes, so it can be corrected moving forward. Thank you.

Adjourn:

MEMBER CAMPBELL-GROTHER MADE A MOTION TO ADJOURN THE FEBRUARY 18, 2015 PLANNING BOARD WORKSHOP MEETING. MEMBER O'REILLY SECONDED THE MOTION. CHAIRPERSON BROWN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

Chairperson Mark Brown

Submitted by:
Nicole L. Marks, Town Clerk

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Ordinance Amendment to amend the Major Site Plan/Major Subdivision provisions of Ch 91 of the Code of Ordinances

Contact: Mr. Walter B. Goodenough, Mayor

Location: New Business

Follow-up: None

Requested Action: Public Hearing followed by Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of an amendment to existing language found within Ch 91 for the Code of Ordinances as it pertains to the review and approval process of major site plans/major subdivisions. A public hearing has been advertised for Thursday March 5, 2015 at 2pm.

Exhibit B

ORDINANCE

AN ORDINANCE OF THE TOWN OF CAROLINA SHORES,
PROVIDING THAT ITS CODE OF ORDINANCES BE
AMENDED BY CHANGING AND ALTERING THE TEXT OF
THE UNIFIED DEVELOPMENT ORDINANCE AS IT
PERTAINS TO SUBDIVISION REGULATION

A TECHNICAL ORDINANCE AS DEFINED IN GS 160A-77

Be it ordained by the Board of Commissioners of the Town of Carolina Shores as follows:

Section 1: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.42, Subsection C, Paragraph 4, Item g, that the text be amended to read as follows:

To recommend to the Board of Commissioners the approval or disapproval of major site plans and major subdivisions in accordance with Section 91.63.

Section 2: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.63 that the text be amended to read as follows:

Planning Board Review and Approval Flowchart – removed

Subsection E Review Process

- (1) Following a complete technical review, the UDO Administrator shall schedule the application for review by the Planning Board.
- (2) The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with conditions or recommend denial of the request to the Board of Commissioners.
- (3) The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.

Subsection F Approval Process

- (1) All required local, state and/or federal permits must be obtained prior to authorization to construct, but shall not be required to obtain plan approval pursuant to this section.

Subsection E Reapplication

- (1) Following denial by the Board of Commissioners, the applicant may file a new application and associated fee after waiting one year from the date of denial.

Such application shall be considered to be filed de novo by the Planning Board and Board of Commissioners.

Section 3: Title IX: Planning and Regulation of Development, Chapter 91 Unified Development, Section 91.66 that the text be amended to read as follows:

Subsection D Review procedure for major subdivisions

(1) Preliminary Plat

- (a) Following a complete technical review and the payment of requisite fees as established by the Board of Commissioners, the UDO Administrator shall schedule the preliminary plat for review by the Planning Board.
- (b) The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with conditions or recommend denial of the request to the Board of Commissioners.
- (c) The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.
- (d) All required local, state and/or federal permits must be obtained prior to authorization to construct, but shall not be required to obtain preliminary plat approval pursuant to this section.

(2) Final Plat

- (a) Within 24 months after approval of the preliminary plat, the subdivider shall submit a final plat showing that the subdivision has been complete in conformity to the approved preliminary plat. The final plat may include all or only a portion of the subdivision as proposed and approved on the preliminary subdivision plat, provided that all required improvements have been installed as called for in the approved preliminary plat or a surety bond or similar financial instrument has been approved the Board of Commissioners, in accordance with this chapter.

(b) Final Plat process

- i. Following a complete technical review and the payment of requisite fees as established by the Board of Commissioners, the UDO Administrator shall schedule the final plat for review by the Planning Board.
- ii. The Planning Board shall have up to 30 days from the date of referral by the UDO Administrator to recommend approval, recommend approval with modifications or recommend denial of the request to the Board of Commissioners. If the final plat substantially conforms to the approved preliminary plat, the plat should be approved.
- iii. The Planning Board, via the UDO Administrator, shall forward their recommended action to the Board of Commissioners for review and action as appropriate by the Board of Commissioners.

- iv. The Board of Commissioners shall review the final plat and if it substantially conforms to the preliminary plat shall approve the final plat. The Board of Commissioners shall also, as part of the final plat approval process, accept any public improvements or sureties thereof as outlined in this chapter.
- v. Only after the final plat has been approved and recorded in the Brunswick County Register of Deeds office shall any lots be transferred or conveyed.

Section 4: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5: This ordinance shall be effective as of the date of the date of final adoption.

In the COUNTY OF BRUNSWICK

Adopted this ___ Day of _____, 2015

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Walter B. Goodenough, Mayor

Nicole Marks, Clerk to the Board

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Consideration of Appointments to Various Boards and Committees

Contact: Mr. Walter B. Goodenough, Mayor

Location: New Business

Follow-up: Swearing-in

Requested Action: Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of re-appointments to various boards and committees of the Town:

- Planning Board – Mrs. Kathryn Powell, Planning Board Member Re-appointment
- Planning Board – Mr. Daniel O'Reilly, Planning Board Member Re-appointment

"I, _____, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Planning Board, so help me God."

Annual Liaison Appointments

- Mayor Walter B. Goodenough – Human Resources Committee, Calabash Volunteer Fire Department Liaison
- Commissioner Joseph Przywara – Development Liaison: Planning Board Liaison
- Commissioner John E. Manning – Inter-governmental Liaison: CFCOG Representative, Chamber of Commerce
- Commissioner John Russo – Environment Liaison: Tree Advisory Committee, Environmental Management Advisory Group
- Commissioner Bill Brennan - Human Resources Committee
- Commissioner Greg Davis – Human Resources Committee

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Consideration of an Emergency Operations Plan

Contact: Mr. Walter B. Goodenough, Mayor

Location: New Business

Follow-up: None

Requested Action: Action (motion, second, vote)

Budgetary Impact: None

Narrative:

This item seeks the Board's consideration of an Emergency Operations Plan.

Exhibit C

Town of Carolina Shores

All Hazards – All Disciplines Plan

SECTION 1

Page

EXECUTIVE SUMMARY

FORWARD
BOARD RESOLUTION

INTRODUCTION
PREFACE

PURPOSE

SITUATION AND ASSUMPTIONS

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

CONCEPT OF OPERATIONS

EXERCISES AND TRAINING

AUTHORITIES AND REFERENCES

SECTION 2: ATTACHMENTS

1. ORGANIZATION CHART
2. MATRIX OF RESPONSIBILITIES
3. SUCCESSION OF AUTHORITY
4. DECLARATIONS OF A LOCAL EMERGENCY, SAMPLE
5. EOP DISTRIBUTION LIST
6. EXERCISE AND TRAINING RECOMMENDATIONS

SECTION 3: EMERGENCY SERVICE FUNCTIONS

ESF 1: DIRECTION AND CONTROL

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 1. Normal Operations
 2. Increased Readiness

Town of Carolina Shores Emergency Operations Plan

1

- 3. Response
- 4. Recovery
- F. Emergency Operations Center
 - 1. Mission
 - 2. Organization
 - 3. Concept of Operations
 - 4. Emergency Management Actions
- G. Primary EOC Staffing
- H. Suggested EOC Message Flow

ESF 2: BUDGET AND FINANCIAL MANAGEMENT

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
- 3. Response
 - 4. Recovery

ESF 3: LEGAL ASSISTANCE

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
- 4. Recovery

ESF 4: COMMUNICATIONS

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery
- F. Amateur Radio Emergency Service

ESF 5: EMERGENCY PUBLIC INFORMATION

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
- 2. Increased Readiness
 - 3. Response
 - 4. Recovery
- F. Use of Cable Television

ESF 6: LAW ENFORCEMENT

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery

ESF 7: MEDICAL AND HEALTH

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery
- F. VFDA Mortuary Disaster Plan
 - 1. Mission
 - 2. Organization
 - 3. Concept of Operations

ESF 8: FIRE SERVICES

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations

- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery

ESF 9: RESCUE/EMERGENCY MEDICAL SERVICES

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery

ESF 10: EVACUATION/EMERGENCY TRANSPORTATION

- A. Quick Reference Check List
- B. Mission
- C. Situation and Assumptions
- D. Organization
- E. Concept of Operations
- F. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery

ESF 11: SHELTER OPERATIONS

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery
- F. Red Cross Statement of Understanding
 - 1. Purpose
 - 2. Scope
 - 3. Responsibilities
 - 4. Planning and Implementation

5. Authorities and References

ESF 12: PUBLIC WORKS: MAINTENANCE DIVISION

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery

ESF 13: PUBLIC WORKS: INSPECTIONS DIVISION

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery

ESF 14: SPECIAL FACILITIES

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery

ESF 15: RESOURCES SUPPORT

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions – Resource Support
 - 1. Normal Operations
 - 2. Increased Readiness

- 3. Response
- 4. Recovery
- F. Donations Management
 - 1. Mission
 - 2. Situation
 - 3. Organization
 - 4. Concept of Operations
 - 5. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery

ESF 16: DAMAGE ASSESSMENT

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Response
 - 4. Recovery
- F. Extension Service
 - 1. Responsibilities of Extension Service
 - 2. Staff duties
 - 3. Assessment Procedures
 - 4. Staff Contacts during Emergency
 - 5. Agency Contacts

ESF 17: FEDERAL DISASTER ASSISTANCE

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Federal Emergency Support Functions

ESF 18: HAZARD MITIGATION

- A. Quick Reference Check List
- B. Mission
- C. Organization
- D. Concept of Operations
- E. Authorities and References

- F. Definitions
- G. Hazard Mitigation Task Assignments

SECTION 4: HAZARD SPECIFIC ANNEXES

Annex A: RADIOLOGICAL PROTECTION

- A. Mission
- B. Organization
- C. Concept of Operations
- D. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Emergency Operations
 - 4. Recovery
- E. Equipment and Supplies

Annex B: HAZARDOUS MATERIALS

Annex C: RESOURCE SHORTAGE

- A. Authorities and References
- B. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Emergency Operations
 - 4. Recovery
- C. State-Level Commodity Managers
- D. Major Suppliers and Users of Resources

Annex D: WATER CONTAMINATION

- A. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Emergency Operations
 - 4. Response Phase
 - 5. Recovery

Annex E: DAM SAFETY

- A. Mission
- B. Organization
- C. Concept of Operations
- D. Authorities

- E. Emergency Management Actions
 - 1. Normal Operations
 - 2. Increased Readiness
 - 3. Emergency Operations
 - 4. Recovery
- F. Dam Classifications and Emergency Stages
- G. Directory of Dams Requiring Emergency Action Plans

Annex F: NUCLEAR ATTACK

- A. Mission
- B. Organization
- C. Concept of Operations
- D. Action Checklist
- E. Selected Attack Preparedness Data

Annex G: TERRORISM / WEAPONS OF MASS DESTRUCTION

- A. National Alert System (Color Code)

SECTION 5: APPENDICES

Appendix 1: EMERGENCY CONTACT TELEPHONE NUMBERS

Appendix 2: EOC LAYOUT

Appendix 3: DEFINITIONS

Appendix 4: GLOSSARY OF ACRONYMS

Appendix 5: EMERGENCY MANAGEMENT AGENCY ORGANIZATION
AND TELEPHONE LISTING

Appendix 6: FORMAT SITUATION REPORT

Appendix 7: SITUATIONAL REPORT

Appendix 8: HEALTH DEPARTMENT INFO

Appendix 9: MESSAGE LOG

Appendix 9A: EOC MESSAGE FORM

Appendix 10: EOC SIGN IN/SIGN OUT LOG

Appendix 11: EOC STAFF SCHEDULE

Appendix 12: EOC STATUS BOARD

Appendix 13: LOCAL MAP

Appendix 14 : WARNING FAN-OUT SYSTEM

Appendix 15: EMERGENCY NOTIFICATION PROCEDURES

Appendix 16: EMERGENCY PUBLIC INFORMATION RESOURCES

Appendix 17: PIO PREARRANGED MESSAGES

Appendix 18: PIO PREARRANGED MESSAGES

Appendix 19: SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS

Appendix 20: SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY

Appendix 21: SAMPLE HEALTH ADVISORY FOR PHYSICIANS

Appendix 22: SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES

Appendix 23: LAW ENFORCEMENT RESOURCES

Appendix 24: ENTRY PERMIT TO ENTER RESTRICTED AREAS

Appendix 25: WAIVER OF LIABILITY

Appendix 26: MEDICAL AND HEALTH RESOURCES

Appendix 27: MEDICAL EXAMINER INFO

Appendix 28: FIRE SERVICES RESOURCES

Appendix 29: RESCUE/EMERGENCY MEDICAL SERVICE RESOURCES

Appendix 30: MEDEVAC SERVICES

Appendix 31: EMERGENCY TRANSPORTATION SERVICES

Appendix 32: SHELTER CENTER REGISTRATION FORM

Appendix 33: HANDICAPPED AND ELDERLY PERSONS REQUIRING SPECIAL CARE IN TIME OF EMERGENCY

Appendix 34: RESOURCES FOR PROVIDING SPECIAL CARE TO THE HANDICAPPED AND ELDERLY

Appendix 35: BRUNSWICK COUNTY PUBLIC SCHOOLS

Appendix 36: BRUNSWICK COUNTY SHELTER FLOOR PLAN

Appendix 37: UTILITIES/PUBLIC WORKS

Appendix 38: CERT RESOURCES

Appendix 39: SPECIAL FACILITIES

Appendix 40: ELEMENTS OF A RESOURCE LIST

Appendix 41: RESOURCE DISTRIBUTION CENTERS

Appendix 42: VOLUNTEER WORKER REGISTRATION FORM

Appendix 43: INITIAL DAMAGE ASSESSMENT TEAM

Appendix 44: POTENTIAL FACILITIES FOR BRUNSWICK COUNTY

Appendix 45: HAZARDS ANALYSIS

Executive Summary

Town of Carolina Shores Emergency Operations Plan

The Town of Carolina Shores Emergency Operations Plan has been implemented as provided for pursuant to the General Statutes of the State of North Carolina and the Town of Carolina Shores Town Code.

There is a blank page labeled “This page left blank intentionally” at the end of each ESF to allow for future revisions as may become necessary.

In addition to this executive summary, included is a Board Resolution. The purpose of this resolution is two-fold. First, it serves as the format for formal adoption of the Town of Carolina Shores Emergency Operations Plan. Second, it charges and authorizes the Director or his/her designee with the responsibility of maintaining this plan over the next five years, when it will once again come before the Board for formal adoption.

Forward

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive-5, the purpose of which is to enhance the ability of the United States of America to manage domestic incidents by establishing a single, comprehensive national incident management system.

To implement this directive, the Secretary of Homeland Security was charged to develop and publish an initial version of the National Response Plan. The initial version of that document was published and released to all federal agencies with instructions to make initial revisions to existing plans by July 1, 2003. Further, they are to submit a plan for implementation and adoption of the National Incident Management System to the Secretary and the Assistant to the President for Homeland Security by September 1, 2003.

The ability to interact effectively and efficiently with officials of the State of North Carolina and the various federal agencies involved during major disasters is paramount. It is for that reason the Government of the Town of Carolina Shores has elected to model its All Hazard-All Disciplines Plan after the Federal Response Plan as amended in January 2003, the National Response Plan published May 14, 2003, and the existing state planning documents.

This approach allows for maximum interaction at all levels of government, it ensures the development of public-private partnerships which are critical in times of disaster, and it facilitates change as necessary in changing times and situations.

All staff is directed to review this document and become familiar with their specific roles and responsibilities.

Thank you.

Town Administrator

NOTE: Resolution to include Responsibility & Authority to maintain up to date until next adoption.

Board Resolution

WHEREAS the Board of Commissioners of the Town of Carolina Shores, North Carolina recognizes the need to prepare for, respond to, and recover from natural and man-made disasters; and

WHEREAS the Town of Carolina Shores acknowledges that primary responsibility for emergency management activities as outlined in NC General Statute 166A-19.15 lies with Brunswick County; and

WHEREAS NC General Statute 166A-19.15 gives municipalities the ability to establish an emergency management agency; and

WHEREAS the Town of Carolina Shores has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the Town of Carolina Shores has established and appointed a Director and Coordinator of Emergency Services;

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Commissioners of the Town of Carolina Shores, North Carolina that this Emergency Operations Plan is officially adopted and that the Director and Coordinator of Emergency Services shall constitute an emergency management agency using resources reasonably available to the Town, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next four year period or until such time it be ordered to come before this Board.

In the COUNTY OF BRUNSWICK

Adopted this ____ Day of _____, _____

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Mr. Walter Goodenough, Mayor

Ms. Nicole Marks, Clerk to the Board

INTRODUCTION

The all hazards-all disciplines plan concept

The “ALL HAZARDS-ALL DISCIPLINES” Plan is designed to direct the employees, volunteers, citizens, and visitors of the Town of Carolina Shores through any type situation which may arise. It recognizes some events occur with no advanced warning at all, while others provide a great deal of early warning. It takes into account the available resources locally and those available through a variety of alternative sources.

This approach to management of a single significant incident or numerous events concurrently demands each player have a thorough knowledge of their roles, responsibilities, capabilities, and limitations. It provides a basic operating structure while allowing for flexibility necessary when situations dictate change.

The Town of Carolina Shores “ALL HAZARDS-ALL DISCIPLINES” Plan enhances the ability of the County to prepare for and manage domestic incidents by establishing a single and comprehensive approach to incident management. It accomplishes this by integrating all aspects from pre-incident awareness, prevention, and preparedness to incident response and post-incident recovery.

This plan sets forth the structure, roles, responsibilities, and main principles for the management of domestic events occurring within or involving the Town of Carolina Shores. Nothing in this plan is intended to limit the scope, authority, or responsibility of the Town or its agents. In addition, it will:

1. Describe the structure and mechanics for providing policy guidance and operational direction;
2. Include protocols for operating under various threats or threat levels;
3. Incorporate existing Town policy where appropriate;
4. Incorporate additional plans and directives;
5. Reference state and federal guidance when necessary;
6. Acknowledge the uniqueness of each type event which may present itself;
7. Include guidelines for notification, coordination, and leadership and support of activities for awareness, prevention, preparedness, response, and recovery related to domestic incidents and;
8. Provides guidance for the dissemination of emergency public information.

PREFACE

North Carolina is continuously threatened by emergency and disaster situations such as flash flooding, hurricanes, hazardous materials incidents, and resource shortages. The Town of Carolina Shores has developed and maintains a current Emergency Operations Plan (EOP) which addresses our planned response to such extraordinary emergency situations. This plan for the Town is designed to meet this responsibility and to include the Town in the mutually supportive statewide emergency management system.

The **Town of Carolina Shores Emergency Operations Plan** actually consists of three plans. The development and maintenance of these plans is the basis of the local emergency management program.

- A. The **Basic Plan** describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations that are either part of, or will serve in support of, local government in time of emergency. It becomes the organizational and legal basis for emergency operations. ESFs and hazard-specific annexes to the Basic Plan provide additional guidance and set forth detailed procedures as needed to assure an appropriate level of emergency preparedness.
- B. The federal Superfund and Reauthorization Act (SARA Title III) requires the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published **SARA Title III Plan** (by Brunswick County) has been developed which supplements the EOP by providing additional procedures for a hazardous materials incident response. The SARA Title III Plan is the Brunswick County SARA Title III Plan as amended.
- C. **The Radiological Emergency Response Plan (RERP)** provides guidance for effective emergency response operations in the event of a radiological emergency precipitated by events at fixed nuclear facilities or by transportation accidents.

This plan was developed by the Town of Carolina Shores Emergency Management Agency with assistance from partnering agencies. Input was requested and received from other local officials.

BASIC PLAN

PURPOSE

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the Town of Carolina Shores in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same human, physical and financial resources. Supporting plans for peacetime and war-caused disasters set forth the concepts and procedures whereby the Town can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

SITUATION AND ASSUMPTIONS

- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the Town with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in the Town of Carolina Shores are its proximity to tropical cyclone related weather events, hazardous material incidents (fixed site and transportation), severe weather, essential resource shortages, and transportation accidents.
- C. The government of the Town of Carolina Shores is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. Town government must continue to function throughout a disaster or emergency situation.
- D. This plan should be officially adopted by the local governing body and promulgated by the chief administrative official.
- E. The Emergency Management Agency will maintain the Emergency Operations Plan. He/She will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. The plan will be reviewed and updated annually, as necessary. The plan should be readopted every five years.
- F. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or, through the State EOC. **A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.**

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. In the Town of Carolina Shores, the following organizations respond to normal day-to-day emergencies:
1. Brunswick County Sheriff's Office
 2. Calabash Volunteer Fire Departments
 3. Calabash Volunteer Rescue Squads
 4. Brunswick County Public Utilities Department
 5. Town of Carolina Shores Public Works Department
 6. Town of Carolina Shores Public Safety Department
 7. State Department of Public Safety: Highway Patrol
 8. State Department of Transportation: Division of Highways
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies that have been assigned emergency duties in addition to their primary day-to-day functions.
1. Town Board of Commissioners
 2. Town Administrator
 3. Brunswick County Government
 4. Town of Carolina Shores Departments of Administration and Finance
- C. As a best practice, emergency services organizations and operations should be structured around existing constitutional and chartered government. The following is a list of duties and assigned responsibilities for emergency operations in the Town of Carolina Shores.
1. Director of Emergency Services
Coordinator of Emergency Services
 - a. Continuity of government
 - b. Direction and control of emergency operations
 - c. Submission of State-required reports and records
 - d. Emergency public information
 - e. Coordinate damage assessment
 - f. Coordination of disaster assistance and recovery
 2. Local Law Enforcement
Sheriff's Office is administered as a Constitutional Office, duties are illustrative
 - a. Law Enforcement
 - b. Communications
 - c. Warning
 - d. Security of the emergency site
 - e. Security of vital facilities and supplies
 - f. Traffic control

- g. Search and rescue
 - h. Evacuation and access control of threatened or damaged areas
 - i. Assist Health Department with identification of the dead
 - j. Evacuation and control of prisoners
3. Brunswick County Government
- a. Operation of the County Emergency Operations Center
 - b. HAZMAT Coordinator
 - c. Coordinator of Countywide Fire and EMS Operations
4. Calabash Volunteer Fire Department
- a. Fire prevention and suppression
 - b. Communications
 - c. Assist with emergency medical treatment
 - d. Hazardous materials incident response and training
 - e. Radiological monitoring and decontamination
 - f. Assist with evacuation
 - g. Assist with search and rescue
 - h. Temporary shelter for evacuees at each fire station
 - i. Assist with warning
5. Brunswick County School System/Superintendent of Schools
Actual Duties Enumerated in Brunswick County Emergency Operations Plan
- a. Provide facilities for the reception and care of displaced persons
 - b. Provide facilities and resources for mass feeding
 - c. Evacuation transportation
 - d. Economic stabilization
6. Brunswick County Department of Social Services/
American National Red Cross/
Salvation Army/
Actual Duties Enumerated in Brunswick County emergency Operations Plan
- a. Reception and care of displaced persons
 - b. Mass feeding
 - c. Provide emergency welfare services for displaced persons
 - d. Make arrangements for crisis counseling, as required
 - e. Coordinate the services of quasi-public and volunteer relief organizations
 - f. Provide special assistance for the handicapped and elderly as required

6. Brunswick County Health Department
Actual Duties Enumerated in Brunswick County Emergency Operations Plan
 - a. Coordinate hazardous waste management and enforcement
 - b. Epidemic control measures
 - c. Medical support to persons in shelters
 - d. Issue health advisories
 - e. Establish emergency medical care centers
 - f. Assist with radiological monitoring
 - g. Emergency mortuary and interment coordination
 - h. Insect and rodent control
 - i. Inspection of food, milk, and water supply
 - j. Coordination and control of biological and radiological materials
 - k. Identification of the dead, assisted by the local and State Police
 - l. Coordination with local hospitals

7. Calabash Volunteer Rescue Squad
 - a. Emergency medical transportation and first aid
 - b. Assist with search and rescue
 - c. Assist with evacuation of endangered areas
 - d. Assist with warning
 - e. Assist with radiological monitoring
 - f. Other functions as set forth in established rules/regulations

8. Town of Carolina Shores Department of Public Works
 - a. Clearing public roadways
 - b. Emergency repair of public infrastructure: roadways, drainage
 - c. Debris removal
 - b. Conduct damage assessment

9. Town of Carolina Shores Department of Public Safety (non-law enforcement)
 - a. Liaison with emergency responders
 - b. Assist in volunteer direction

10. Town of Carolina Shores Department of Administration and Finance
 - a. Address building accessibility, safety, and security
 - b. Interface with public in recovery operations

11. Local Hospital
 - a. Emergency medical services
 - b. Assist in expanding medical and mortuary services to other facilities

12. Town Attorney

- a. Advise the Town concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster assistance
- b. Assist the Town Administrator and the Board of Commissioners with maintaining continuity of government

CONCEPT OF OPERATIONS

A. General

1. As a best practice, emergency operations should be structured around existing constitutional and chartered government. The Town of Carolina Shores organization for emergency operations consists of existing government departments under the umbrella of an emergency management agency, some departments and agencies enumerated have duties outlined for illustrative congruency to bridge a typical response scenario, while official duties may be found in the Brunswick County Emergency Operations Plan or in the discretion of the constitutional office whose power it is to perform said duties.
2. The Town Administrator is the Director of Emergency Services. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Services who currently is also the Town Administrator, but may be a designee should situations warrant. The Director, in conjunction with the Coordinator of Emergency Services, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.
3. The Coordinator of Emergency Services, assisted by the Deputy Coordinator and department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is currently located in Town Hall (Executive Conference Room). The alternate location is the Brunswick County EOC, Bolivia.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Services is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the Town EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.
5. The Mayor and Board of Commissioners is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency.
6. A local emergency may be declared by the Director of Emergency Services. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance

there under. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

7. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services will determine the need to recommend evacuation of large areas and will issue recommendations for evacuation or other protective action as needed. Local Law Enforcement will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.
8. Succession to the Director of Emergency Services will be members of the Board of Commissioners by seniority.
9. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services will notify Brunswick County, North Carolina Department of Emergency Services immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
10. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
11. The Coordinator of Emergency Services will assure compatibility between the Town's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the county as appropriate.
12. The Town must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the County EOC to the State Coordinator.
13. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services, with support from designated local officials, will exercise direction and control from the Town EOC during disaster operations. The Town EOC may be partially or fully staffed depending on the type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will insure maximum protection of the population, property, and the supplies from the effects of threatened disasters.

14. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be needed. In time of emergency, the heads of Town offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
15. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
16. Declaration of a Local Emergency
 - a. The Board of Commissioners, by resolution, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering.
 - b. A declaration of a local emergency activates the response and recovery programs of all applicable local and inter-jurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Board of Commissioners cannot convene due to the disaster, the Director of Emergency Services, or any other Emergency Services staff in his absence, may declare a local emergency to exist subject to confirmation of the entire Board of Commissioners, within five days. The Director of Emergency Services or, in his absence, the Coordinator will advise the County EOC immediately following the declaration of a local emergency.
 - c. When local resources are insufficient to cope with the effects of a disaster and the Town requests state assistance, the following procedures will apply. The Director of Emergency Services, by letter to the County Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, state assistance is being requested and, if appropriate, it is recommended that the Governor declare a state of emergency. A copy of the resolution

declaring a local emergency to exist should accompany this letter (**see Attachment 4**)

17. The State Emergency Operations Plan requires the submission of the following reports by local government in time of emergency.
 - a. Daily Situation Report
 - b. Damage Assessment Report
 - c. After-Action Report
18. Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Services or his designated representative, mission-type requests to include objectives, priorities, and other information necessary to accomplish missions.
19. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the Town of Carolina Shores to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Director of Emergency Services or, in his absence, the Coordinator of Emergency Services when he/she determines that such assistance is necessary and feasible.
20. The Director of Emergency Services, the Coordinator of Emergency Services, and Brunswick County Government will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
21. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - a. Any disaster threatens or occurs in the county and a local disaster is declared under the provisions of law.
 - b. A state of emergency is declared by the Governor.
22. The Director of Emergency Services, assisted by the Coordinator of Emergency Services, has overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned, and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every five years. A plan distribution list must be maintained. See Attachment 5. Responsible individuals and officials should recommend to the Director of Emergency Services or the Coordinator of Emergency Services appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

B. Operations Periods

1. Normal Operations

Emergency operations plans and procedures will be developed and maintained. Training and exercises will be conducted periodically as required to maintain readiness.

2. Increased Readiness

When a disaster threatens, all agencies having responsibilities will take action as called for in their respective ESF. (Example: flash flood watch.)

3. Response

Full-scale operations and a total commitment of staff and resources are required to mobilize and respond in time of an emergency. The local EOC must direct and control all emergency operations. A local emergency should be declared. Damage assessment begins. There are two phases of emergency operations:

- a. Conditions worsen requiring full-scale mitigation and preparedness activities. (Example: flash flood warning.)
- b. Disaster strikes. An emergency response is required to protect lives and property.

4. Recovery

Recovery is both a short-term and a long-term process. Short-term operations restore vital services to the community and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal, or to an improved, state of affairs. Examples of recovery actions are the provision of temporary housing and food, the restoration of non-vital government services, and the reconstruction of damaged areas.

EXERCISES AND TRAINING

1. Trained and knowledgeable personnel are essential for the prompt and proper execution of the Town of Carolina Shores Emergency Operations Plan and sub-plans. The Town of Carolina Shores will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Town of Carolina Shores Emergency Operations Plan. All

personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

2. The Emergency Services Director/Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of the Town of Carolina Shores. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for the Town of Carolina Shores.
3. Training will be based on federal and state guidance. Instructors will be selected from local government officials and staff, federal and state governments, private industry, the military, as well as quasi-public and volunteer groups trained in emergency services and response. All training and exercises conducted in the Town of Carolina Shores will be documented. Training needs will be identified and records maintained for all personnel assigned emergency duties in a disaster.
4. The Coordinator of Emergency Services will develop, plan, and conduct functional and/or full-scale exercises annually. These exercises will be designed to not only test the Town of Carolina Shores Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, County employees, and improve the overall emergency response organization and capability of the Town of Carolina Shores. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

AUTHORITIES

The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

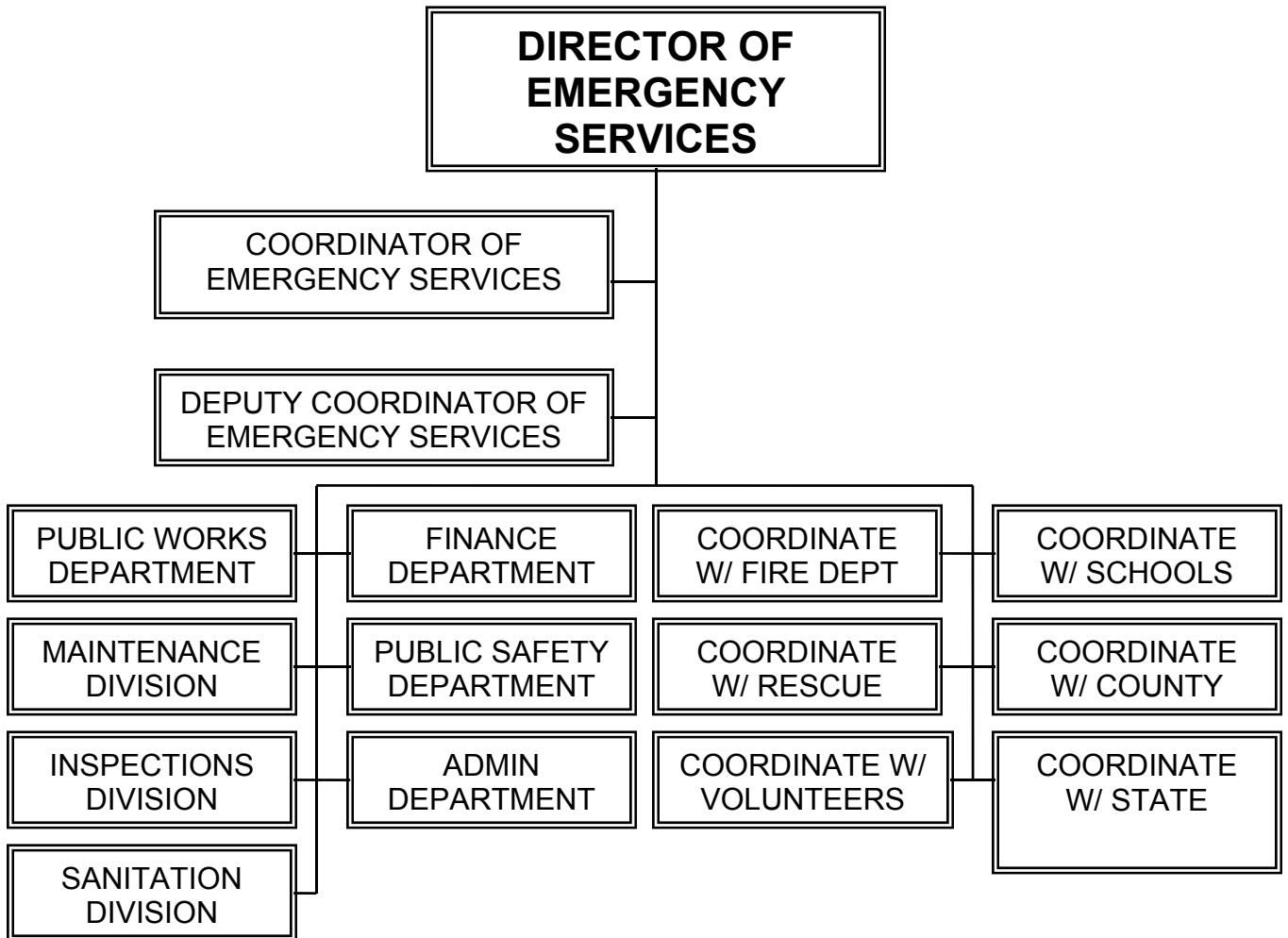
1. Federal
 - a. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
 - b. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288. as amended.
 - c. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
2. State
 - a. North Carolina General Statute 166A The Emergency Management Act

REFERENCES

1. Objectives for Local Emergency Management, CPG 1-5, Federal Emergency Management Agency, 1984

2. Disaster Operations, CPG 1-6, Federal Emergency Management Agency, 1981
3. Guide for the Development of State and Local Emergency Operations Plan, CPG 1-8, Federal Emergency Management Agency, September 1990.
4. Guide for the Review of State and Local Emergency Operations Plan, CPG 1-8A, Federal Emergency
5. Management Agency, October 1992.

Attachment 1 ORGANIZATION CHART



Attachment 2 Matrix of Responsibilities

X = Primary Responsibility
O = Secondary Responsibility
Blank = No Responsibility

	Director of Emergency Services	Coordinator of Emergency Services	Dep. Coord. of Emergency Services	Sheriff Office	Fire Department	Rescue Squad	School System	Social Services [County]	Health Department [County]	Public Works	Maintenance Division	Inspections Division	Finance Department	Admin Dept: Front Office	Admin Dept: Bldgs & Grnds	Public Safety Department
Direction and Control	X	O	O	O									O			
Law Enforcement				X												O
Traffic Control				X												X
Communications				X	O	O								O	O	O
Fire Response				O	X	O										O
HAZMAT Coordinator				X												
Hazardous Materials Response				O	X	O										
Search and Rescue				X	O	O										
Warning and Evacuation				X	O	O										X
Radiological Incident Response				O	X	O						O				
Evacuation Declaration	X															
Disaster Declaration	X															
Citizen Evacuation				X												X
Shelter Operations				O		O	O	X	O							
Mass Feeding							X	O								
Emergency Medical Treatment					O	X										
Search and Recovery					O	O										O
Health / Medical Services						O			X							
Reception and Care																
Debris Removal										X	X					
Damage Assessment										X	O	X				
Resource and Supply	X						O			X					X	O
Reports and Records	X	O	O										X	O		
Mortuary Services				O	O	O										
Agricultural Assessment																
Relief / Donation Supplies							O	X								

Attachment 3 SUCCESSION OF AUTHORITY

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> 1. Director of Emergency Services 2. Coordinator of Emergency Services 3. Deputy Coordinator of Emergency Services
Emergency Public Information	<ol style="list-style-type: none"> 1. Director of Emergency Services 2. Coordinator of Emergency Services 3. Deputy Coordinator of Emergency Services
Sheriff's Office	<ol style="list-style-type: none"> 1. Sheriff 2. Chief Deputy
Fire Department	<ol style="list-style-type: none"> 1. Fire Chief 2. Deputy Chief
Rescue Squads	<ol style="list-style-type: none"> 1. Captain 2. Lieutenant
School System	<ol style="list-style-type: none"> 1. Superintendent 2. Assistant Superintendent
Social Services	<ol style="list-style-type: none"> 1. Director 2. Refer to Brunswick County EOP
Health Department	<ol style="list-style-type: none"> 1. Director 2. Refer to Brunswick County EOP

Organization/Service Function

Authority in Line of Succession

Public Utilities

1. Director
2. Refer to Brunswick County EOP

Town of Carolina Shores Public Works

1. Director
2. Maintenance Supervisor
3. Chief Building Inspector

Town Attorney

Attachment 4
SAMPLE RESOLUTION FOR THE DECLARATION OF A LOCAL EMERGENCY

AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE TOWN OF CAROLINA SHORES, NORTH CAROLINA, HELD AT _____, ON _____, _____, 2____.

RESOLUTION ____ - ____ DECLARING A LOCAL EMERGENCY TO EXIST IN THE TOWN OF CAROLINA SHORES, NORTH CAROLINA

WHEREAS, the Board of Commissioners of the Town of Carolina Shores, North Carolina, does hereby find as follows:

1. That due to the occurrence of _____, the Town of Carolina Shores is facing a condition of extreme peril to the lives, safety and property of the residents of the Town of Carolina Shores.
2. That as a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Commissioners of the Town of Carolina Shores, North Carolina, that a local emergency now exists throughout the Town of Carolina Shores, North Carolina; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this emergency the powers, functions, and duties of the Director of Emergency Services and the Emergency Management Agency and functions of the Town of Carolina Shores shall be those prescribed by the laws of the State of North Carolina and the ordinances, resolutions, and approved plans of the Town of Carolina Shores in order to mitigate the effects of said emergency.

In order to carry out the effect of this resolution, a sum of money, not to exceed \$_____, is hereby appropriated from the county's unappropriated fund balance to cover the reasonable operational costs of emergency services pending further report to this Board and such additional appropriations as shall be deemed necessary to cover the expected scope of this emergency.

In the COUNTY OF BRUNSWICK

Adopted this ____ Day of _____, _____

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By: _____
Mr. Walter Goodenough, Mayor

Ms. Nicole Marks, Clerk to the Board

Attachment 5 EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST

Director of Emergency Services
Coordinator of Emergency Services
Deputy Coordinator of Emergency Services
Fire Departments (1)
Rescue Squads (1)
Town of Carolina Shores Department of Administration (Front Office)
Town of Carolina Shores Department of Finance (Finance Director)
Town of Carolina Shores Department of Public Works (2)
Town of Carolina Shores Department of Public Safety
Town of Carolina Shores Emergency Operations Center (1)
Town of Carolina Shores Town Attorney
Town of Carolina Shores Mayor and Board of Commissioners (6)
Brunswick County Government (2)
Brunswick County Sheriff's Office (2)

Attachment 6

EXERCISE AND TRAINING RECOMMENDATIONS

Four-Year Training Plan

The following courses offered by the Emergency Management Institute (Federal Emergency Management Agency), in cooperation with the State of North Carolina are required for EMA-funded localities and recommended for all others.

Emergency Program Manager (HS-1, home study)

Radiological Emergency Management (HS-3, home study)

Planning for a Nuclear Crisis (HS-4, home study)

Civil Defense Systems (G-245, 5 days)

Exercise Design (G-120, 2-3 days)

Emergency Planning (G-235, 2-3 days)

Continuity of Government Workshop (G-250, ½ day)

Four-Year Exercise Plan

This plan recommends that all other localities also conduct or participate in one full-scale and three functional exercises over this period. Exercise types, national security, natural disaster, or technological hazards, should be rotated.

Exercise requirements for EMA funded localities include the following:

Technological Hazards, Functional:	Haz Mat/Fire/EMS Chemical Spill
Natural Disaster, Full Scale:	Flash Flood
National Security, Functional:	EOC/Communications
Technological Hazards, Functional:	Reception & Care/Health

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 1: DIRECTION AND CONTROL

QUICK REFERENCE CHECK LIST

TOWN OF CAROLINA SHORES

- EOC operational with all necessary equipment
- EOP available
- Key staff notified and assigned
- Local Governing Body notified
- Local emergency requirement assessed
- PIO in place
- State EOC notified
- Notify Finance Director when “Local Emergency” is declared
- Other key issues – notes

MISSION

When there is no emergency, the mission is to assign emergency duties and responsibilities, direct planning, conduct training, and generally to maintain an effective emergency response capability.

In time of emergency, the mission is to direct and control emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and coordinate with the County EOC should outside assistance be required.

ORGANIZATION

Emergency operations will be directed and controlled from the Town of Carolina Shores Emergency Operations Center located in at Town Hall (Executive Conference Room), Carolina Shores, North Carolina. The alternate EOC is located at the County EOC in Bolivia, North Carolina. The EOC staff will consist of the Director of Emergency Services, Coordinator of Emergency Services, key service chiefs/department heads or their designated representatives. Support personnel are to be designated to assist with communications, logistics, and administration. The Director of Emergency Services will be available for decision-making as required.

CONCEPT OF OPERATIONS

The Coordinator of Emergency Services will assume the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements may be listed in each respective ESF as needed.

When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Coordinator of Emergency Services will assure that all actions are completed as scheduled.

The EOC support staff will include a recorder/message clerk, and other support personnel as required in order to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained. Suggested forms are included. An EOC wall map should be prepared and readily accessible. A separate Reports Section should also be established as an adjunct to the EOC staff.

EMERGENCY MANAGEMENT ACTIONS – DIRECTION AND CONTROL

1. Normal Operations

- a. Complete a hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed.
- b. Develop and maintain an operational capability for emergency operations and reflect the same in the local Emergency Operations Plan.
- c. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations.
- d. Maintain a notification roster of these key personnel and their alternates.
- e. Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s).
- f. Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and The Salvation Army.
- g. Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Consume official working agreements with local EAS radio stations.
- h. Identify and maintain a list of essential services and facilities that must continue to operate and may need to be protected during an emergency.
- i. Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
- j. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the county.
- k. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 1973.
- l. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and/or reduce its effects.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.
 - b. Alert appropriate personnel of the situation and assure that appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required.
 - c. Implement record keeping of all incurred expenses, if applicable.
 - d. Prepare to provide emergency information to the public.
 - e. Direct and control emergency operations. Complete all checklist items listed above. Staff the Town EOC, as required. Provide logistical support to the on-site emergency response personnel.
 - f. Brief the Mayor Board of Commissioners members as appropriate.
 - g. Call a meeting of Town personnel. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each ESF.
 - h. Disseminate emergency information and protective action guidance to the public.
 - i. Advise individuals to evacuate from danger areas, if appropriate.
 - j. Establish and maintain liaison with the County EOC and adjacent jurisdictions.
 - k. Provide daily situation reports to the County EOC.
 - l. Continue to maintain records for all expenses incurred.
 - m. Coordinate daily with department heads.
3. Response
- a. Disaster strikes. An emergency response is required to protect lives and property.
 - b. Direct and control emergency operations.
 - c. Ensure that previous checklist items have been completed or initiated.
 - d. Provide emergency information and protective action guidance to the public.
 - e. Declare a local emergency if the situation warrants.

- f. Provide periodic situation reports and requests for assistance to the County EOC, as the situation requires.
 - g. Ensure that an accurate record of expenses is maintained.
 - h. Make an Initial Damage Assessment and forward to the County EOC.
4. Recovery
- a. This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.
 - b. Restore essential facilities and services.
 - c. Provide temporary housing and food as required.
 - d. Continue to maintain a record of disaster-related expenditures.
 - e. Coordinate with the County EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
 - f. Provide information to the public.

EMERGENCY OPERATIONS CENTER (E. O. C.)

MISSION

To provide centralized direction and control of any or all of the following functions: direction of all emergency operations; communications and warning, consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

ORGANIZATION

1. See Organization Chart (Attachment 1).
2. The EOC staff will be organized as follows:
 - a. **EXECUTIVE GROUP** - Provides overall direction and control of emergency operation. [Director/Coordinator of Emergency Services]
 - b. **OPERATIONS GROUP** - Maintains accurate estimates of the emergency situation, maintains current records of utilization and availability of resources and implements orders of the Executive Group. [DPW: Maintenance Division]
 - c. **COMMUNICATIONS GROUP** - Establishes, operates and maintains communications with required elements of Town resources, adjacent cities and counties and state agencies. [Administration: Buildings & Grounds]
 - d. **DAMAGE ASSESSMENT AND ANALYSIS GROUP** - Maintains current Situation Reports referencing damages. [DPW: Inspections Division]
 - e. **INFORMATION GROUP** - Collects, analyzes and disseminates appropriate official information to the population concerning the emergency. [Town Administrator and Town Clerk]
 - f. **SUPPORT GROUP** - Provides logistical support for Emergency Operations Center operations. [Administration: Buildings & Grounds]

CONCEPT OF OPERATIONS

The Town EOC will be activated and operated as follows:

1. The activation of the Town EOC will be ordered by the Director or Coordinator of Emergency Services based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require

commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.

4. Initial situation briefings will be provided by the Director of Emergency Services.
5. Direction and control of county personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
6. When the County EOC is operational, all requests for State or Federal resources are made via the WebEOC interface, the back-up telephone number to the County EOC is:

7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
8. The Town Hall, located at 200 Persimmon Road will operate as the Town EOC. Telephone lines will be trunked into the room for use when the Town EOC is activated. Telephones not used in an emergency will be brought to the Town EOC.

EMERGENCY MANAGEMENT ACTIONS – EMERGENCY OPERATIONS CENTER

- A. Emergency Operations Center functions during all three operational phases (Mobilization, Response and Recovery) include, but are not limited to:
 1. EXECUTIVE GROUP
 - a. Direct overall emergency operations.
 - b. Initiate activation of EOC.
 - c. Determine operational courses of action.
 - d. Make decisions as to adoption of course of action.
 - e. Adjudicate conflicting claims and/or requests for available personnel, equipment and other resources.
 2. OPERATIONS GROUP
 - a. Develop and maintain an accurate status of the emergency situation.
 - b. Record and maintain current status of resources.
 - c. Develop course(s) of action based on the emergency and available resources.
 - d. Implement course of action approved by the Executive Group.
 - e. Coordinate the procurement and utilization of all support services and resources made available from throughout the Town.

3. COMMUNICATIONS GROUP

- a. Establish and maintain Town of Carolina Shores emergency communications to include communications with adjacent cities and counties.
- b. Establish and maintain communications with the following agencies:
 - (1) Brunswick County Emergency Management
 - (2) Brunswick County Sheriff's Office
 - (3) Calabash Volunteer Fire Department
 - (4) Calabash Volunteer EMS
 - (5) All surrounding governmental agencies maintaining mutual aid/assistance agreements with the Town.
- c. Insure continuous telephone communications.
- d. Monitor NAEAS and EAS stations.
- e. Establish and operate the EOC Message Center.

4. DAMAGE ASSESSMENT AND ANALYSIS GROUP

- a. Maintain current damage status to include estimated dollar amounts.
- b. Display damage status in EOC.
- c. Recommend to Operations Groups priorities for debris removal.

5. INFORMATION GROUP

- a. Act as Town of Carolina Shores Public Information Office.
- b. Establish and operate an emergency information clearing point.
- c. Prepare and present official press releases to media based on current and factual information.

6. SUPPORT GROUP

- a. A group of specialty-trained individuals will constitute an EOC Response Team.
- b. The team would be trained in the Town Emergency Operations Plan and how to establish and operate an EOC.
- c. This group will maintain support and logistical coordination for all other groups in the EOC.

7. FOOD AND LODGING

- a. Town staff will coordinate the operation of the cafeteria facilities necessary to feed the EOC staff.
- b. Cots and bedding will be furnished by the Town.

8. FIRST AID MEDICAL

The Calabash Volunteer EMS will establish and operate an emergency medical services treatment area for the EOC staff.

9. GOODS AND SERVICES

- a. Requests for supplies and services will be made to the Budget and Accounting representatives assigned to the EOC, who will authorize all expenditures.
- b. All purchases of such goods and services will be approved and purchased using a county purchase requisition.
- c. Agencies/departments will furnish supplies required for their particular activity.
- d. Personnel will provide their own personal use items.
- e. Every effort will be made by on-duty law enforcement and fire and rescue personnel to establish the safety of the families of on-duty county personnel involved in the emergency. This is to insure the well being of families of essential employees.

10. TRANSPORTATION

- a. Transportation to and from the Town EOC will be the responsibility of the individual.
- b. Emergency requests for transportation to and from the Town EOC will be made to the Coordinator of Emergency Services on an individual basis for requirements generated due to breakdowns or inclement weather.

PRIMARY EOC STAFFING

Skeletal Staffing

Director of Emergency Services
Coordinator of Emergency Services
Message Clerk-Phone Operator

Full Staffing

Director of Emergency Services
Coordinator of Emergency Services
Deputy Coordinator(s) of Emergency Services
Fire and Rescue Personnel
Message Clerk-Phone Operator

Public Information/Rumor Control

Public Information Officer

SUGGESTED EOC MESSAGE FLOW

Dispatcher/Phone Operator

Receive incoming messages. Record them on standard 3-color form. Enter in personal log and make a photocopy if desired. Deliver messages to the Coordinator.

Coordinator

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the yellow action copy of the message. Assure the routing of all official messages through the Coordinator to the Message Clerk for filing.

Message Clerk

Maintain the official files for the Coordinator—“Incoming Messages,” “On-going Actions,” and “Completed Actions.” Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

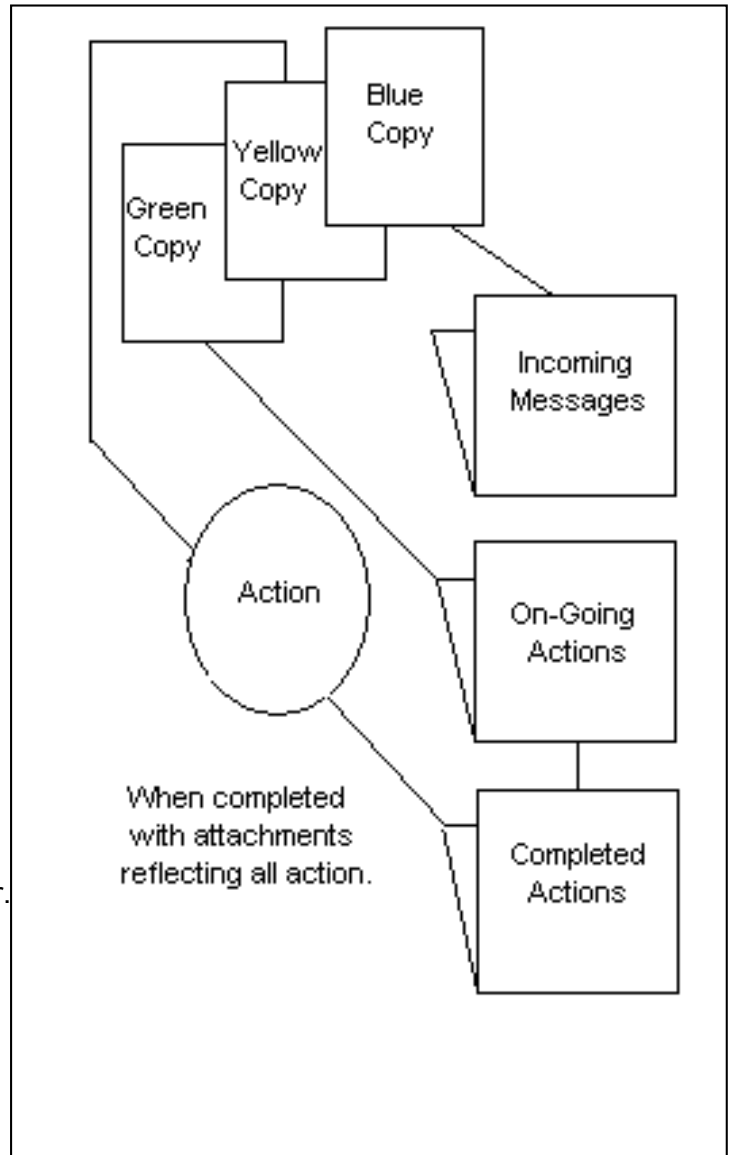
Service Chiefs

Receive task with yellow copy from Coordinator. Complete action. Make a record of all action and attach to yellow “action copy” of message. Return to Coordinator. Retain a photocopy of yellow message plus attachments.

Messengers

Make photocopies of messages and supporting documentation and return them with the original to the individual making the request. Deliver messages and perform other support duties as required.

In order to bypass triplicate forms, mark the header of existing forms with the appropriate color of highlighter.



THIS PAGE LEFT BLANK INTENTIONALLY

ESF 2: BUDGET AND FINANCIAL MANAGEMENT

QUICK REFERENCE CHECK LIST

TOWN OF CAROLINA SHORES

- Policy in place for expediting purchases
- Accounting procedures in place to track disaster specific costs
- Departments notified of purchasing procedures to follow
- Running total being maintained by category
- Other key issues – notes

MISSION

To ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

ORGANIZATION

The Emergency Operations Plan states that a local emergency may be declared by the Director of Emergency Services with the consent of the Board of Commissioners. The Town Administrator serves as the Director of Emergency Services and as the Coordinator of Emergency Services. The Director of Emergency Services must notify the Director of Finance that a local emergency or disaster has been declared.

CONCEPT OF OPERATIONS

- A. In an emergency situation as defined by the Emergency Operations Plan, the Department of Finance will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process, however the budget change requests must be documented at a later time. The Director of Emergency Services or the Acting Director of Emergency Services must request verbal approval of funding.
- B. The Department of Finance shall permit over spending in particular line items (e.g., overtime, materials, and supplies) under emergency circumstances as defined in the Emergency Operations Plan. A year-end adjustment can be made if required. The Department of Finance will work with all Town departments to facilitate needed purchases.
- C. The Director of Emergency Services or the Acting Director of Emergency Services must define disaster related expenditures for the Department of Finance and the appropriate length of time these disaster-related expenditures will be incurred. The Emergency Operations Plan states that all disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement should a Federal disaster be declared, hence, the Department of Finance will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" if required.

EMERGENCY MANAGEMENT ACTIONS-BUDGET AND FINANCIAL MANAGEMENT

1. Normal Operations
 - a. Develop, maintain, disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct

emergency operations, as well as support and maximize claims of financial assistance from state and federal governments.

- b. Provide training to familiarize staff with federal and state disaster assistance requirements and forms.
- c. Instruct all departments to maintain a continuous inventory of supplies on hand.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review emergency budget and management procedures and update if necessary.
- b. Review federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 1973.
- c. Review resource inventories and prepare to make emergency purchases of goods and services.
- d. Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures.
- e. Pre-identify one or more code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment.

3. Response

- a. Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation at hand.
- b. Begin tracking and compiling accurate cost records from data submitted by departments.
- c. Assist in damage assessment survey.

4. Recovery

- a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

- b. Assist in finalizing damage assessment.
- c. Review and revise real estate assessments based upon damages sustained to local infrastructure.
- d. Assist in the preparation and submission of government insurance claims.

THIS PAGE LEFT BLANK INTENTIONALLY

MISSION

To provide proper and timely legal guidance to government officials in an emergency or disaster situation.

ORGANIZATION

The Town Attorney will assist Town government officials and departments in ensuring that actions taken during an emergency/disaster situation will comply with the appropriate Federal, State, and local laws, regulations, and policies.

CONCEPT OF OPERATIONS

In the event of an emergency, the Director and Coordinator of Emergency Services will be taking, as well as authorizing, a variety of actions under their emergency authority to respond to and recover from the emergency/disaster. Laws, Regulations, and policies that government follows and complies with everyday may have to be temporarily suspended in order to effectively address the situation at hand. Government's exposure to potential liability issues is greatly enhanced in this situation. In order to avoid or mitigate against potential liability issues, government officials must be clear on the parameters of their emergency authorities to them under the law.

During an emergency or disaster situation, the Town Attorney will be in contact with the Town EOC to provide the necessary legal assistance to Town officials and staff in identifying, defining, as well as resolving any legal issue that may surface during any phase of emergency operations.

All government staff will consult with the Town Attorney regarding any legal issue that may arise in the course of executing their responsibilities under the plan. Legal assistance may include but not be limited to, such actions as defining emergency authorities, identifying and resolving potential liability issues, interpreting laws, regulations, and policies, preparing new ordinances and regulations, and developing and reviewing contracts.

EMERGENCY MANAGEMENT ACTIONS – LEGAL ASSISTANCE

1. Normal Operations
 - a. Review local, state, and federal emergency laws, regulations, and policies and identify potential issues that may surface during emergency operations.
 - b. Advise government officials and staff of potential legal issues that may arise during emergency operations and provide guidance as to how these issues may be addressed.
 - c. Develop and disseminate procedures to Town staff as to how legal issues should be addressed and processed through the Town Attorney during a disaster.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review local, state, and federal disaster laws.
- b. Inform departments of the procedures to follow in requesting legal assistance.

3. Response

- a. Implement and advise government officials of their emergency authorities under the law.
- b. Provide legal assistance and guidance to government officials and staff as necessary.
- c. Consult with state and federal authorities as required.

4. Recovery

- a. Continue to provide legal assistance to government officials and staff.
- b. Continue to consult with state and federal authorities as required.

THIS PAGE LEFT BLANK INTENTIONALLY

MISSION

To provide communications for the direction and control of emergency operations throughout the Town.

ORGANIZATION

Warning and emergency communications will be directed and controlled from the Communications Center located in the Brunswick County Sheriff's Office. This facility is operated 24 hours a day, 7 days a week.

CONCEPT OF OPERATIONS

The County Communications Center is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disaster. The telecommunicator (dispatcher) on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).

The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines will be installed in the Town Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number will be reserved for "rumor control" to handle citizen inquiries. The Coordinator of Emergency Services will coordinate with the telephone company to provide these services.

Amateur radio operators will provide emergency backup radio communications between the Town EOC and the County EOC, should normal communications be disrupted. They will also provide communications with some in-the-field operators.

EMERGENCY MANAGEMENT ACTIONS – COMMUNICATIONS

1. Normal Operations
 - a. Maintain effective communications in order to have the capability to direct and control emergency operations, as well as to provide initial warning and alerting, in the event of an emergency.
 - b. Develop procedures for communications, to include setting up telephones in the Town EOC on short notice and backup radio communications for operations in the field.
 - c. Develop procedures for warning.
 - d. Describe the warning devices to be used.
 - e. Assure complete geographical coverage.

- f. Assign responsibilities for activating warning systems. Include provisions for warning special facilities (schools, hospitals, nursing homes, major industrial employers, etc.) and individuals (hearing-impaired and non-English speaking), as appropriate.
- g. Maintain, test, and upgrade communication equipment as necessary, to ensure as well as enhance the county's communications capability in the event of an emergency.
- h. Assign emergency duties and provide specialized training, as needed.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel, chiefs, and department heads, as required, by the type of incident and standard operating procedures.
- b. Continue to monitor the situation.
- c. Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
- d. Alert all personnel.
- e. Ensure the operational capability of the Town EOC.
- f. Test communications systems and backup electrical power.
- g. Alert special facilities, if appropriate, that would require assistance to evacuate from threatened areas.
- h. Ensure that amateur radio operators are on standby to provide emergency backup radio communications in the event normal communications are disrupted.

3. Response

Disaster strikes. An emergency response is required to protect lives and property.

- a. Maintain essential communications.
- b. Activate rumor control communications equipment and personnel to handle citizen inquiries.

- c. Coordinate, as necessary, with amateur radio operators to enhance the existing communications network and possibly to facilitate communications with selected in-the-field operators.
4. Recovery
- a. Continue to maintain essential emergency communications through the established emergency communications network or through the use of amateur radio operators, if necessary, until the emergency has subsided.
 - b. Continue to provide rumor control communications equipment and personnel until the fears and concerns of the public have been alleviated.

AMATEUR RADIO EMERGENCY SERVICE

The Amateur Radio Emergency Service (ARES) is an unincorporated association of federally licensed amateur radio operators who have voluntarily offered their qualifications and equipment for communications duty in public service when disaster strikes, pursuant to Federal Communications Rule 97.1(a).

The Town of Carolina Shores leadership within ARES is exercised by the Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of ARES throughout the county. The ARES Emergency Coordinator for the Town of Carolina Shores reports to the Emergency Coordinator who, in turn, reports to the Brunswick County Emergency Coordinator.

The ARES phone number for the Town of Carolina Shores/Town of Calabash area is _____ at Home: _____ or Work: _____. Upon notification by the EOC or other appropriate Town officials, the Town ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately to the specified communications point or other locations as directed. Upon reporting to the responsible Town official directing activation, the ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency. Should the State of North Carolina or higher authority activate the Radio Amateur Civil Service (RACES) as specified, the ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

Town of Carolina Shores area ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within the Town of Carolina Shores/Town of Calabash area to other local, state, and national locations, should the emergency so warrant. Emergency backup radio communications provided by Town of Carolina Shores area ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing telecommunications requirements of the EOC or other local officials.

It shall be the responsibility of the Town of Carolina Shores ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases. He shall keep the EOC fully advised of the state of readiness of ARES in the Town of Carolina Shores.

THIS PAGE LEFT BLANK INTENTIONALLY

MISSION

To keep the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.

ORGANIZATION

The dissemination of emergency public information will be directed and controlled from the EOC by the Emergency Services Coordinator. The EOC will work jointly with, and have official access to, local radio stations and newspapers. The Director of Emergency Services will serve as Public Information Officer. However, the PIO role may shift to the Coordinator of Emergency Services, the Town Clerk, or other department heads depending on the type of incident and the circumstances involved.

The following officials and organizations are responsible:

Public Information Officer:
Director of Emergency Services
Emergency Services Coordinator
Town Clerk

CONCEPT OF OPERATIONS

The Public Information Officer is to be notified of all emergency situations that require notification of the Town Administrator.

When an emergency is officially declared, the Public Information Officer will serve as the primary source of contact for release of information to the media. Any media contacting the dispatch center shall be referred to the PIO. This will allow emergency personnel to use their resource for responding to the event and give the media one source to contact for details. This does not preclude emergency personnel from responding to the media inquiries on the scene, although caution should be used in releasing details of injuries or death before families can be notified.

The Public Information Officer will report to the Emergency Operations Center or to the nearest forward operating Emergency Command Post, whichever is appropriate at the time of the emergency. The PIO will coordinate the release of information over the government access cable channel and through all written documents. The PIO will also be responsible for arranging regular briefings for the media at a suitable time and location. Any complaints by emergency personnel concerning actions by the members of the press are also to be referred to the PIO for discussion with the appropriate news organization.

The PIO will maintain an up-to-date telephone and fax number list for all local news organizations and will remain accessible by telephone throughout the duration of the emergency situation.

State-level emergency public information will be broadcast by the Emergency Alert System (EAS). The State EOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area. This will supplement information provided by the National Weather Service. The use of cable television during emergency situations is described below. The Town Public Information Officer in coordination with the County EOC should access these local stations to advise the public concerning locally unique emergency public information.

Once an emergency has been declared, separate emergency response organizations will coordinate with the Public Information Officer and clear news releases with the EOC before release to the news media for public consumption.

The news media must assure that confusing or conflicting information is not disseminated to the public. Sources of information should be verified for accuracy. All statements from local and state government personnel should be from, or authenticated by, the proper authorities. The news media will, in effect, assume a support role to local government during emergency operations.

Area newspapers should be requested to publish articles periodically in order to increase public awareness about the primary local hazards and to suggest the best protective actions for individuals in time of emergency.

EMERGENCY MANAGEMENT ACTIONS – EMERGENCY PUBLIC INFORMATION

1. Normal Operations

- a. Establish a working arrangement between the Town PIO, the Town EOC and local radio stations and newspapers.
- b. Encourage local newspapers to periodically publish general information about those specific hazards that are most likely to occur, such as flooding and industrial accidents. Emphasize citizen response and protective actions.
- c. Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Monitor national and state level news coverage of the situation (if applicable).
- b. Prepare locally unique, supplementary public information news releases and keep them updated to reflect the current emergency situation.

- c. Evaluate the situation. Consider putting out news releases when there is a public “need to know”. The content should be coordinated with adjunct jurisdictions and the State EOC.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. After coordination with the County EOC, time permitting, the PIO will begin to disseminate emergency public information via news releases to the local news media.
- b. If necessary, designate a phone number and personnel to handle citizen inquiries.
- c. Assure the availability of back-up generators at local EAS radio stations.
- d. Maintain a record of all expenses throughout the emergency.
- e. Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.
- f. Continue to keep the public informed of the situation and of recommended protective actions.

4. Recovery

Continue to keep the public informed concerning local recovery operations.

- a. Assist the Health Department in disseminating public health notices, if necessary.
- b. Assist state and federal officials in disseminating information concerning relief assistance.

USE OF CABLE TELEVISION DURING EMERGENCY SITUATIONS

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response that emergency personnel are making to the situation. In addition to using other media outlets, cable television should be used to disseminate this type of information as follows:

1. **Emergency Override** – The emergency override on the cable system allows the Emergency Services Coordinator and the Public Information Officer to inform the public of immediate crisis situations. The override operates over all channels and anyone watching cable will see the message. It is to be used only where instant notification is essential.
2. **Government Access Bulletin Board** – The government access bulletin board is available to transmit written messages through the cable system. Through use of a character generator, messages can be typed onto the screen and broadcast through the cable company personnel and the Public Information Officer.

All of the above resources are to be used in conjunction with cable company personnel and the Public Information Officer and must be coordinated through Brunswick County Government.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 6: LAW ENFORCEMENT
QUICK REFERENCE CHECK LIST
TOWN OF CAROLINA SHORES

*****Law Enforcement ESF under Constitutional Office of the County Sheriff, guidance provided is illustrative of how the Town anticipates coordination with the Sheriff's Office, the County Sheriff has final authority*****

- Notify/recall off duty personnel as necessary
- Check all communications equipment
- Review SOPs for emergency actions
- Mobilize all signs, barricades, and related equipment
- Prepare for public notification
- Check all backup equipment
- Provide security for EOC
- Other key issues – notes

MISSION

To maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a “safe scene” for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

ORGANIZATION

The local law enforcement agency, located in the County Sheriff’s Office, has the primary responsibility for law enforcement, security, warning, evacuation, traffic control, and evaluating the request for search and rescue. Additional resources are available if needed through working agreements with the State Department of Public Safety, and other law enforcement organizations—county/town police departments or County sheriff’s offices—in the region.

CONCEPT OF OPERATIONS

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. Such directives are in force for all types of natural disasters or technological hazards which have been recently experienced to include flooding, hazardous materials incidents, transportation accidents, search and rescue operations, traffic control, and evacuation. The local law enforcement has the authority and responsibility for search and rescue operations throughout the County.

In the event of a state- or federally-declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations. They may be used only for low-risk duties such as security and traffic control. Operational control will be retained by the local law enforcement; typically a liaison officer will be assigned to each field unit.

A hazardous or potential hazardous situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points
- Signs to control or restrict traffic
- Two-way radios to communicate to personnel within and outside the secured area
- Control point(s)
- Adjacent highway markers indicating closure of area
- Patrols within and outside the secured areas
- An established pass system for entry and exit of secured area(s)

The North Carolina Department of Transportation has general responsibility for signing and marking.

The Emergency Services Coordinator, in coordination with the local law enforcement and the Fire Department, should delineate areas which may need to be evacuated, such as the floodplain and areas within one-half mile of sites with a potential for a hazardous substance incident. Such sites should include industrial plants, highways and railroads upon which hazardous materials are transported, and warehouses or dumps sites where such materials are stored or disposed.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also, the local law enforcement and the Fire Department will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning.

Various locations throughout Brunswick County have been designated as the primary Evacuation Assembly Center although other schools, churches, or public facilities may also be designated and used as needed. Final selection and coordination of the evacuation center(s) should be made at the time of the emergency in coordination with Brunswick County Government.

Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies (if needed), and sleeping bags or blankets. They will also be advised to secure their homes and turn off utilities before leaving. It is recommended that pets remain at home. The local law enforcement will provide for the security of the evacuation area. NCDOT personnel will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points.

EMERGENCY MANAGEMENT ACTIONS – LAW ENFORCEMENT

1. Normal Operations

Develop and maintain plans to provide for effective law enforcement, prompt warning and evacuation, traffic and crowd control, search and rescue, and the security of vital facilities and supplies.

- a. Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency
- b. Develop procedures for promptly warning the public of an emergency, using any means necessary and available (i.e., telephone, public address systems, knocking on doors)
- 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 and schools. The Sheriff's Office will handle the jail.
- d. Identify potential evacuation routes in the event of a major emergency situation.

- e. Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage or terrorist situations, and bomb threats or detonations.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures
- b. Assign emergency duties and provide specialized training as needed.
- c. Delineate the specific areas which may need to be evacuated and designate evacuation routes
- d. Alert personnel to standby status
- e. Begin to keep records of all expenses incurred and continue for the duration of the emergency
- f. Alert all personnel and special facilities, as required.
- g. Test primary communications systems and arrange for alternate systems, if necessary.

3. Response

- a. Implement evacuation procedures for the threatened areas, if necessary. Instruct evacuees to bring one change of clothes, medicine, baby food, sleeping bags, and other supplies, as required.
- b. Provide traffic and crowd control, as required
- c. Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies.
- d. Begin recording disaster-related expenses.
- e. Assist EOC in evacuation, as required.
- f. Secure the emergency site, evacuated areas, vital facilities, and supplies
- g. Continue to provide traffic and crowd control
- h. Continue to warn the public and assist with providing protective action guidance.
- i. Assist with search and rescue operations, as required.

- j. Implement existing mutual aid agreements with other jurisdictions, if necessary.
4. Recovery
- a. Continue to provide traffic and crowd control, as well as the necessary security.
 - b. Complete the necessary post-emergency investigations while continuing to maintain law and order within the county. Assist in state and federal investigation as necessary.
 - c. Support cleanup and recovery operations as required
 - d. Assist with identification of the dead, if necessary.
 - e. Assist with damage assessment
 - f. Complete disaster-related expense records for services provided and within your control and submit to the Coordinator.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 7: MEDICAL AND HEALTH
QUICK REFERENCE CHECK LIST
TOWN OF CAROLINA SHORES

*****Medical and Health ESF under Brunswick County Government, guidance provided is illustrative of how the Town anticipates coordination, Brunswick County Government and EOP have final authority*****

- Establish communication with local and neighboring health care facilities
 - Prepare to test milk, food, and water for contamination
 - Review prepared statements in the Appendices
 - Monitor and record disease reports
 - Maintain contact with Health Department
 - Establish contact with Medical Examiner's office (via County EOC)
 - Prepare for crisis counseling
 - Other key issues – notes
-
-

MISSION

To provide coordinated medical, health, and rescue services to save lives in time of emergency.

ORGANIZATION

Emergency health services will be provided by the Director of the Brunswick County Health Department. Local and regional hospitals provide emergency medical care to all area residents. Volunteer rescue squads serving the County will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist the Health Department and the Medical Examiner's Office in disaster involving mass casualties.

The following officials and organizations are responsible for providing emergency health services in Brunswick County:

- Brunswick County Health Department
- Brunswick County Volunteer Rescue Squads
- Brunswick County EMS
- Local Physicians
- Local Nurses
- Pharmacists
- Morticians
- Dentists
- Private volunteer relief organizations

CONCEPT OF OPERATIONS

During a threatened or actual emergency, coordinated health, medical, and rescue services will be directed from the County EOC by the Director of Health or their designated representative. Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and rescue squads in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate.

Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the County EOC.

It may become necessary to set up a temporary medical aid station at the designated shelter center to supplement the hospital. Initially, staffing should consist of one medical doctor, two registered nurses, four EMT's and eight aids, and then expanded later as needed.

In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. During periods of threatening or actual emergency situations, the Health Department is responsible for:

A. Issuing Health Advisories

As a routine function, each member of the Health Department will be alert to health-threatening disasters of potential emergency situations. Any knowledge of such events shall be reported to the County EOC so that the public may be warned and precautionary actions taken.

B. Epidemic Control Measures

1. Maintain records of diseases reported and remain aware of conditions that could lead to disease outbreak.
2. Establish liaison with the State Department of Health and establish procedures for immunization teams and a pooling of drugs and medications.
3. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies.

C. Sanitary Engineering of Sewage and Waste Disposal

1. Provide information, assistance, and standards for emergency wastewater treatment problems
2. Provide information, assistance, and standards for emergency disposal of materials affecting air quality (burning)

D. Inspection of Food, Milk, and Water Supplies

1. During and after emergencies, test water supplies for potability, including municipal systems and wells.
2. Assist in assessing damage to water treatment facilities
3. Issue guidelines on the maintenance of a safe water supply and request, through the County EOC, the acquisition of portable distribution and disinfecting equipment, if required.
4. Determine the safety and wholesomeness of available food and milk supplies.
5. Embargo damaged and contaminated food supplies and coordinate with the State Department of Agriculture and Consumer Services concerning destruction or disposal.

6. Request assistance through the County EOC for laboratory analysis by the State Division of Public Health to determine any chemical or microbiological contamination.

E. Control of Hazardous Substances

1. Identify affected (or suspected) contamination area(s) and request the law enforcement to cordon off the area(s) to protect citizens.
2. Request special assistance through the County EOC if the situation caused by hazardous materials is of the magnitude and seriousness that exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel.

F. Identification of the Dead and Mortuary Operations

1. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
2. Arrange with local funeral homes for the emergency use of their services and facilities for mortuary operations.
3. Obtain a suitable facility for use as a temporary morgue, if required.

EMERGENCY MANAGEMENT ACTIONS – MEDICAL AND HEALTH

1. Normal Operations

- a. Designate an individual to coordinate medical, health, and rescue services.
- b. Develop and maintain procedures for providing a coordinated response. Maintain a roster of key officials in each medical support area.
- c. Establish a working relationship and review emergency roles with the local hospital and rescue squads.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

No action required.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Review and update plans and procedures.
- b. Alert personnel.
- c. Implement mutual aid agreements and incorporate rescue squad resources from adjacent jurisdictions as appropriate.
- d. The Director of the Health Department or their representative should report to the County EOC.
- e. Coordinate medical, health, and emergency medical transportation services.
- f. Provide health services, such as testing food and water supplies and controlling communicable diseases, as required.
- g. Obtain crisis augmentation of health/medical personnel (e.g., nurse's aides, paramedics, ARC personnel, and other trained volunteers) and supplies as needed.
- h. Maintain a record of disaster-related expenses.

4. Recovery

- a. Continue to provide health services and to coordinate medical services. Maintain records and monitor the status of persons injured during the emergency. Assist the State Medical Examiner's Office in the identification and disposition of the deceased.
- b. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel. Also, assist with the damage assessment of water and sewage facilities, as required.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 8: FIRE SERVICE

QUICK REFERENCE CHECK LIST

TOWN OF CAROLINA SHORES

*****Fire Service via Brunswick County Government contracted franchise, guidance provided is illustrative of how the Town anticipates coordination, Calabash Volunteer Fire Department has final authority*****

- Test all response and back up equipment
- Notify mutual aid departments of possible needs
- Alert/recall off duty personnel as necessary
- Prepare to assist with public notification
- Prepare for post disaster actions
- Other key issues – notes

MISSION

To direct and control operations regarding fire prevention, fire suppression, rescue and hazardous material incidents; as well as to assist with warning and alerting, evacuation, communications and other operations as required in time of emergency.

ORGANIZATION

The fire department representative will coordinate the response of the fire department and will be a part of the Town EOC staff as needed, which will assist with the overall direction and control of emergency operations.

CONCEPT OF OPERATIONS

The Calabash Volunteer Fire Department is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents.

Mutual aid agreements will be implemented should an emergency demand greater resource than are available within the county or in the event other jurisdictions need assistance to effectively respond to an emergency.

Fire department personnel who are not otherwise engaged in emergency response operations will assist other county agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

EMERGENCY MANAGEMENT ACTIONS – FIRE SERVICE

1. Normal Operations

Develop and maintain plans and procedures to provide fire and rescue services in time of emergency.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Review and update plans and procedures.
- c. Alert personnel to stand-by status.
- d. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- e. Check fire fighting, rescue, and communications equipment.

3. Response

- a. The representative should report to the Town EOC and assist with emergency operations if requested.
- b. As the situation worsens, assign duties to all personnel. Fire department personnel may be requested to assist with warning and alerting, evacuation, communications, and emergency medical transport.
- c. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
- d. For other disasters: Continue to assist with warning and alerting, evacuation, communications, ground search and rescue, and emergency medical transport as well as any other emergency response operations, as required, in time of emergency.
- e. Record disaster-related expenses.

4. Recovery

- a. Continue to provide essential services as required.
- b. Continue search and certain rescue operations, if required.
- c. Assist with cleanup operations.
- d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses incurred by the fire service to the County EOC.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 9: RESCUE/EMERGENCY MEDICAL SERVICES

QUICK REFERENCE CHECK LIST

TOWN OF CAROLINA SHORES

*****Rescue/EMS via Brunswick County Government and/or Calabash Volunteer Rescue Squad, guidance provided is illustrative of how the Town anticipates coordination, entities have final authority*****

- Check all emergency and back up equipment
- Notify/recall off duty personnel as required
- Prepare to assist with public notification
- Review SOPs and other guidance
- Establish contact with local area and surrounding medical facilities
- Other key issues – notes

MISSION

To direct and control rescue and search operations; to provide emergency medical treatment and pre-hospital care to the injured; to assist with the warning, evacuation and relocation of citizens during a disaster.

ORGANIZATION

A rescue/emergency medical service representative will also be assigned to the Town EOC in order to coordinate the rescue squad response if requested. The rescue squad representative will be a part of the Town EOC staff, if requested, and will assist with the overall directions and control of emergency operations. All of the emergency medical service vehicles are dispatched through their squad station or through the County Communications Center.

Brunswick County is served by: MEDEVAC helicopters which are able to respond quickly to emergency situations and provide rapid evacuation of seriously injured and, in some cases, critically ill patients to specialty care centers (e.g. trauma centers). Each MEDEVAC helicopter consists of a specialty pilot and crew in addition to the latest life support and communications equipment.

CONCEPT OF OPERATIONS

The Calabash Volunteer Rescue Squad and/or Brunswick County EMS will be responsible for rescue and search operations during a disaster, to include ambulance service and first aid. The Calabash Volunteer Rescue Squad and/or Brunswick County EMS will also assist with the dissemination of warnings, evacuation, and other functions upon request.

During an evacuation in which a large number of evacuees are sheltered in the designated Evacuation Assembly Center(s), the Calabash Volunteer Rescue Squad and/or Brunswick County EMS will set up and man an emergency medical aid station in the Evacuation Assembly Center, upon request.

EMERGENCY MANAGEMENT ACTIONS – RESCUE/EMERGENCY MEDICAL SERVICES

1. Normal Operations
 - a. Develop and maintain plans and procedures to implement search and rescue operations in time of emergency.
 - b. Provide emergency medical treatment and pre-hospital care to the injured and to assist with the warning, evacuation and relocation of citizens during a disaster.
2. Increased Readiness
 - a. A natural or man-made disaster is threatening the local area.

b. Alert on-duty personnel.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

a. Review and update plans and procedures.

b. Alert personnel to stand-by status.

c. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.

d. Check rescue and communications equipment.

e. The designated rescue squad service representative should report to the EOC and assist with emergency operations.

f. As the situation worsens, assign duties to all personnel. Rescue Squad department personnel may be requested to assist with warning and alerting, evacuation and communications.

g. Follow established procedures in providing rescue services, emergency medical treatment and pre-hospital care to the injured.

h. For other disasters: Continue to assist with warning and alerting, evacuation, communications and emergency medical transport as well as any other emergency response operation, as required, in time of emergency.

i. Record disaster-related expenses.

4. Recovery

a. Continue to provide essential services as required.

b. Continue search and certain rescue operations, if required.

c. Assist with cleanup operations.

d. Assist with the inspection of damaged facilities, if applicable.

e. Compile and submit records of disaster-related expenses incurred by the rescue and EMS services to the County EOC.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 10: EVACUATION / EMERGENCY TRANSPORTATION

QUICK REFERENCE CHECK LIST

TOWN OF CAROLINA SHORES

*****Emergency Transportation is the responsibility of Brunswick County Government, guidance provided is illustrative of how the Town anticipates coordination, refer to the Brunswick County EOP on specific guidance*****

- All transportation activities coordinated by school system
- Check all school buses for operational readiness
- Notify EOC of any vehicle failures
- Stage vehicles at critical pre determined points
- Have sign in sheets on each bus to track who goes where
- Use pre determined routes if possible
- Other key issues – notes

MISSION

To effect a timely and orderly evacuation of the risk population, to provide for the security of areas evacuated, and to identify and relocate critical resources that will not only support the population at risk while sheltered, but bring about a prompt and effective recovery following the disaster, as well.

SITUATION AND ASSUMPTIONS

Emergency situations will occur in the Town of Carolina Shores that will require a partial or full evacuation of the Town. Situations such as a major fire, transportation accidents, hazardous material incidents, or localized flooding may require small-scale evacuations, whereas an event such as a hurricane may require mass evacuation.

The County has the primary responsibility of ordering an evacuation and ensuring the safety of its citizens. The Town has commensurate authority to order an evacuation, but only in the Town's corporate limits; therefore, evacuation orders should be coordinated with County Government as much as possible, close contact with the County EOC is essential.

Emergency transportation will be provided for people who have no means of transportation and/or who require special transportation accommodations (i.e. lift buses or vans).

The decision to evacuate, as well as the scope of the evacuation, will depend on the type of hazard; its magnitude, intensity, duration, and anticipated time of occurrence, assuming it hasn't already happened.

Areas that may require or precipitate an evacuation in the County (i.e. flood plains, facilities that store, generate, or transport hazardous materials, major transportation routes) will be identified and plans developed to address these potential hazards.

Facilities within the identified risk areas will be notified of the potential hazard(s) so that contingency plans to address the hazards may be developed.

ORGANIZATION

The prompt and effective evacuation of high-risk areas requires the cooperation and coordination of many Town and County departments, state and federal agencies, private facilities, volunteer agencies/groups, and adjacent jurisdictions. The County EOC will be coordinating this effort.

CONCEPT OF OPERATIONS

The Director of Emergency Services is responsible for issuing the order to evacuate. However, in the event of a fire or hazardous materials incident, the first responder or the Fire Department, when it arrives at the scene may order evacuation. The County EOC will be coordinating the evacuation effort. The local law enforcement, assisted by the Fire

Department, is responsible for implementing the evacuation directive, in Coordination, with other departments (i.e. State agencies), as required. Evacuation response teams will be organized for warning, traffic control, and security of the evacuated areas, as necessary.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and TV. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures, to include recommended primary and alternate evacuation routes, designated assembly routes, if appropriate, as well as potential health hazards associated with the risk.

Evacuees will be advised to secure their homes and turn off utilities before leaving. The North Carolina Department of Transportation will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points. If an accident requires large-scale evacuation, the County may need to coordinate with the surrounding jurisdictions to receive and care for evacuees in a designated shelter center located safely away from the impacted area. The coordination of evacuation plans in neighboring states (e.g. South Carolina) will be undertaken by the State and County EOCs.

EMERGENCY MANAGEMENT ACTIONS – EVACUATION/EMERGENCY TRANSPORTATION

1. Normal Operations
 - a. Delineate hazard-prone areas that may need to be evacuated.
 - b. Develop plans and procedures to provide warning and effect evacuation.

2. Increased Readiness

A natural or man-made disaster is threatening the local area. Example: “Flash Flood Watch.”

- a. Review and update plans and procedures.
- b. Delineate the specific areas that may need to be evacuated and designate evacuation routes.
- c. Make a list of potential evacuees, if feasible.
- d. Prepare news releases.
- e. Anticipate and resolve special problem such as evacuating nursing homes, schools, etc.
- f. Alert personnel to standby status.

- g. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Implement evacuation. Disseminate warning via radio news releases and via mobile loudspeakers.
- b. The EOC staff should maintain a log of emergency operations noting the time each area or family is alerted to the evacuation order.
- c. Provide security for the evacuated area. Set up barricades and deny access to all but essential traffic.
- d. Advise the County/State EOC of the order to evacuate and advise again when the evacuation has been completed.
- e. Complete evacuation.
- f. Consider expanding the evacuation area, if necessary.
- g. Continue to provide security and access control for the evacuated area.
- h. Record disaster-related expenses.

4. Recovery

- a. Continue to provide security and access control for the evacuation area, if necessary.
- b. Compile and submit records of disaster-related expenses.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 11: SHELTER OPERATIONS

QUICK REFERENCE CHECK LIST

TOWN OF CAROLINA SHORES

*****Shelter Operations is the responsibility of Brunswick County Government, guidance provided is illustrative of how the Town anticipates coordination, refer to the Brunswick County EOP on specific guidance*****

- Joint effort by Social Services, American Red Cross, and Schools
- Evaluate possible shelter needs
- Notify/recall shelter staff as necessary
- Assess/inspect shelters being considered for use
- Prepare registration materials
- Consider special needs population requirements
- Determine maximum number shelter can accommodate
- Establish EMS and security for shelter
- Other key issues – notes

MISSION

To receive and care for persons who have evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Brunswick County Government is responsible for the reception and care of persons entering a designated shelter environment.

CONCEPT OF OPERATIONS

Potential hazards, such as flooding and hazardous materials incidents, may require the evacuation of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation, shelter and care can be provided at the nearest public school, fire station or rescue squad. In the event of a large-scale evacuation/displacement of residents, the Coordinator of Emergency Services will advise the County EOC who will then decide to activate Evacuation Assembly Center(s) as needed.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets.

Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all evacuees throughout emergency operations. A sign-in/sign-out log should be maintained.

Daily situation reports should be provided to the County EOC about the status of evacuees and of operations at the shelter center(s). Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

EMERGENCY MANAGEMENT ACTIONS – SHELTER OPERATIONS

1. Normal Operations
 - a. Develop plans and procedures to receive and care for an indeterminate number of evacuees.
 - b. Designate shelter center(s).
 - c. Determine maximum capacities for each.
 - d. Designate manager(s) and other key staff personnel.

- e. Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
- b. Confirm task assignments and alert key personnel to stand-by status.
- c. Prepare the necessary forms.
- d. Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- e. Begin record keeping of disaster-related expenses and continue for the duration of the emergency.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. When advised that an evacuation order has been issued, activate the shelter center or activate agreements for other lodging, as required.
- b. Provide mass transportation, as required and in conjunction with School Division.
- c. Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
- d. Provide periodic reports to the EOC.
- e. Continue to receive and care for displaced persons. Provide mass feeding, as required.

4. Recovery

- a. Continue to provide for the lodging and care of displaced persons, as required.
- b. Consolidate and report disaster-related expenses.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 12: PUBLIC WORKS MAINTENANCE DIVISION

QUICK REFERENCE CHECK LIST

TOWN OF CAROLINA SHORES

- Check operational readiness of all equipment
- Notify/recall off duty personnel as necessary
- Establish contact with private resources
- Advise Director/Coordinator of possible needs/actions
- Prepare for debris clearing/removal based on priority list
- Other key issues – notes

MISSION

To coordinate with partner public works agencies and other resource providers; conduct hazard mitigation activities prior to and following an emergency situation; assist in debris removal; conduct emergency repair and/or restoration of Town transportation, drainage, and other public facilities and structures; assist with damage assessment; and assist in implementing emergency response actions to protect life and property.

ORGANIZATION

In the Town of Carolina Shores, the public works function is handled by the Director of Public Works and his staff who are divided into divisions, the Maintenance Division is responsible for the operation and maintenance of streets and drainage ways. They will be assisted by, and work in conjunction with, a variety of other Town departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission.

CONCEPT OF OPERATIONS

The Department of Public Works Maintenance Division will coordinate their public works responsibilities under the direction of the Director/Coordinator of Emergency Services. A representative from the Public Works Department will report to the Town EOC to assist in this effort. Contingency plans to provide for street clearing, debris removal, and traffic control will be developed. The utilities department will also assist other Town departments in developing and implementing mitigation strategies, response actions, and recovery activities to protect life and property, as well as bring about a prompt recovery.

The Department of Public Works Maintenance Division will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

Potential sites for local and regional resources distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts.

Priorities will be set regarding the allocation and use of available resources. Training will be provided, as required, in the use of the specialized equipment.

EMERGENCY MANAGEMENT ACTIONS – MAINTENANCE DIVISION

1. Normal Operations

- a. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past or that have a high probability of occurring in the future (i.e., spill cleanup)
- b. Develop contingency plans to provide for street clearing, debris removal, and traffic control as necessary.
- c. Procure and store appropriate resource material to effectively deal with common emergency response incidents (i.e., minor debris, spills, flooding).
- d. Identify and maintain liaison with business, industries and local contractors, as well as federal and state agencies, which could provide additional expertise, equipment/resources and personnel if necessary.
- e. Make task assignments and delineate emergency roles of staff.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert personnel; place off-duty personnel on standby.
- b. Review existing plans and procedures.
- c. Ensure that the necessary equipment and resources are available and ready to be activated.
- d. Contract and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.
- e. Notify public of proper policies and procedures to follow to ensure their safety.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Representatives from the department should report to the Town EOC.
- b. Call into service off-duty personnel.

- c. Activate the necessary equipment and resources to address the emergency.
 - d. Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
 - e. Coordinate response with public safety first responders as well as other service departments.
 - f. Follow established procedures and implement appropriate strategies to address emergency at hand. Restrict field operations as conditions warrant (e.g. high wind, etc).
 - g. Continue to coordinate response with other service agencies.
 - h. Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.
4. Recovery
- a. Clear streets and remove debris. Inspect, designate, and demolish hazardous structures as needed. Drain flooded areas.
 - i. Street clearing priority list:
 - Top Priority (Saw/Plow Team #1, #2, #3)
 1. Persimmon Road from Maintenance Garage to Corporate Limits, if unclear to Calabash Volunteer Fire Department, clear to Fire Department.
 - Second Priority (Saw/Plow Team #1); Saw: Sawyer and Swamper/Safety Plow: Operator
 2. Carolina Shores Parkway to Country Club Road
 3. Country Club Road to US 17
 4. Country Club Road to NC 179
 5. Country Club Road to Carolina Shores Parkway to Carolina Shores Drive
 6. Calabash Drive
 7. Sunfield Drive from Pinewood Drive to Pinewood Drive
 - Second Priority (Saw/Plow Team #2); Saw: Sawyer and Swamper/Safety Plow: Operator
 8. Persimmon Road to Sunfield Drive to Pinewood Drive
 9. Pinewood Drive to Thomasboro Road
 10. Thomasboro Road to Carolina Farms Boulevard
 11. Thomasboro Road to Clubview Lane
 12. Clubview Lane to Waterview Lane
 13. Waterview Lane
 14. Lighthouse Cove Entrance

- 15. Calabash Lakes Boulevard
- 16. Carolina Farms Boulevard

Second Priority (Saw/Plow/Shovel Team #3); Saw: Sawyer and Swamper/Safety

Plow: Operator

17. Clear EOC

18. Clear South Brunswick Islands Center (resources distribution point)

19. Clear Solid Waste Convenience Site

Saw/Plow/Shovel Team #3 Disbands: Groundskeeper serves as EOC messenger/supply group, Engineering Technician serves as debris intake monitor at i) solid waste convenience site or ii) temporary debris reduction site

Third Priority (Saw/Plow Team #1, #2)

20. Clear all remaining roads

Saw/Plow Team #1, #2 Disbands: re-constitutes as one debris removal crew

ii. Potential Flooding Areas to Evaluate

Run of Shingletree Canal from Northwest Drive to US 17
Calabash Lakes Boulevard near Thomasboro Road
Pinebark Street, Oakbark Street

iii. Debris Management

Debris shall be disposed of, given sufficient capacity, via the Town's solid waste convenience site. Additional 40 yrd containers should be ordered from the Contractor (Waste Industries) as needed. A Temporary Debris Reduction Site should occur through coordination with Brunswick County Government.

Contractors on standby are:

- a) Brunswick Trucking (notify Finance Department of intent to activate)
- b) Notify Brunswick County of intent to piggy-back on countywide contract

- b. Monitor drainage ways taking emergency action as needed to clear blockages to minimize flooding risk.
- c. Repair and restore public facilities and services promptly and properly, coordinating the resumption of gas, electric, utility companies and code enforcement departments.

- d. Compile and submit records of disaster-related expenses incurred by the various departments that fulfill the public works role and responsibilities to the Coordinator of Emergency Services.

THIS PAGE LEFT BLANK INTENTIONALLY

MISSION

To provide the Town EOC with necessary maps, charts, and status boards; assist in initial damage assessments; conduct necessary inspections to ensure the integrity of buildings; assist with debris removal; and ensure that any rebuilding complies with existing zoning and land-use regulations.

ORGANIZATION

The Department of Public Works Inspections Division, supervised by the Chief Building Inspector and assisted by additional building inspectors as needed, will be responsible for fulfilling the above mission.

CONCEPT OF OPERATIONS

The Inspections Division will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the occurrence will comply with the building codes, zoning and land-use regulations and comprehensive planning documents currently adopted.

The Inspections Division will furnish population data, charts and development plans, as required. Liaison will be maintained with local building, electrical, plumbing and mechanical contractors to obtain their services when required.

EMERGENCY MANAGEMENT ACTIONS – INSPECTIONS DIVISION

1. Normal Operations
 - a. Ensure that all construction that occurs within the Town is in compliance with laws and ordinances.
 - b. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past (i.e. flooding) or have the potential of occurring in the future.
 - c. Maintain and update as appropriate Town maps and population estimates.
 - d. Conduct inspections to enforce and carry out jurisdiction's building codes (i.e., structural, mechanical, plumbing, gas and electrical)
 - e. Review engineering plans prior to construction as a means of preventing an undesirable situation from occurring or a disaster from arising.
 - f. Identify and maintain liaison with local building, electrical, plumbing and mechanical contractors to obtain their services if necessary.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert personnel; place off-duty personnel on standby.
- b. Review existing plans and procedures.
- c. Ensure that the necessary equipment and resources are available and ready to be activated.
- d. Contact and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.
- e. Notify public of proper policies and procedures to follow to ensure their safety.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Representatives should report to the Town EOC as needed.
- b. Call into service off-duty personnel.
- c. Activate the necessary equipment and resources to address the emergency.
- d. Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event.
- e. Furnish population data, charts, development plans and personnel, as required.
- f. Coordinate response with fire and local law enforcement as well as other service departments.
- g. Follow established procedures and implement appropriate strategies to address emergency at hand.
- h. Continue to coordinate response with other service agencies.
- i. Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

4. Recovery

- a. Inspect buildings for structural, electrical, gas, plumbing and mechanical damage before permitting re-occupancy.
- b. Assist in initial damage assessment and revisions to it including submittal of all pertinent information related to the public assistance requirements promulgated by FEMA.
- c. Ensure that all repairs and rebuilding that occurs following extensive destruction complies with the building codes, zoning, land-use regulations and comprehensive plans as required by law.

THIS PAGE LEFT BLANK INTENTIONALLY

MISSION

To coordinate the development of emergency operation plans of special facilities with local government response agencies to ensure a prompt and effective response to hazards specific to the facility or to emergencies that may require a modified response due to the nature or character of the facility.

This coordination effort will only apply to those facilities that already have an existing facility EOP or feel that one is necessary due to the nature of the facility or because of the type and quantity of hazardous materials handled at the facility.

ORGANIZATION

Special facilities requiring pre-emergency planning and coordination have been identified. On-site emergency operations will be directed by facility management in cooperation with designated staff. The management of the facility will notify and coordinate the emergency response with the Town EOC if there is the possibility that the event could impact areas off site.

CONCEPT OF OPERATIONS

The welfare of the people employed or residing within the facility is the responsibility of facility management. The facility director/manager will be responsible for developing and implementing an effective safety program in regard to the daily operations of the facility. The facility manager would be responsible for ensuring that a prompt and effective emergency response capability is in place for the potential hazards and emergencies that could occur at the site.

The facility director/manager will be responsible for obtaining the necessary assistance from the local emergency response agencies, as well as whatever action is necessary and appropriate to protect the health and welfare of the people residing or working in or around the facility, until such time as the emergency response service agencies arrive.

If the nature of the emergency is such that it could have spread off-site and impact upon the surrounding area, the facility representative in charge would be required to notify and coordinate his/her efforts with the Town EOC in order to prevent or mitigate the off-site impact of the event.

EMERGENCY MANAGEMENT ACTIONS – SPECIAL FACILITIES

1. Normal Operations
 - a. Develop and implement a safety program to ensure the health and welfare of the facility population working and/or residing within the facility.

- c. Develop a facility emergency operations plan if the facility utilizes, manufactures or stores large quantities of hazardous materials, or if due to the nature of the facility it is felt that a facility EOP would be necessary.
- c. Regularly test the appropriate emergency response procedures in regard to the hazards identified at the facility and modify the plan as necessary.

2. Increased Readiness

A natural or man-made disaster is threatening the facility.

- a. Review emergency plans and procedures.
- b. Alert on-duty personnel and/or residents. Notify the Town EOC if it appears that outside assistance may be required to contain the event on-site or if on-site emergency resources are not sufficient to effectively address the event.
- c. Ensure that the appropriate mitigation and preparedness measures are being taken.
- d. Prepare to provide the necessary emergency information to the public, if required.

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Facility management will direct and control emergency operations and ensure that all checklist items identified in the facility plan are completed.
- b. Disseminate emergency information and protective action guidance to facility population as well as to area population, if necessary. Recommend evacuation of facility and areas surrounding the facility, if appropriate.
- c. Notify and maintain liaison with the Town EOC and surrounding jurisdictions.
- d. Direct and control emergency operations in cooperation with local service chiefs, the Town EOC, and appropriate state and federal agencies.
- e. Ensure that the procedures for the emergency being addressed have been initiated and are being properly executed as detailed in the facility emergency operations plan.
- f. Provide emergency information and protective action guidance to facility population and surrounding jurisdictions, if necessary.

- g. Provide periodic status reports to the public and appropriate local, state and federal agencies.
 - h. Ensure that an accurate record of expenses is maintained.
4. Recovery
- a. This phase requires that priority attention be given to restoration of essential facilities and an assessment of damage effects.
 - b. Coordinate with-in house emergency staff, the Town EOC, and other state and federal agencies, as required, to complete the necessary post-event investigations and restore facility operations as soon as possible.
 - c. Continue to maintain a record of disaster-related expenses.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 15: RESOURCE SUPPORT
QUICK REFERENCE CHECK LIST
TOWN OF CAROLINA SHORES

- Identify critical resource needs
- Contact suppliers and place on stand by
- Notify all mutual aid resources and place on stand by
- Establish resource collection and distribution facilities
- Arrange for security of collection and distribution centers
- Establish a tracking system for goods received and distributed
- Coordinate with PIO
- Other key issues – notes

MISSION

To identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

SITUATION

Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area.

Resource needs will be met through a variety of sources and means to include local, state and federal governments, private industry/contractors, mutual aid agreements, and donated goods.

ORGANIZATION

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdictions. All departments will coordinate their resource needs with the local finance director and procurement official.

The Director of Public Works will be responsible for resource coordination of the physical recovery and debris removal. The Department will be assisted by, and work in conjunction with a variety of local departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission.

Brunswick County Government (DSS, et al), assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing.

CONCEPT OF OPERATIONS

Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Resources can be categorized alphabetically, by hazard, or by response action. However, the process should be standard throughout all local departments to facilitate the development of a master resource listing. Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed. The necessary Memorandum of Understanding, Mutual Aid Agreements and sample contracts will be developed prior to the disaster to facilitate access and delivery of critical resources.

Potential sites for local and regional resource collection, storage, and distribution centers must be identified and strategically located to facilitate recovery efforts. Standing operating procedures will be developed to manage the processing, use, inspection and return of resources coming into the area. Priorities will have to be set regarding the allocation and use

of the available resources and training will be provided, as required, in the use of specialized equipment.

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SUPPORT

1. Normal Operations

- a. Identify essential resources to carry out mission(s) in each functional area and to support operation of critical facilities during the disaster.
- b. Designate local department(s) responsible for resource management.
- c. Identify personnel requirements and training needs to effectively carry out mission.
- d. Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- e. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.
- f. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment.
- g. Develop SOPs to manage the processing, use, inspection, and return of resources coming into area.
- h. Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated)
- i. Develop training/exercises to test plan, and to ensure maximum use of available resources.
- j. Coordinate and develop pre-scripted announcements with the Public Information Office regarding potential resource issues and instructions (e.g. types of resources required, status of critical resource reserves, recommended contingency actions, etc.)

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans, standard operating procedures, and checklists detailing the disposition of resources in an emergency.

- b. Ensure personnel, facilities, and equipment are ready and available for emergency use.
3. Response
- a. Activate resource management plan, coordinate with needs assessment team.
 - b. Begin documenting cost.
 - c. Coordinate and track resources.
 - d. Establish priorities regarding allocation and use of available resources
 - e. Identify sites to receive, store, stage, and disperse resource.
 - f. Activate mutual aid agreements, as necessary
 - g. Request state assistance as required
4. Recovery
- a. Continue to coordinate and track resources (government, private, donated)
 - b. Continue to document costs
 - c. Continue to coordinate with PIO

DONATIONS MANAGEMENT

MISSION

To effectively and efficiently manage the flow of donated resources into the disaster area.

SITUATION

Following a major disaster, government will receive an overwhelming amount of unsolicited goods and services from individuals, corporations, church groups, and voluntary organizations.

Donated goods will be transported directly to the disaster area without any prior coordination with the state or local governments.

If these goods and services are not properly managed or directed, they will interfere with response and recovery efforts and actually exacerbate the disaster situation.

ORGANIZATION

The welfare of the people in the event of a disaster is the responsibility of local government. The emergency services organization forms the nucleus of the preparedness force around which volunteer relief agencies and religious/civic groups organize and perform their services during a disaster.

The Coordinator of Emergency Services will pre-identify potential sites and facilities to coordinate the receipt and distribution of donated goods and services. The Coordinator will also work with state officials to identify regional facilities to coordinate the flow of assistance into the disaster area.

Brunswick County Government (DSS, et al), assisted by public relief organizations, will be responsible for coordinating the local relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing.

CONCEPT OF OPERATIONS

The Coordinator of Emergency Services will identify sites and facilities that will be used to receive, process, and distribute the solicited and unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications and security support to these facilities and sites will be provided by local, state, and federal governments and volunteer organizations, as required. This process must be closely coordinated with state and federal emergency services officials, local governments in the region, and the media.

Brunswick County Government (DSS, et al) will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services.

The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Shelter Center.

Standing operating procedures will be developed to address screening, processing, training, and assignment of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Food and lodging will be provided. Accurate records of all incurred expenses will be maintained.

EMERGENCY MANAGEMENT ACTIONS – DONATIONS MANAGEMENT

1. Normal Operations

- a. Pre-identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.
- b. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- c. Assign the tasks of coordinating auxiliary manpower and material resources.
- d. Develop procedures for recruiting, registering and utilizing auxiliary manpower.
- e. Develop a critical resources list and procedures for acquisition in time of crisis.
- f. Develop procedures for the management of donated goods.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures.
- b. Alert local staff and volunteer support organizations

3. Response

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Identify/procure the necessary sites and facilities to effectively manage the flow of donated goods and services coming into the area.
- b. Activate the necessary support staff and services to make facilities operational.

- d. Recruit and register volunteers, as required. Provide for the lodging and care of volunteers, if necessary.
 - d. Assist with emergency operations. Assign volunteers to tasks that best utilize their skills. Maintain records on volunteer man-hours.
 - e. Obtain essential resources as needed.
 - f. Assist with emergency operations, as required.
 - g. Monitor manpower utilization for maximum results.
 - h. Maintain a record of disaster-related expenses.
4. Recovery
- a. Assist as required.
 - b. Compile records of volunteer man-hours.
 - c. Receive donated goods.
 - d. Assist with damage assessment.
 - e. Compile totals for disaster related expenses.

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 16: DAMAGE ASSESSMENT

QUICK REFERENCE CHECK LIST

TOWN OF CAROLINA SHORES

- Make available NCDEM report forms
- Initial report to County EOC due in the first 24 hours
- Next report due to County EOC in 72 hours
- Assign damage assessment teams
- Provide necessary safety equipment for teams
- Maintain contact with teams from Town EOC
- Other key issues – notes

MISSION

To assess the overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance.

ORGANIZATION

The Coordinator of Emergency Services, with assistance from the Inspections Division, are responsible for damage assessment. Department heads will assess damage to their resources and in their area of expertise. All reports are compiled, consolidated, and submitted to the County EOC.

CONCEPT OF OPERATIONS

Initial Damage Assessment Reports will be compiled and submitted following any disaster or emergency which causes damage to public or private property of a magnitude which requires expenditure of local government funds or which might be eligible for or require a request for state or federal assistance. Part I should be submitted telephonically to the County EOC within 24 hours. An updated Part I and Part II should be completed and forwarded within 72 hours.

Designated teams will assess damage within the limits of capability. Damage to state-owned roads and bridges will be assessed by the State Department of Transportation. If the nature of the emergency is such that local resources are incapable of assessing the damage, state assistance will be requested by the Director of Emergency Services to the State Damage Assessment Coordinator.

EMERGENCY MANAGEMENT ACTIONS – DAMAGE ASSESSMENT

1. Normal Operations
 - a. Develop plans and procedures
 - b. Make task assignments for Damage Assessment Teams.
 - c. Review forms and procedures in the State EOP.
2. Increased Readiness

A natural or man-made disaster is threatening the local area.

No action required.
3. Response
 - a. Prepare to make an initial damage assessment. Alert teams to stand-by status.

- b. Submit an Initial Damage Assessment Report, Part I, telephonically to the County EOC within 24 hours.
 - c. Complete and submit an official Initial Damage Assessment Report (Parts I and II) to the County EOC within 72 hours.
 - d. Continue to provide damage assessment and assist with record keeping, as required.
4. Recovery
- Continue to assist with damage assessment and requests for post-disaster assistance as required.

THIS PAGE LEFT BLANK INTENTIONALLY

MISSION

To be prepared to coordinate with state and federal officials to obtain needed manpower and equipment resources during both the response period, when such assistance can save lives and protect property, and during the post-disaster recovery period, to help the victims of the disaster.

ORGANIZATION

The Director of Emergency Services is responsible for requesting and coordinating federal disaster assistance. In the event of a major disaster, a federal Disaster Field Office (DFO) will be established near the disaster area. The Town may be asked to send a liaison officer to the DFO.

CONCEPT OF OPERATIONS

A. Increased Readiness and Response

During Hurricanes Hugo and Andrew, state and local response capabilities were overwhelmed. As a result, the federal government developed the Federal Response Plan whereby federal resources and manpower can be made available during the increased readiness and response periods before and during the storm (or other emergency) as well as during the post-disaster recovery period. When feasible (as with an approaching major hurricane), personnel, equipment, and other resources will be pre-positioned in anticipation of need. Resources are to be provided by one or more of 25 federal agencies and the American Red Cross. They are grouped into 12 emergency support functions (ESFs) and will be co-located at a Disaster Field Office (DFO) near the disaster site. This plan designates local facilities that potentially can be used as DFOs, mobilization centers, and staging areas.

B. Recovery

Federal disaster recovery assistance is authorized under (1) the provisions of the Stafford Act (Public Law 93-288, as amended) when the Governor requests and the President declares an emergency or a major disaster to exist in the state, and (2) federal agencies' own statutory authority (prior to or in the absence of an emergency or a major disaster declaration by the President), when damage sustained by individuals or communities meets the eligibility criteria established by the various federal agencies. The Stafford Act authorizes two types of recovery assistance – individual assistance and public assistance.

1. Individual Assistance

such In the event a major peacetime disaster declared by the President occurs in an area of the State, the provisions of the Stafford Act becomes effective and as authorizes the establishment of Disaster Application Centers (DACs) to

administer aid and assistance to disaster victims. A DAC will house, in one central location, all federal, state, and local agencies and participating quasi-public and volunteer activities that deal directly with the needs of the individual disaster victims. Local government will provide space for DACs and supporting personnel as requested as available.

2. Types of assistance are:

- a. Emergency needs – Immediate shelter, food, clothing, medical aid, minor repairs, home cleanup, etc., are provided by volunteer agencies such as the American Red Cross, The Salvation Army, the Mennonite Disaster Service, and other private relief agencies.
- b. Temporary housing for disaster victims whose homes are damaged and unlivable until alternative housing is available. No rent will be charged during the first year of occupancy. (U.S. Department of Housing and Urban Development (HUD) or as assigned)(State Department of Housing and Community Development)
- c. Minimal repair program – A temporary housing program that provides minimum essential repairs to owner-occupied dwellings in lieu of other forms of temporary housing. (State Department of Housing and Community Development)
- d. Mortgage or rental assistance – Assistance for up to one year for persons faced with loss of their residences because of certain disaster-created financial hardships. (U.S. Department of Housing and Urban Development; State Department of Housing and Community Development)
- e. Disaster unemployment assistance (DUA) and job placement assistance– For those who lost their jobs because of the disaster. (Department of Labor and Industry, through the State Employment Commission)
- f. Distribution of food stamp allotments – Allotments to eligible victims. (U.S. Department of Agriculture (USDA), through the state or local Social Services agency)
- g. Disaster loans – For refinancing, repair, replacement, or rehabilitation of damaged real and personal property not fully covered by insurance. There are several types:
 - (1) Farmers, ranchers and oyster planters should apply to the Farmers Home Administration (FMHA).

- (2) All others, including home owners, businessmen, churches, and certain non-profit organizations should apply to the Small Business Administration (SBA).
 - (3) Agricultural enterprises which were a major source of employment but no longer in substantial operation because of the disaster should apply to the FmHA.
 - (4) Industries and businesses which were a major source of employment but no longer in substantial operation because of the disaster should apply to the SBA.
- h. Financial assistance to farmers – Assistance to farmers who perform emergency conservation measures on farmlands damaged by natural disaster, in the form of maximum 80 percent funding by the Agricultural Stabilization and Conservation Service (ASCS), USDA with remaining costs borne by the farmer.
 - i. Tax assistance – Assistance in computing credits based on disaster casualty losses. (U.S. Internal Revenue Service [IRS])
 - j. Veterans Administration (VA) assistance – Assistance, such as VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.
 - k. Social Security assistance – Assistance for recipients in expediting delivery of checks delayed by the disaster; assistance in applying for disability, death, and survivor benefits. (U.S. Social Security Administration, Department of Health and Human Services [HHS], State Department of Social Service)
 - l. Emergency assistance – Assistance and services to families under the Social Security Act, including funds up to \$500 for repair of homes owned by public assistance recipients, other shelter, and medical care. (U.S. Department of Health and Human Services [HHS], State Department of Social Services)
 - m. Legal services – Legal services to needy individuals who are unable to secure such services.
 - n. Individual and family grants – Grants to meet necessary expenses or serious needs of individuals or families adversely affected by a major disaster, this assistance program is funded in part by the federal government and is administered by the state. (State Department of Social Services)
 - o. Crisis counseling – Referrals to appropriate mental health agencies to relieve mental health problems related to a disaster. (State or local mental

health agencies, supported by the National Institute of Mental Health

[NIMH], U.S. Department of Health and Human Services [HHS], State Department of Mental Health and Mental Retardation)

- p. In addition, other state and local agencies and private organizations may be asked to provide assistance, such as:
- (1) Adjustment of local property taxes
 - (2) State income tax assistance
 - (3) Health and safety inspections
 - (4) Insurance claims counseling (American Insurance Association and/or State Insurance Agency)
 - (5) Consumer protection services. Individuals should be warned that disaster victims may be susceptible to unscrupulous business practices during the early stages of a disaster; victims should be advised of the Consumer Protection Agency or other local authority to contact should they encounter this type of problem.
- q. Procedures
- (1) When a disaster victim reports to the DAC, he will be greeted by a receptionist who will provide him with a registration form and will make certain the victim understands the use of the form.
 - (2) The victim is then directed to a registrar where he is interviewed using the registration form he has been given; once the registrar determines the client's problem and needs, he will be directed to the appropriate agencies.
 - (3) Once the client has completed his circuit through the agencies, he will receive an exit interview to insure that he has seen the proper agencies; that he is satisfied with the assistance being offered; and that he is clear as to the next steps to take.

3. Public Assistance

As soon as practicable following the President's declaration of an emergency or a major disaster, FEMA personnel conduct briefings for state and local officials to inform them of the type of assistance available under the declaration and which funds are provided for eligible disaster assistance payments. Normally, the grant involving cost sharing will be 75 per cent of eligible costs. The remaining 25 per cent (nonfederal share) will be the responsibility of the owning party with some exceptions (see Appendix 4 to Annex H-J, Repair and Restoration of Damaged Facilities, State Emergency Operations Plan, Volume II, Peacetime Disasters). The State Department of Emergency Management has been designated as the agency responsible for administering his program. Types of public assistance are:

- a. Clearance of debris on public or private lands or waters. Debris removal from private property when in the public interest. (Local authorities for other-than-agricultural property; ASCS for agricultural property) State Department of Emergency Management (DEM), State Department of Transportation, local governments.
- b. Emergency protective measures for the preservation of life and property.
- c. Repair or replacement of water control facilities (dikes, levees, irrigation works, and drainage facilities)
- d. Repair or replacement of roads, streets, and bridges.
- e. Repair or replacement of public buildings and related equipment.
- f. Repair or replacement of public utilities.
- g. Repair or restoration to pre-disaster condition of public facilities damaged while under construction.
- h. Repair or restoration of recreational facilities and parks.
- i. Repair or replacement of private, non-profit educational, utility, emergency medical, and custodial care facilities, including those for the aged and disabled and facilities on Indian reservations.
- j. Disaster loans from FEMA for those communities that may suffer a substantial loss of tax and other revenues and have demonstrated a need for financial assistance in order to perform their governmental functions.
- k. Repairs and operating expenses to public elementary and secondary schools.
- l. Use of federal equipment, supplies, facilities, personnel and any other resources (other than the extension of credit) from various federal grants.

4. Procedures

A Project Application must be submitted, through the State Coordinator of Emergency Management, to the Regional Director, FEMA within 90 days of the date of the President's declaration of an emergency or a major disaster, unless the Regional Director specifically shortens or extends that period.

In addition to the Stafford Act, Public Law 93-288, assistance is available under federal agencies' own statutory authority without a Presidential declaration of an emergency or a major disaster. Examples of such assistance are:

- a. Search and Rescue – U.S. Coast Guard
- b. Flood Protection – U.S. Army Corps of Engineers
- c. Fire Suppression – Regional Director, FEMA
- d. Health and Human Services – U.S. Department of Health and Human Services
- e. Emergency Conservation Measures – U.S. Department of Agricultural
- f. Emergency loans for agriculture – Farmer's Home Administration
- g. Disaster loans for home owners & businesses – Small Business Administration
- h. Repair to Federal Aid System roads – U.S. Department of Transportation
- i. Tax funds – U.S. Internal Revenue Service

The Governor must request that the President declare an emergency or a major disaster. The Governor will base his decision on whether to request a Presidential declaration primarily on the information submitted by local government in the Initial Damage Assessment Report. However, it may be necessary to request additional information from the locality, as required, to support the Governor's request.

If a Presidential declaration is approved, the locality will submit a Notice of Interest for public assistance under guidance provided in the State Administration Plan for Disaster Assistance.

The authorities for federal disaster assistance, in the absence of a Presidential declaration, cover a wide variety of interests and vary with changing federal laws, regulations and policies. Requests for this type of assistance will be forwarded to the NC Division of Emergency Management. The State Coordinator of Emergency Management will consolidate such requests for the Governor in coordination with the appropriate state agency. Once approved by the Governor, the request will be forwarded to the Director, FEMA Region. FEMA will then coordinate the state's request with the appropriate federal agency.

The state requires an After-Action Report no later than 20 days after the termination of relief operations. The purpose of this report is to summarize and recommend improvements for observed state and federal disaster assistance.

FEDERAL RESPONSE PLAN EMERGENCY SUPPORT FUNCTIONS

ESF 1: TRANSPORTATION

Responsibility: Provide civilian and military transportation support.
Primary Federal Agency: Department of Transportation
Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service
Primary State Agency: North Carolina Department of Transportation

ESF 2: COMMUNICATIONS

Responsibility: Provide telecommunications support
Primary Federal Agency: National Communications System
Supporting Federal Agencies: Agriculture, Commerce, Defense, Interior, FCC, Transportation, FEMA and GSA
Primary State Agency: Department of Information Technology

ESF 3: PUBLIC WORKS AND ENGINEERING

Responsibility: Restore essential public services and facilities
Primary Federal Agency: U.S. Army Corps of Engineers, Department of Defense
Supporting Federal Agencies: Agriculture, Commerce, Energy, Health and Human Services, Interior, Labor, Transportation, VA, EPA, GSA and TVA
Primary State Agency: Department of General Services, Housing and Community Development

ESF 4: FIRE FIGHTING

Responsibility: Detect and suppress wildland, rural and urban fires
Primary Federal Agency: U.S. Forest Service, Department of Agriculture
Supporting Federal Agencies: Commerce, Defense, Interior, EPA and FEMA

ESF 5: INFORMATION AND PLANNING

Responsibility: Collect, analyze, and disseminate critical information to facilitate the overall federal response and recovery operations.
Primary Federal Agency: Federal Emergency Management Agency
Supporting Federal Agencies: Agriculture, Commerce, Defense, Education, Energy, Health & Human Services, Interior, Justice, Transportation, Treasury, ARC, EPA, GSA, NASA, National Communications System and NRC.

ESF 6: MASS CARE

Responsibility: Manage and coordinate food, shelter, and first aid for victims; provide bulk distribution of relief supplies; operate a system to assist family reunification.

Primary Federal Agency: American Red Cross

Supporting Federal Agency: Agriculture, Commerce, Defense, Health & Human Services, HUD, Transportation, VA, FEMA, GSA, and U.S. Postal Service

ESF 7: RESOURCE SUPPORT

Responsibility: Provide equipment, materials, supplies, and personnel to federal entities during response operations

Primary Federal Agency: Department of Transportation

Supporting Federal Agency: Agriculture, Defense, Energy, State, GSA, ICC, TVA and U.S. Postal Service

ESF 8: HEALTH AND MEDICAL SERVICES

Responsibility: Provide assistance for public health and medical care needs.

Primary Federal Agency: U.S. Public Health Service, Department of Health and Human Services

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA and U.S. Postal Service

EFS 9: URBAN SEARCH AND RESCUE

Responsibility: Locate, extricate, and provide initial medical treatment to victims trapped in collapsed structures.

Primary Federal Agency: Department of Defense

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA and U.S. Postal Service

EFS 10: HAZARDOUS MATERIALS

Responsibility: Support federal response to actual or potential releases of oil and hazardous materials.

Primary Federal Agency: Environmental Protection Agency

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA, and U.S. Postal Service

EFS 11: FOOD

Responsibility: Identify foods need; ensure that food gets to areas affected by disaster.

Primary Federal Agency: Food and Nutrition Service, Department of Agriculture

Supporting Federal Agencies: Agriculture, Defense, Energy, State, GSA, ICC, TVA and U.S. Postal Service

EFS 12: ENERGY

Responsibility:

Restore power systems and fuel supplies

Primary Federal Agency:

Department of Energy

Supporting Federal Agencies:

Agriculture, Defense, Energy, State, GSA, ICC, TVA, and
U.S. Postal Service

THIS PAGE LEFT BLANK INTENTIONALLY

ESF 18: HAZARD MITIGATION
QUICK REFERENCE CHECK LIST
TOWN OF CAROLINA SHORES

- Review requirements for private business
- Review requirements for public
- Follow established mitigation activities and procedures
- Review damage assessment reports when considering mitigation strategies
- Consult with State/Federal authorities for dollars available for specific mitigation actions
- Other key issues – notes

MISSION

The mission of the Town of Carolina Shores is to identify the hazards which pose a threat to its citizens and develop, implement, and enforce mitigation management measures which will prevent a disaster or reduce its effects.

ORGANIZATION

The organization for developing and implementing effective hazard mitigation measures in the Town of Carolina Shores is much the same as the organization for disaster preparedness and response. However, the regulatory agencies and governing bodies play a more important role as they must pass and implement the rules, regulations, codes, and ordinances that would reduce the impact of a disaster. The Coordinator of Emergency Services is charged with the overall responsibility of coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies are responsible for enforcing compliance with rules, codes, regulations and ordinances.

Departments and agencies of County government and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures and the capability to perform their function in response to an emergency or disaster. They are also responsible for bringing to the attention of the Board of Commissioners, in coordination with the Emergency Services Coordinator, any areas where codes, regulations, and ordinances may mitigate a particular hazard.

Private businesses are responsible for:

- A. Adhering to codes, ordinances, and accepted procedures as may apply to them.
- B. Applying technical expertise to develop and use new technologies that further hazard mitigation.
- C. Keeping public officials informed of self-generated technological hazards and methods of mitigating emergencies emanating from them.
- D. Providing technical expertise in drafting regulations and standards to design monitoring systems and monitor compliance with such standards.

The public responsibilities in hazard mitigation are to:

- A. Support mitigation measures and initiatives, provide alternative proposals, and bring pressure on those who do not comply with codes, ordinances, and regulations.
- B. Beware of the hazards to which they are vulnerable and knowledgeable of personal mitigation measures.

CONCEPT OF OPERATIONS

The government of the Town of Carolina Shores has the responsibility for developing specific mitigation measures to reduce the effects of each natural or man-made hazard and to identify and develop mitigation measures for other hazards that may develop. These measures include, but are not limited to, the development of zoning laws and land use ordinances, building codes, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes, and regulations.

The Director and Coordinator of Emergency Services have overall responsibility for emergency management that involves hazard mitigation and disaster preparedness, response and recovery. They must work closely with state and local government offices, local businesses, civic leaders, volunteer groups, and the Board of Commissioners to develop codes, ordinances, regulations, and plans to carry out an effective mitigation and disaster response program. This program encompasses far more than natural hazards. It includes industrial and transportation accidents involving hazardous materials, building collapses, nuclear attack, acts of terrorism, civil disorder, etc.

A public information program should be initiated to increase the citizen's awareness of local hazards, what is being done to mitigate their effects, and what is expected of the citizens. It should provide them with mitigation measures they can take as individuals to protect themselves and their property from the effects of identified hazards.

The recovery period in the aftermath of an emergency response or a disaster is frequently an excellent time to implement certain kinds of mitigation efforts, such as increasing the size of road culverts or implementing land use ordinances. The Director of Emergency Services will direct an assessment of the disaster emergency incident to determine what actions can be taken to mitigate future disaster effects. He will direct the implementation of those actions that can be accomplished through repairs or reconstruction during the recovery phase. He will present to the Board of Commissioners for their consideration those actions that require the passage of an ordinance or regulation. Advantage will be taken of each opportunity to mitigate the effects of any future disaster.

AUTHORITIES AND REFERENCES

In addition to those listed in the Basic Plan:

A. Authorities

Public Law 90-448, National Flood Insurance Act of 1968, as amended.

DEFINITIONS

- A. Mitigation – Any action taken to eliminate or reduce the degree of long-term risk to human life and property from natural and man-made hazards.
- B. Hazard Mitigation Manager – The local government department/activity head, given the authority and resources, charged with the responsibility to establish and carry out an effective hazard mitigation program.

HAZARD MITIGATION TASK ASSIGNMENTS

- A. Town of Carolina Shores (Board of Commissioners)

As in all emergency-related activities, the ultimate responsibility to the public for effective hazard mitigation rests with the elected officials. They must promulgate the codes, regulations, ordinances, and provide the funds required to implement and enforce an effective mitigation program.

- B. Director/Coordinator of Emergency Services

The Director and Coordinator of Emergency Services have overall management responsibility of the hazard mitigation program and are responsible for administering an effective mitigation program through the appropriate department or agency heads. Their responsibilities include, but are not limited to, the following:

1. Hazards analysis.
2. Development, maintenance, and implementation of a Hazard Mitigation Plan.
3. Development, maintenance, and exercise of the Emergency Operations Plan.
4. Preparation, in coordination with the departments and agencies, of mitigating codes, ordinances, and regulations for action by the Board of Commissioners.
5. Develop public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.

- C. Department of Health

1. Enforce existing codes, ordinances, and regulations for the treatment of water and sewage and the handling and storage of food.
2. Develop plans for the prevention or spread of disease during a disaster.
3. Develop procedures for crisis monitoring of water sources and food supplies during a disaster.

- D. UDO Administrator and Chief Building Inspector
 - 1. Administer and enforce land use or zoning ordinances.
 - 2. Survey areas that may require rezoning and make recommendations, as requested.
- E. Inspections Division
 - 1. Administer and enforce existing building codes and zoning ordinances.
 - 2. Make recommendations for mitigating codes or ordinances, where applicable.
 - 3. Advise the public of private actions that could mitigate individual loss.
 - 4. Assist in damage assessments.
- F. Law Enforcement
 - 1. Enforce hazardous materials transportation regulations.
 - 2. Develop, maintain, and exercise disaster response SOP's required by other appendices of this plan.
- G. Fire Department(s)
 - 1. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this plan.
 - 2. Develop, maintain, and exercise specific response plans for hazardous materials.
 - 3. Obtain training and special equipment that may be required for hazardous materials sites located in the jurisdiction.
- H. Superintendent of Schools
 - 1. Insure school administrators have a plan to cope with natural hazards to mitigate losses.
 - 2. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).

I. Public Information Officer

1. Develop and maintain an official working agreement between the county and local EAS stations and newspapers for the release of information in time of emergency.
2. Develop public information materials that describe the risks associated with each primary hazard, the appropriate self-help or first-aid actions, and other mitigation measures.

THIS PAGE LEFT BLANK INTENTIONALLY

ANNEX A: RADIOLOGICAL PROTECTION – Refer to Brunswick County EOP

MISSION

In the event of a peacetime radiological incident, the mission is to (1) detect, record, and report radiation intensity, (2) to provide for the exposure control of emergency workers, (3) to provide and implement protective action guidance to the public through the County EOC, and (4) to provide for decontamination as required.

ORGANIZATION

The Town of Carolina Shores will designate a Radiological Officer to develop and maintain a response capability. He must organize and train a radiological response team, secure and maintain the necessary equipment and supplies, and develop contamination control procedures. Responsibility for radiological monitoring will belong to the Hazardous Materials Response Team (H.M.R.T.).

Brunswick County will assist as required, either in the development of a program or a response to an accident/incident.

CONCEPT OF OPERATIONS

In the case of a radiological event/emergency not located within the Town but which could potentially impact the Town or its citizens, the Town EOC will respond accordingly. The Radiological Officer and radiological monitors will implement radiological monitoring, exposure control and contamination control procedures and also provide other assistance as required.

All accidents/incidents involving radioactive materials should be reported to the Radiological Officer, the Town EOC, and the County EOC. Again, these agencies will provide technical advice and assistance with monitoring and exposure control as required.

With a radiological accident/incident, the legal duty for reporting, containment, and cleanup rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Local government has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, local government will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

The Radiological Officer, Brunswick County, and the State Department of Public Safety provides assistance in the development of a local radiological response capability. Radiation detection and measuring equipment has been provided to Brunswick County.

The following radiation exposure control measures should be considered and implemented as required in the event of an accident/incident.

1. Control access to and egress from the area affected.
2. Monitor evacuees and emergency workers for radiation contamination/exposure and decontaminate as required.
3. Provide continuous monitoring of essential workers operating in effected areas and limit their total dose levels as low as reasonably possible.
4. Contain the radiation hazard. Ensure water supplies and agricultural products are not contaminated.
5. Remove and dispose of radioactive materials, or debris in accordance with procedures established by the State Department of Health, Bureau of Radiological Health.

EMERGENCY MANAGEMENT ACTIONS – RADIOLOGICAL PROTECTION

1. Normal Operations
 - a. Designate a Radiological Officer, designated by the Director of Emergency Services
 - b. Develop and maintain a local capability for a radiological emergency response.
 - c. Designate and provide training for radiological monitors.
 - d. Maintain equipment and supplies.
 - e. Develop plans and procedures to respond in time of emergency.
2. Increased Readiness
(Not applicable. Radiological incidents typically occur with little or no advance warning.)
3. Emergency Operations
 - a. Mobilization Phase (Not applicable). (See Brunswick County Radiological Protection Plan.)
 - b. Response Phase
 - (1) Assess the situation.
 - (2) Take preventive protective actions as necessary.

- (3) Alert the designated representative of the Fire Department.
- (4) The Radiological Officer will provide technical advice as required.
- (5) Isolate and secure the affected area. Implement contamination control procedures as required.
- (6) Records must be maintained for all persons determined to be contaminated or exposed.
- (7) Establish and maintain communication between the Town EOC, County EOC and the on-the-scene commander.
- (8) Report to the County EOC as required, local conditions in the Town and its environs.
- (9) Request a technical analysis and recommended protective actions.
- (10) If the accident/incident involves a transportation accident, establish and maintain contact with the trucking company or shipper involved.
- (11) Consider response to protect the public. Estimate potential harm without intervention.
- (12) For large-scale radiological incidents, the State EOC will provide protective actions recommendations.
- (13) Implement protective action as appropriate. Consider evacuation.
- (14) Maintain records of accumulated exposure to evacuees and essential workers.
- (15) Do not exceed protective action guides.
- (16) Provide periodic status reports to the County EOC.
- (17) Declare the area safe for re-entry after danger is passed.

4. Recovery

Take action as required.

LOCAL RADIOLOGICAL EQUIPMENT AND SUPPLIES

Refer to Brunswick County EOP; the Town of Carolina Shores has no equipment/supplies.

ANNEX B: HAZARDOUS MATERIALS INCIDENTS

SARA TITLE III

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Hazardous Material Emergency Response Plan has been developed for Brunswick County. This plan is considered to be a part of the Brunswick County EOP.

ORGANIZATION

The emergency services organization for a hazardous materials incident is basically the same as for any other emergency requiring a coordinated response by local government(s), private industry, and volunteer service organizations.

ON SCENE RESPONSIBILITY

In the event of a hazardous materials incident, the local fire representative will be notified immediately and will assume command on scene upon arrival. First responders, such as the fire engine on the scene, will assume command until the arrival of the fire representative. First responders or the fire representative should implement immediate protective action. The local law enforcement is responsible for traffic control and effecting evacuation. The Coordinator of Emergency Services is responsible for coordinating the response for the EOC. In the event the Emergency Services Coordinator or the fire representative are not available, the senior fire officer at the scene will be "in charge" and make specific coordination decisions (i.e. evacuation) in order to promptly and effectively address the emergency at hand.

The Town of Carolina Shores will rely on local emergency services resources, private as well as public, to respond to a hazardous materials incident within the Town. If the emergency is of such magnitude that local resources are inadequate, the local Emergency Services Coordinator should call the Brunswick County EOC for assistance. The State has established Regional Hazardous Material Response Teams throughout the state. State Hazardous Material Officers can assist in providing information on product identification, specific chemical data, and incident mitigation advice. They also have an on-scene response capability.

TRANSPORTATION ACCIDENTS

Fuel, toxic chemicals, dangerous gases, and acids are transported through North Carolina daily using all modes – highway, rail, water, pipeline, and air. For each locality, a hazards analysis which identifies regularly scheduled shipments of hazardous materials should be developed to serve as a basis for planning.

The legal duty for reporting, containment, and clean-up of hazardous substances incidents rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take proper steps, or lacks

the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Immediate response to a transportation accident involving hazardous materials should be limited to aiding the injured and preventing access to the area surrounding the incident. The incident should immediately be reported to the County EOC which will provide technical guidance and coordinate assistance as required. The Hazardous Materials Incident Report form should be used to record the necessary information.

The U.S. Department of Transportation “Hazardous Materials Emergency Response Guidebook” has been developed for use by fire fighters, law enforcement and other emergency response personnel. It identifies the most significant hazardous materials and gives information and guidance for initial actions to be taken in the event of a spill or other accident. The fire representative, Coordinator of Emergency Services, and all potential first responders should be familiar with and have ready access to this handbook.

FIXED FACILITIES

The Emergency Services Coordinator should establish and maintain a good working relationship with local industrial plants and commercial facilities where hazardous materials are used, stored, manufactured, or disposed. The management of each facility is responsible for designating a facility emergency coordinator to prepare emergency response plans and procedures in order to meet required worker and resident safety standards as established by federal, state, and local regulatory agencies. These plans and procedures must be coordinated with the appropriate local emergency response organizations – sheriff, fire, and rescue – and with the local Coordinator of Emergency Services.

Receipt of notification that an accident has occurred requires immediate action to evaluate and assess the situation. Time is of the essence and dictates immediate action to employ required emergency resources to control or contain the material involved, implement evacuation procedures, if required, and isolate the accident area to all but emergency services personnel.

The Town of Carolina Shores has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, the Town in conjunction with the County will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

A working relationship should be established and maintained between local officials, the management of local industrial plants where hazardous substances are used, and major railroads that transport hazardous materials.

The fire representative and the Coordinator of Emergency Services are responsible for maintaining and updating this annex. All departments and agencies assigned duties to respond to an accident involving hazardous materials will develop and keep current procedures to ensure an adequate response capability. The heads of law enforcement, fire, and rescue services will ensure that all personnel are adequately trained in the procedures for

responding to accidents involving hazardous materials and that peak efficiency is maintained at all times.

EMERGENCY MANAGEMENT ACTIONS – HAZARDOUS MATERIALS INCIDENTS

1. Normal Operations

- a. Develop plans and procedures for hazardous materials incidents. Coordinate with local industrial plants.
- b. Provide or coordinate training for fire and law enforcement personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene.

2. Increased Readiness

(Not Applicable. Hazardous materials incidents typically occur with little or no advance warning.)

3. Emergency Operations

- a. Mobilization Phase (Not Applicable.)
- b. Response Phase
 - (1) Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook.
 - (2) If hazardous materials are involved, isolate and secure the accident scene.
 - (3) Alert the fire representative to assume command on site.
 - (4) Establish and maintain direct communication between the Town EOC and the fire representative or other on-the-scene controller.
 - (5) Report to the County EOC. Request a technical analysis of the probability of a disaster, its likely consequences, and recommended protective actions. If the accident involves a transportation accident, establish and maintain contact with the railroad or trucking company involved.
 - (6) Alert the local Health Director.
 - (7) Consider response alternatives to protect the public. Estimate potential harm without intervention. Consider evacuation.

- (8) Direct protective action, as appropriate.
- (9) Alert the hospitals to be prepared to receive potential victims and of the nature of the hazard.
- (10) Conduct radiological monitoring, if appropriate.
- (11) Continue to provide periodic status reports to the County EOC.

4. Recovery

- a. Declare the area safe for re-entry after danger has passed.
- b. Assess damages. Request post-disaster assistance, as appropriate.
- c. Restore facilities and services. Bill the responsible party for expenses incurred.

HAZARDOUS MATERIALS EMERGENCY TELEPHONE NUMBERS

Contact the Brunswick County EOC.

ANNEX C: RESOURCE SHORTAGE – Refer to Brunswick County EOP

The Coordinator of Emergency Services will coordinate the local government response in the event of a critical resource shortage. Conservation measures in the event of fuel or other resource shortages are likely to be directed by the state. State-level “Commodity Managers” have been designated for each type of resource. The Red Cross will coordinate emergency assistance to individuals.

A resource shortage can affect the economic well-being of the area by increasing unemployment, reducing farm or industrial production, or adversely affecting travel and tourism. Shortages can also impose physical and economic hardship on private citizens, particularly those on low or fixed incomes and the elderly.

The Coordinator of Emergency Services should analyze the local situation and determine the potential impact of specific resource shortages. This should include a survey of major suppliers and users.

A temporary loss of electric power or heating fuel during extremely cold weather could displace or endanger families and individuals. They must be provided with lodging and care. They may need transportation to the lodging and care facility.

The public should be kept informed concerning any resource shortage and how to obtain assistance.

Problems pertaining to a specific source will be referred to the resource Commodity Manager. Problems relating to individual assistance will be referred to Brunswick County Department of Social Services or the Red Cross. All other problems which are beyond Brunswick County’s capability to resolve will be referred to the State Department of Emergency Management.

EMERGENCY MANAGEMENT ACTIONS – RESOURCE SHORTAGE

1. Normal Operations

- a. Monitor the status of all essential resources to anticipate shortages. Maintain liaison with fuel distributors and local utility representatives.
- b. Identify, quantify, and prioritize the supply of fuel and other resources needed to maintain essential services. Coordinate with the electric power company, fuel oil distributors, etc.

2. Increased Readiness

A resource shortage disaster is threatening the local area.

- a. Advise the State Commodity Manager of the local situation.

- b. Maintain liaison and exchange information with local resource suppliers.
- c. Review and update procedures for providing resource and financial aid to individuals based on the specific type of shortage that is threatening. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Implement local conservation measures and emergency management programs as directed by the State Commodity Manager or the State EOC.
- (2) Keep the public fully informed. Supplement state-level broadcasts with local ones as required. Direct or request voluntary conservation as appropriate.
- (3) Implement procedures for determining need and for distribution of aid, whether in money or the commodity in short supply. Begin to provide emergency assistance to individuals as required.
- (4) Begin to maintain a record of all expenditures and continue throughout emergency operations.
- (5) Review procedures for providing lodging and care for displaced persons.
- (6) Maintain contact and exchange information with major suppliers. Keep the State Commodity Manager advised of the local situation through the County EOC.

b. Response Phase

Major shortage is affecting the local area causing severe hardship and economic disruption.

- (1) Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
- (2) Allocate available resources to assure the maintenance of essential services.
- (3) Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.

- (4) Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies that may have available supplies.
- (5) Notify the appropriate State Resource Commodity manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
- (6) Enforce state and local government conservation programs.
- (7) Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the shortage is of such severity that local government cannot provide an adequate response.

4. Recovery

Assist as required.

STATE-LEVEL COMMODITY MANAGERS

Commodity	Manager	Telephone
------------------	----------------	------------------

Contact the Brunswick County EOC.

MAJOR SUPPLIERS AND USERS OF RESOURCES

To monitor the local situation, it is necessary to have a listing of the major suppliers and users of those resources considered to be essential to the health, welfare, and economic well-being of the local citizens. Information obtained from these major suppliers and users will be used to estimate the impact of shortages on the economy and health of the local community. This information should be obtained and then updated at least once a year.

Major Retail Food Stores:

Food Lion –
Lowe's (Little River)

Fuel Storage:

List Gas Stations in Calabash

Food Processing Plants:

None

Major Electrical Power Substations:

Brunswick EMC

Gas/Oil Pipelines:

None

Communications Facilities:

ATMC
Verizon

ANNEX D: WATER CONTAMINATION

Water supply contamination would have a quick negative impact on the health and economic well-being of any community. In any water supply contamination situation, whether localized or involving a general area, the public would have to be notified immediately to mitigate the impact of the situation.

In the event of water supply contamination, the staff of the Town's Emergency Management Agency would make an initial assessment of the extent of the problem and the potential impact on the public. The Brunswick County Health Department will be notified of the type of contamination. The impacted public would be notified promptly and provided with proper guidance until the problem was corrected. Coordination with and assistance from other local, state, and federal agencies as well as private concerns would be necessary to address the problem promptly and effectively and ensure the continuation of essential services during the process. Liaison with private organizations, nursing homes, major industrial users, hospitals, dialysis clinics, etc., must be maintained to ensure their cooperation and allow them to implement their own contingency plans.

EMERGENCY MANAGEMENT ACTIONS – WATER CONTAMINATION

1. Normal Operations

- a. Develop measures that would prevent or limit the contamination of the water supply.
- b. Develop contingency plans to provide potable water to the public in the event of water supply contamination.

2. Increased Readiness

Contamination of the water supply is possible if the situation cannot be contained.

- a. Advise and maintain liaison with the appropriate local, state and federal agencies.
- b. Notify the public of the situation.
- c. Review and update procedures to provide potable water in the event of water supply contamination.

3. Emergency Operations

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- a. Implement appropriate conservation measures and emergency management programs as directed by local plans and the State.

- b. Keep the public fully informed and provide appropriate guidance.
- c. Maintain liaison with firms and agencies that have spare equipment, personnel and expertise that could be used in addressing the problem and ensuring that essential services can be maintained.
- d. Begin to maintain a record of all expenditures and continue throughout emergency operations.

4. Response Phase

Major contamination of the area's water supply is occurring, threatening the health and safety of the general public, and causing severe hardship and economic disruption.

- a. Notify the public of the extent of the contamination problem emphasizing the importance of avoiding use of water.
- b. Advise the public of the availability and location of potable water.
- c. Allocate available resources to assure the maintenance of essential services.

5. Recovery

Assist as required.

ANNEX E: DAM SAFETY

MISSION

To facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure.

ORGANIZATION

The Director of Emergency Services, or the Coordinator of Emergency Services in his absence, is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. Local law enforcement will disseminate the warning to evacuate.

CONCEPT OF OPERATIONS

Dam owners are responsible for the proper design, construction, operation, maintenance and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the local law enforcement and Coordinator of Emergency Services and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an “Emergency Action Plan.” A copy must be provided to the local Director of Emergency Services, the State Division of Emergency Management. This “Emergency Action Plan” is required prior to issuance of an Operation and Maintenance Permit by the State.

Standards have been established for “Dam Classifications” and “Emergency Stages”. The affected public will be routinely notified of conditions at the dam during Stage 1. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Director of Emergency Services will warn the public, order evacuation from the affected area, and declare a local emergency. If appropriate, he will recommend that the Governor declare a state of emergency.

EMERGENCY MANAGEMENT ACTIONS – DAM SAFETY

1. Normal Operations
 - a. Dam Owners
 - (1) Operate and maintain the dam to assure the continued integrity of the structure.
 - (2) Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure.

- b. Government
 - Develop compatible procedures to warn and evacuate the public in the event of dam failure.
- 2. Increased Readiness
 - a. Stage I Conditions
 - Alert on-duty emergency response personnel
 - b. Stage II Conditions
 - (1) Alert on-duty emergency response personnel.
 - (2) Notify public of possible dam failure.
 - (3) Review warning and evacuation plans and procedures.
 - (4) Place off-duty emergency response personnel on alert.
- 3. Emergency Operations
 - a. Mobilization Phase – Latter Part of Stage II or at Stage III Conditions
 - (1) Activate Town EOC (manning as appropriate).
 - (2) Notify County EOC
 - (3) Alert emergency response personnel to standby status.
 - (4) Begin record keeping of all incurred expenses.
 - b. Response Phase – Stage III Conditions
 - (1) Order immediate evacuation of residents in expected inundation areas.
 - (2) Sound warning through use of sirens, horns, vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue.
 - (3) Call in all emergency response personnel to provide help required to protect lives and property.
 - (4) Activate EOC, if not previously accomplished.

- (5) Follow established procedures within designated functional areas specified in this plan.

4. Recovery

- a. Provide assistance to disaster victims.
- b. Clean up debris and restore essential services.
- c. All agencies tasked in this plan implement recovery procedures.
- d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters.
- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

Dams that exceed 25 feet in height or impound more than 50 acre-feet --100 acre-feet for agricultural--must be classified as to the degree of hazard potential they impose should the structure fail completely.

Class I (High Hazard) – Probable loss of life; excessive economic loss.

Class II (Moderate Hazard) – Possible loss of life; appreciable economic loss.

Class III (Low Hazard) – No loss of life expected; minimal economic loss.

Emergency Stages

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions that may be appropriate readiness actions.

Stage I – Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

Stage II – Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him informed.

Stage III – Failure has occurred, is imminent, or already in flood condition, overtopping is probable. Only minutes may be available for response. Evacuation recommended.

**DIRECTORY OF DAMS REQUIRING EMERGENCY ACTION PLANS
Town of Carolina Shores**

Class I – High hazard, probable loss of life, and excessive economic loss in the event of complete failure.

Class II – Moderate hazard, possible loss of life, and appreciable economic loss in the event of complete failure.

Class III – Low hazard, no loss of life expected, and minimal economic loss in the event of complete failure.

CLASS	NAME	LOCATION	TYPE
None			

ANNEX F: NUCLEAR ATTACK

MISSION

To establish open-ended plans and procedures which could be used in conjunction with state plans and guidance to develop an emergency response capability during the anticipated crisis buildup period prior to a full-scale nuclear attack upon the USA.

ORGANIZATION

The North Carolina Department of Public Safety has developed detailed plans and procedures and will, over a several-day period, direct localities to prepare for a nuclear attack. County Emergency Management Agencies maintain copies and have a working knowledge of these plans.

CONCEPT OF OPERATIONS

A nuclear attack upon the USA would most likely be preceded by a period of increasing international tension and crisis. Sufficient time would be available for protective actions to be taken, to include the large-scale evacuation of probable target areas and the development of fallout shelters.

Should the USA be subjected to a full-scale nuclear attack, it is likely that portions of Brunswick County would be subject to direct weapons effects. However, it may be subject to radioactive fallout.

Residents of high-risk areas may be advised to relocate to safer areas such as inland areas during a several-day period of intense international tension wherein nuclear war appears likely. All localities beyond the high-risk area, may be directed to provide public shelters for several thousand evacuees.

The Brunswick County organization for a war-caused disaster parallels that required for other emergency operations using existing government departments and offices and appropriate private organizations as required for planned emergency functions.

For fallout shelters, home basements and selected public buildings need to be upgraded in order to provide adequate protection. Earth should be placed in 5- to 6-inch layers on roofs and/or floors above until the desired depth of 15-18 inches is achieved. A list of public buildings to be upgraded, procedures for upgrading them, and manpower and equipment resources needed should be developed during the increased readiness period.

ACTION CHECKLIST – NUCLEAR ATTACK

1. Normal Operations
 - a. Develop and maintain an emergency preparedness program.

- b. Maintain and develop a working knowledge of state contingency plans for nuclear attack.

2. Increased Readiness

Communications Watch Level

- a. Make individual assignments of duties and responsibilities to staff the Town EOC, alternate EOC, shelter centers, and other key facilities as appropriate.
- b. Develop mutual support agreements with associated risk-host jurisdictions.
- c. Open the Town EOC with a skeletal staff. Begin to submit daily situation reports to the County EOC.
- d. Review attack preparedness planning guidance and implement preparedness actions as called for to include radiological monitoring and reporting.
- e. Identify buildings and develop procedures to develop public fallout shelters.

3. Initial Alert

- a. Accelerate emergency preparedness as directed by the County EOC. Ensure the operational capability of all key facilities.
- b. Call a meeting of key officials. Brief them on the emergency situation and direct preparedness activities.
- c. Ensure the maintenance of an official record of all expenditures incurred throughout emergency operations.
- d. Provide guidance to the public about the development of home fallout shelters. Upgrade public buildings to provide fallout shelters as needed.

RELOCATION AND NO ATTACK

4. Emergency Operations

a. Mobilization Phase

- (1) Call a meeting of key officials. Review preparatory actions already started and expedite those necessary to alert and mobilize emergency operating forces.

- (2) Prepare to activate the Emergency Assembly Centers and traffic control points. Begin or continue to upgrade fallout shelter facilities as needed. Assure the coordination of in-the-field support services (primarily food and shelter).
- (3) Continue to provide daily situation reports to the County EOC concerning local preparedness activities.
- (4) Take other actions as called for by state guidance.

b. Evacuation Movement Phase

(NOTE: Should attack occur after movement begins, proceed to “Attack Warning and Movement to Shelter Phase.” Complete all actions required by lower readiness levels inasmuch as the attack environment allows.)

- (1) Activate Evacuation Assembly Centers, traffic control points, and other facilities.
- (2) Facilitate evacuation. Coordinate with associated risk-host jurisdiction(s).
- (3) Continue to upgrade fallout shelters.
- (4) Assure the continued operation of essential services in the risk area. Monitor and facilitate the commute of essential workers.
- (5) Receive and care for relocatees. Monitor the execution of planned actions and direct modified actions as necessary. Reference state guidance.

c. Relocation Phase

- (1) Continue to provide resource support to associated risk-host jurisdictions as required. Begin to stock fallout shelters with a 14-day supply of drinking water and food supplies.
- (2) Continue fallout shelter upgrading as required.
- (3) Provide services to evacuees through the Evacuation Assembly Centers.
- (4) Monitor the execution of planned actions and direct modified actions as necessary. Reference State guidance.
- (5) Continue to submit daily situation reports to the County EOC concerning local preparedness activities, requirements for good and services, and availabilities.

d. Return Movement Phase

- (1) In coordination with the County EOC, disseminate information to relocates to return to their homes in the risk area(s).
- (2) Direct and coordinate cleanup activities.
- (3) Continue to provide daily situation reports to the County EOC and advise when all relocatees have departed.

5. Post-Relocation Recovery

Coordinate and monitor clean-up operations. Keep an accurate record of expenses incurred. Compile damage assessment data.

RELOCATION AND ATTACK

4. Emergency Operations

a. Attack Warning and Movement to Shelter Phase

- (1) Disseminate the attack warning throughout the area and provide instructions for residents and relocates to move to shelter.
- (2) Implement radiological monitoring and weapons effects reporting procedures.
- (3) Estimate time of arrival of radioactive fallout.
- (4) Move additional water, food, and medical supplies to shelter.
- (5) Acquire information on the status of the attack environment and monitor shelter operations and other actions. Keep key officials and the public informed.
- (6) Keep the County EOC informed as appropriate and submit periodic situation reports.

b. In-Shelter Phase

- (1) In coordination with the County EOC and adjacent jurisdictions, provide emergency information and continued guidance to the public.
- (2) Monitor the execution of planned actions and direct modified actions as necessary. Reference State guidance.

- (3) Ensure the operation of radiological monitoring activities. Direct emergency operations and inform the public accordingly.

c. Shelter Emergency Phase

When radiation levels permit, advise relocatees to leave fallout shelters and return to congregate care housing, and local host area residents to return to their homes.

d. Relocation Phase (continued)

- (1) In coordination with the County EOC, continue to provide emergency information and guidance to the public to include decontamination procedures and protective measures against residual radiation.
- (2) Monitor the execution of planned actions and direct modified actions as necessary. Regulate the expenditure of consumable resources as required. Reference state guidance.
- (3) Continue to provide daily situation reports to the County EOC concerning local emergency operations.

e. Return Movement Phase

- (1) When directed by the state, disseminate the notification to relocatees that they are to prepare to return. Provide them with a schedule of movement plan. Provide emergency information and continued guidance to the public and to transiting relocatees. This should include information about the risk area.
- (2) Direct and coordinate clean-up activities. Clear debris as needed.
- (3) On direction from the County EOC, direct relocatees to return to their homes.
- (4) Continue to provide daily situation reports to the state concerning local emergency operations, and advise when all relocatees have departed.

5. Post-Attack Recovery

After a nuclear attack, emergency operations will continue under the framework of the State Emergency Management Resources Plan. Economic stabilization procedures must be implemented. Relocatees may have to remain in the host area until community services are restored in the risk area. Should damage in the risk area preclude their return, relocatees will, of course, continue to be cared for. Guidance on preparing for their long-term residence will be provided by the State EOC.

ANNEX G: TERRORISM / WEAPONS OF MASS DESTRUCTION

SEVERE THREAT RED LEVEL IMMINENT RISK	CITIZEN ACTIONS	BUSINESS ACTIONS
<p>Definition: A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.</p>	<p>In addition to all previously mentioned precautions, citizens are advised to:</p> <ul style="list-style-type: none"> • Report suspicious activities and call 9-1-1 for immediate response. • Expect delays, searches of purses and bags, and restricted access to public buildings. • Expect traffic delays and restrictions. • Take personal security precautions to avoid becoming a victim of crime or terrorist attack. • Avoid crowded public areas and gatherings. • Do not travel into areas affected by the attack or is an expected terrorist attack. • Keep emergency supplies accessible and automobile fuel tank full. • Be prepared to evacuate your home or shelter in place on order of local authorities. • Be suspicious of persons taking photographs of critical facilities, asking detailed questions about physical security or dressed inappropriately for weather conditions (suicide bomber). Report these incidents immediately to law enforcement. • Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations. • Assist neighbors who may need help. 	<p>In addition to all previously mentioned precautions, businesses are advised to:</p> <ul style="list-style-type: none"> • Announce Threat Condition SEVERE and explain expected actions. • Deploy security personnel based on threat assessments. • Close or restrict entry to the facility to emergency personnel only and restrict parking areas close to critical buildings. • Maintain a skeleton crew of essential employees. • Deploy emergency response and security teams. • Activate Operations Center and establish liaison with local or state EOC. • Maintain close contact with local law enforcement and emergency management officials. • Be prepared to implement mutual aid agreements with government and with other critical facilities. • Provide security in parking lots and company areas. • Report suspicious activity immediately to local law enforcement. • Restrict or suspend all deliveries and mail to the facility. Emergency supplies or essential shipments should be sent to an off-site location for inspection.

HIGH THREAT
ORANGE LEVEL
HIGH RISK

- Avoid passing unsubstantiated information and rumors.

CITIZEN ACTIONS

BUSINESS ACTIONS

Definition:
Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.

In addition to all previously mentioned precautions, citizens are advised to:

- Resume normal activities but expect some delays, baggage searches, and restrictions as a result of heightened security at public buildings and facilities.
- Continue to monitor world and local events as well as local government threat advisories.
- Report suspicious activities at or near critical facilities to local law enforcement agencies by calling 9-1-1.
- Avoid leaving unattended packages or brief cases in public areas.
- Inventory and organize emergency supply kits and discuss emergency plans with family members. Reevaluate meeting location based on threat.
- Consider taking reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerably situation, and monitor the activities of your children.
- Maintain close contact with your family and neighbors to ensure their safety and emotional welfare.

In addition to all previously mentioned precautions, businesses are advised to:

- Announce Threat Condition HIGH to all employees and explain expected actions.
- Place emergency response teams on notice.
- Activate the business emergency operations center if required. Establish ongoing liaison with local law enforcement and emergency management officials.
- Monitor world and local events. Pass on credible threat intelligence to key personnel.
- Ensure appropriate security measures are in place and functioning properly.
- Instruct employees to report suspicious activities, packages, and people.
- Search all personal bags, parcels, and require personnel to pass through magnetometer, if available.
- Restrict vehicle parking close to buildings.
- Inspect intrusion detection systems and lighting, security fencing, and locking systems.
- Inspect all deliveries and consider accepting shipments only at off-site locations.
- Remind employees to expect delays and baggage searches.

ELEVATED
THREAT
YELLOW LEVEL
ELEVATED RISK

Definition:
Elevated risk of
terrorist attack but
a specific region of
the USA or target
has not been
identified.

CITIZEN ACTIONS

In addition to all previously
mentioned precautions, citizens
are advised to:

- Continue normal activities, but report suspicious activities to the local law enforcement agencies.
- Take a first aid or CERT class.
- Become active in your local Neighborhood Crime Watch program.
- Network with your family, neighbors, and community for mutual support during a disaster or terrorist attack.
- Learn what critical facilities are located in your community and report suspicious activities at or near these sites.
- Contact local officials to learn about specific hazards in your community.
- Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water, and emergency supplies.
- Monitor media reports concerning situation.

- Implement varying security measures.

BUSINESS ACTIONS

In addition to all previously
mentioned precautions,
businesses are advised to:

- Announce Threat Condition ELEVATED to employees.
- Review vulnerability and threat assessments and revise as needed.
- Identify and monitor governmental information sharing sources for warnings and alerts.
- Update and test call down list for emergency response teams and key employees.
- Review, coordinate, and update mutual aid agreements with other critical facilities and government agencies.
- Establish and monitor active and passive security measures.
- Review employee training on security precautions (bomb threat procedures, reporting suspicious packages, activities, and people).
- Conduct communications checks to ensure contacts can be maintained.

GUARDED
THREAT
BLUE LEVEL
GUARDED RISK

CITIZEN ACTIONS

BUSINESS ACTIONS

Definition: General risk with no credible threats to specific targets.

In addition to all previously mentioned precautions, citizens are advised to:

- Continue normal activities but be watchful for suspicious activities. Report criminal activity to local law enforcement.
- Review family emergency plans.
- Increase family emergency preparedness by purchasing supplies, food, and storing water.
- Be familiar with local natural and technological (man made) hazards in your community.
- Monitor local and national news for terrorist alerts.

In addition to all previously mentioned precautions, businesses are advised to:

- Ensure that key leaders are familiar with the emergency operations and business contingency plans.
- Review, update, and routinely exercise functional areas of plans.
- Review and update the call down list for emergency response teams.
- Develop or review Mutual Aid agreements with other facilities and/or with local government for use during emergencies.
- Review physical security precautions to prevent theft, unauthorized entry, or destruction of property.
- Have you provided for:
 - * Employee picture ID badges?
 - * Background checks on all employees?
 - * Access control and locking of high security areas at all times?
 - * All security keys marked with “Do not Duplicate?”
 - * Surveillance cameras?
 - * Backup power?
 - * An alarm system?

LOW THREAT
GREEN LEVEL
LOW RISK

CITIZEN ACTIONS

BUSINESS ACTIONS

Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.

In addition to all previously mentioned precautions, citizens are advised to:

- Continue to enjoy individual freedom. Participate freely in travel, work, and recreational activities.
- Be prepared for disasters and family emergencies.
- Develop a family emergency plan.
- Keep recommended immunizations up-to-date.
- Know how to turn off your power, gas, and water service to your house.
- Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.
- Support the efforts of your local emergency responders (fire fighters, law enforcement and emergency medical service).
- Know what natural hazards are prevalent in your area and what measures you can take to protect your family.
- Volunteer to assist and support the community emergency response agencies.

In addition to all previously mentioned precautions, businesses are advised to:

- Develop emergency operations and business contingency plans.
- Encourage and assist employees to be prepared for personal, natural, technological, and homeland security emergencies.
- Conduct emergency preparedness training for employees and worker's families.
- Develop a communications plan for emergency response and key personnel.
- Conduct training for employees on physical security precautions.
- Budget for physical security measures.

APPENDIX 1: EMERGENCY CONTACT TELEPHONE NUMBERS

<u>Position or Office</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
<u>Emergency Management Agency</u> Director/Coordinator of ES Town EOC 24-hr Phone	Jon Mendenhall		
<u>Department of Administration</u> Town Administrator Town Clerk	Jon Mendenhall Nicole Marks		
<u>Admin Front Office</u> Building Inspections Secretary Office Assistant	Barbara Lipton		
<u>Bldgs & Grnds</u> Building Custodian Groundskeeper	Jerry Franklin John Leibley		
<u>Department of Finance</u> Finance Director	Julie Munday		
<u>Department of Public Works</u> Public Works Director Engineering Technician	See Town Administrator Bill C		
<u>Maintenance Division</u> Maintenance Supervisor Maintenance Worker Maintenance Worker Maintenance Worker Maintenance Worker	Chris Edwards		
<u>Inspections Division</u> Chief Building Inspector Building Inspector On-call Inspector	Chuck Riggins		
<u>Sanitation Division</u> Outsourced	Waste Industries		
<u>Department of Public Safety</u> Code Compliance Officer	Gail Treglia		

VOLUNTEER FIRE & RESCUE

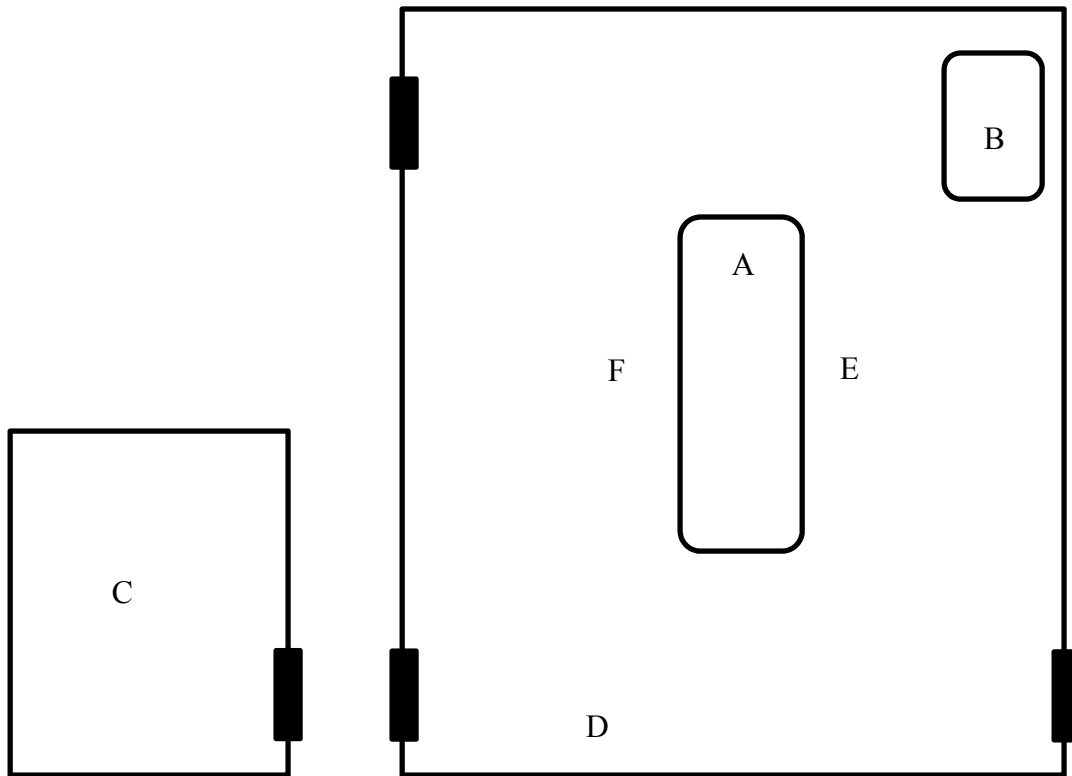
<u>Department</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
Calabash Fire Chief Calabash Rescue Captain	xxx		

NEIGHBORING JURISDICTIONS

<u>Department</u>	<u>Name</u>	<u>Work Phone</u>	<u>Emergency Phone</u>
Brunswick County Town of Calabash Town of Sunset Beach Town of Shallotte Little River Water & Sewer, SC City of North Myrtle Beach, SC Horry County, SC			

This is a confidential document.

APPENDIX 2: EOC LAYOUT



- A = Executive Group
- B = Communications Group
- C = Kitchen/Canteen
- D = Support Group
- E = Information Group
- F = Briefing Area for Operations and Damage Assessment Groups

Board Room = Location of Emergency Meeting Space for Mayor and Board of Commissioners, media staging room

Official Announcements will be made while standing in front of the podium facing the audience.

Shower/bathing facility located at end of hallway.

Sleeping quarters will be assigned based on availability of space.

Entire Town Hall facility equipped with storm shutters placed in storage at Town Garage.

APPENDIX 3: DEFINITIONS

1. Emergency – A sudden and unforeseeable occurrence or condition, either as to its onset or as to its extent, of such disastrous severity or magnitude that governmental action beyond that authorized or contemplated by existing law is required because governmental inaction for the period required to amend the law to meet the emergency would work immediate and irrevocable harm upon the citizens of the State or some clearly defined portion or portions thereof.
2. Emergency Operations Center (EOC) – Centrally located government or community building, equipped with communications and emergency power, for coordination of government services, volunteer organizations, and emergency public information.
3. Emergency Planning Committee - Designated local officials responsible for developing and maintaining the local Emergency Operations Plan.
4. Emergency Services – The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural, man-made, or war-caused disasters. These functions include fire fighting, police, medical and health, rescue first-aid, warning, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.
5. Hazardous Materials – Substances and materials in quantities and forms that may pose an unreasonable risk to health and safety or to property when transported in commerce. Hazardous materials include: explosives, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons or poisonous gases, oxidizing or corrosive materials, irritants, compressed gases, and hazardous waste (as defined in United States Department of Transportation Regulations). Note: Hazardous materials also may present problems when stored or used at fixed sites.
6. Local Emergency – The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate loss of life, property damage, or hardship. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of a local governing body, when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.
7. Local Emergency Planning Committee (LEPC) – Appointed representatives of local government, private industry, businesses, environmental groups, and emergency response organizations charged with meeting the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III). This is a Brunswick County organized committee.

8. Major Disaster – Any natural or man-made disaster in any part of the United States which, in the determination of the President of the United States, is or thereafter determined to be of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the federal government to supplement the efforts and available resources of the several states, local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby and is so declared by him.
9. Man-Made Disaster – Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.
10. Natural Disaster - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.
11. Resource Shortage – The absence, unavailability, or reduced supply of any raw or processed natural resource or any commodities, goods, or services of any kind which bear a substantial relationship to the health, safety, welfare, and economic well-being of the citizens of the State.
12. Severe Weather “Warning” – Severe weather conditions that could cause serious property damage or loss of life have occurred – have been actually observed or reported. For example, a Flash Flood Warning means that heavy rains have occurred and low-lying areas are likely to be flooded.
13. Severe Weather “Watch” – Atmospheric conditions indicate that severe weather is possible, but has not yet occurred (e.g., Hurricane Watch, Flash Flood Watch, Tornado Watch, etc.).
14. Situation Report – A form which, when completed at the end of each day of local EOC operations, will provide the county or city with an official daily summary of the status of an emergency and the local emergency response. A copy should be submitted to the State EOC via fax machine.
15. State of Emergency – The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement local efforts to prevent or alleviate loss of life and property damage.

APPENDIX 4: GLOSSARY OF ACRONYMS

ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol
DAC	Disaster Applications Center
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
IFLOWS	Integrated Flood Observing and Warning System
LEPC	Local Emergency Planning Committee
MEDEVAC	Medical Evacuation
MSDS	Medical Safety Data Sheet
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SARA	Superfund Amendments and Reauthorization Act
SOP	Standing Operating Procedures

APPENDIX 5: EMERGENCY MANAGEMENT AGENCY AND TELEPHONE LISTING

Official

Name

Business

Home/Cell

Refer to Appendix 1.

APPENDIX 6: FORMAT SITUATION REPORT

Following are the seven major elements if a SITREP and the types of information that should be reported for each element:

1. Type of Emergency
 - a. Identify the type of emergency, by name if it is due to a tropical storm or hurricane.
 - b. Describe where and when it happened or is likely to happen.
2. Damage
 - a. Casualties; number of dead and injured and location(s) of these.
 - b. Type and extent of property damage, especially as this directly affects people (e.g., damage to housing, food supplies, medical resources, and water and sewage service).
 - c. Special damage problems, such as damage to key utilities, communications facilities, medical resources, major transportation facilities (e.g., major highways, bridges, rail routes, airports, deep water ports), major military or nuclear facilities.
 - d. Any additional damage potential as result of the emergency.
3. State and Local Actions
 - a. Major State and local emergency services actions, such as dissemination of warning, activation and use of EOC's, coordination of rescue operations, management of evacuations, arrangement for needed emergency supplies, working with mass media to get official information to the people, etc.
 - b. State and local requests for assistance for Federal civil agencies.
 - c. Military support requests, described in mission terms (e.g., search flooded area from A to B for trapped persons), and whether support actions are to be performed by National Guard or Federal active duty forces; make clear whether such requests are anticipated or actually have been made by State or local authorities.
4. FEMA Action
 - a. Participation by FEMA regional staff members to assist the affected states or localities; FEMA staff support to other Federal agencies involved.

- b. Use of Federal supported resources, such as NAWAS and other communication nets, State and Local EOC's funded by FEMA, surplus or excess property used by civil defense, radio stations able to remain on the air because of FEMA emergency generators, on-site assistance preparation elements brought to bear in the emergency, etc.

5. Military Action

State National Guard or Federal active forces involved, described in terms of number of troops and type of equipment committed, and the mission (s); actions by Army Corps of Engineers.

6. Other Federal Agencies

Actions by other Federal Government civil agencies in support of State and local operations.

7. Organized Volunteer Action

Identify American National Red Cross and other volunteer agency participation in emergency actions and describe major actions they have taken.

APPENDIX 7: SITUATIONAL REPORT

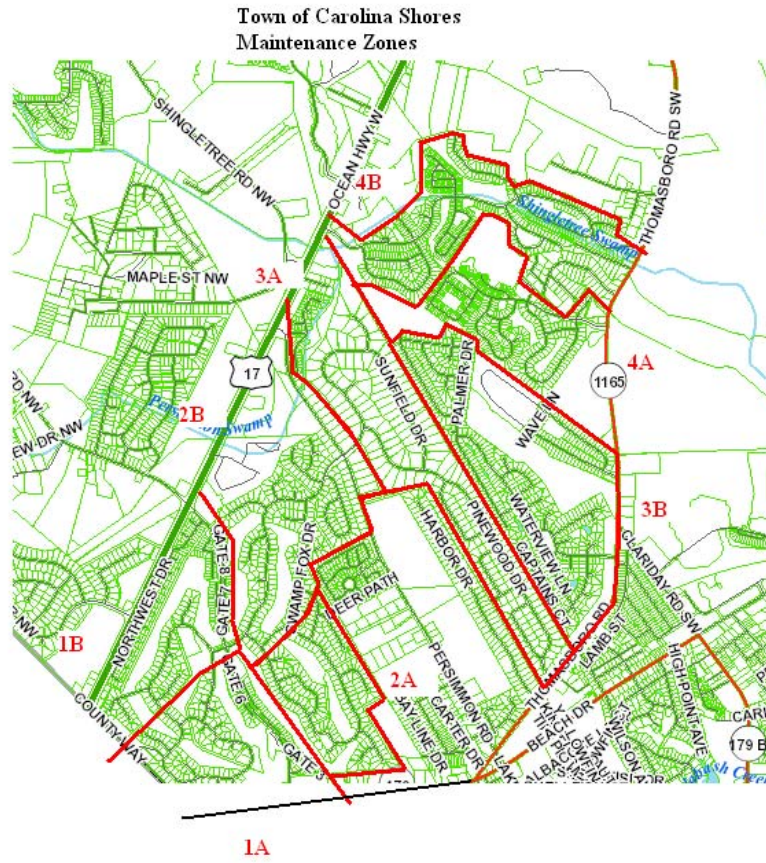
Please refer to Brunswick County EOP.

It is anticipated that Situational Reports will be given using the WebEOC interface developed by Brunswick County, situational reports from County EOC to State EOC will occur through a similar interface and will be controlled by the County/State EOC.

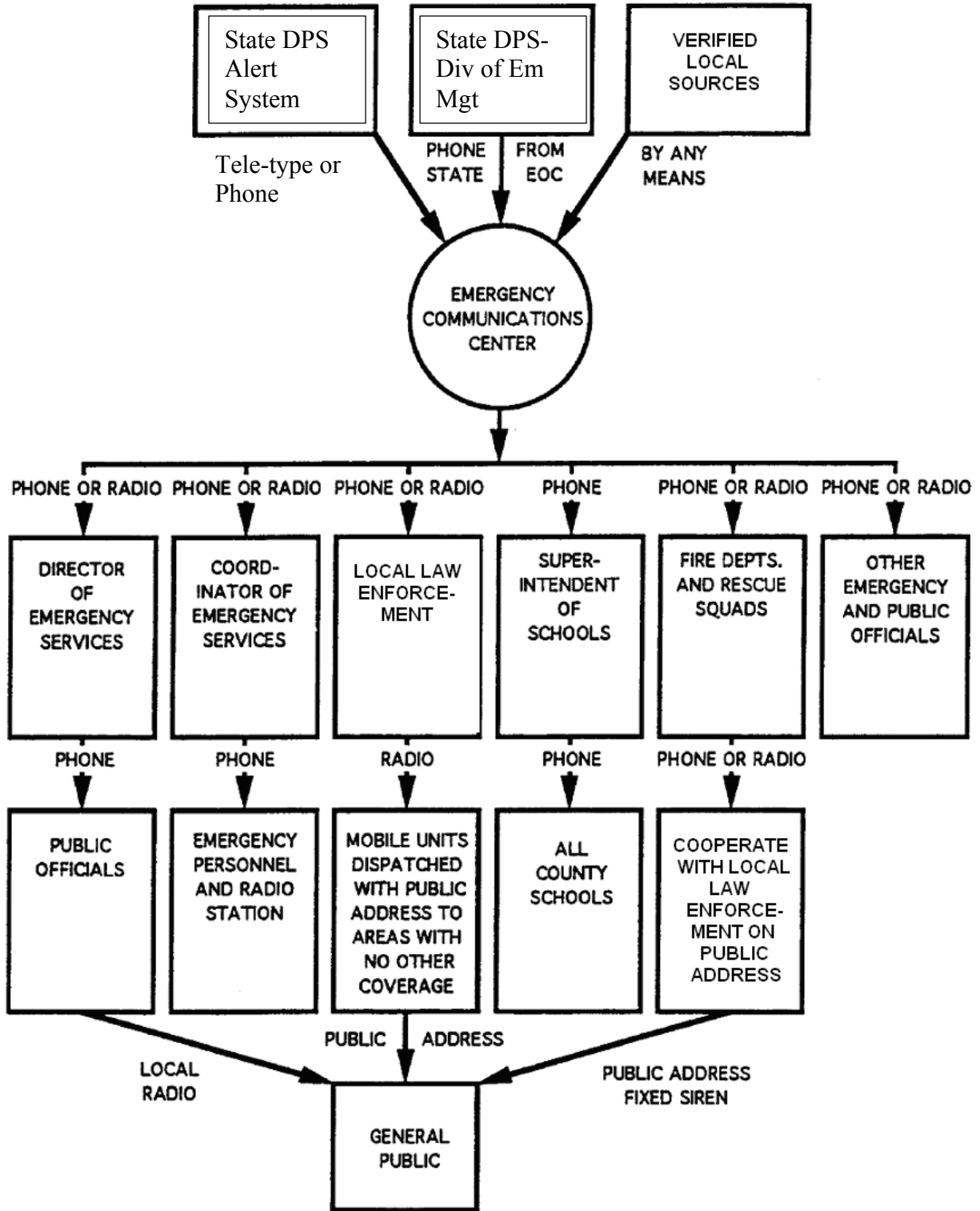
APPENDIX 8: HEALTH DEPARTMENT INFORMATION

Please refer to Brunswick County EOP.

APPENDIX 13: LOCAL MAP



APPENDIX 14: GENERAL WARNING FAN-OUT SYSTEM



APPENDIX 15: EMERGENCY NOTIFICATION PROCEDURES

Until the Town EOC is activated, the Communications Center of the Brunswick County Sheriff's Office will notify the following officials upon receipt of a serious emergency situation, or a potentially serious situation, or when directed by an on-scene incident commander:

Home Phone Work Phone

Town Director of Emergency Services

Town Coordinator of Emergency Services

Town Deputy Coordinator(s) of Emergency Services

Once operational, the Town EOC will receive messages directly from the County EOC. It is then the responsibility of the Communications Center of the Brunswick County Sheriff's Office to monitor message traffic and ensure that messages reach the Town Director of Emergency Services or his designee via the County EOC.

APPENDIX 16: EMERGENCY PUBLIC INFORMATION RESOURCES

NEWSPAPERS

CURRENT TELEPHONE NUMBERS

RADIO STATIONS

TV STATIONS

INTERNET PROVIDERS

APPENDIX 17: PIO PREARRANGED MESSAGES

**Release or Spill
(NO EXPLOSION OR FIRE)**

1. Local – Public Information Notification of an Incident (Fire and/or Explosion Not Imminent)

At _____ (a.m./p.m.) today, an incident/accident occurred on _____
_____(hwy/street). Certain dangerous materials have been
spilled/leaked/released from a tank car/truck. Due to the toxic nature of the material
released into the atmosphere, all traffic on _____ (hwy/street) is
being rerouted via _____ (hwy/intersection) until further notice.

APPENDIX 18: PIO PREARRANGED MESSAGES

(FIRE AND/OR EXPLOSION IMMINENT)

2. Local – Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an accident occurred on _____
_____ (hwy/railroad) at _____ (location). All traffic
on _____ (hwy) is being rerouted via _____
_____ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within _____ feet of
the site are urged to leave immediately and report to (school, church, etc.).

Follow directions given by emergency workers, Highway Patrol, or local law enforcement.

You will be notified when it is safe to return to your homes. Stay tuned to this station for
additional information/instructions.

APPENDIX 19: SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS

DATE: _____

TO: _____

FROM: Brunswick County Health Department

SUBJECT: Health Risks Resulting from _____
(event, site, & date)

The _____ at _____ in Brunswick
(event)
County on _____ released chemical particles into the
(date)
environment in concentrations sufficient to cause health problems in some persons.

Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees may experience symptoms which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms which are characteristic of exposure to the chemicals which necessitated the evacuation. These symptoms are

(enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____, and
(site of incident)
estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information contact _____

APPENDIX 20: SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY

The Brunswick County Public Health Department has issued a Public Health Advisory concerning possible chemical contamination by _____ at the _____ (event) _____ in Brunswick County. _____ (location)

The chemical release occurred at _____ (date & time). Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms:

(list symptoms on the MSDS)

Any person who was in the vicinity of _____ (site of event) between _____ (hours) on _____ (day) should be alert to symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact _____

APPENDIX 21: SAMPLE HEALTH ADVISORY FOR PHYSICIANS

DATE: _____
TO: All Primary Care Physicians in _____
(area, site & date)
FROM: Brunswick County Health Department
SUBJECT: Health Risks Resulting from _____
(event, site and date)

The _____ at _____
(event) (site)

in Brunswick County released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of over exposure to these chemicals. Exposure to _____ with patients
(list name(s) of chemicals involved)
experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____, and
(site of incident)
estimated time of onset of symptoms. Report incidents to the Brunswick County Health Department.

For additional information, contact: _____

APPENDIX 22: SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES

DATE: _____
TO: All Primary Care Facilities in _____
(area, county, county)
FROM: Brunswick County Health Department
SUBJECT: Health Risks Resulting from _____
(event, site & date)

The _____ at _____
(event) (site)

in Brunswick County released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of over exposure to these chemicals. Exposure to _____
(list name(s) of chemicals involved)
with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____, and
(site of incident)
estimated time of onset of symptoms. Report incidents to the Brunswick County Health Department.

For additional information, contact: _____

APPENDIX 23: LAW ENFORCEMENT RESOURCES

Please refer to Brunswick County EOP.

APPENDIX 24: 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).

2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry).

Method of Travel (vehicle, aircraft) _____

Description of Vehicle/Aircraft _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark _____

Alternate escape route if different from above _____

4. Type of 2-way radio system to be used and your base station telephone number we contact in emergency (a CB radio or radio telephone will not be accepted).

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.

APPENDIX 25: 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 so 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 North Carolina and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Areas.

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 Area.

Signature of applicant and members of his field party

Date

Print full name first, then sign.

_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	
_____	_____
I have read and understand the above waiver of liability.	

APPENDIX 26: MEDICAL AND HEALTH RESOURCES

Please refer to Brunswick County EOP.

Novant Hospital

Address:
Telephone:

Seacoast Hospital

Address:
Telephone:

APPENDIX 27: MEDICAL EXAMINER INFORMATION

Please refer to Brunswick County EOP.

APPENDIX 28: FIRE SERVICES RESOURCES

Please refer to Brunswick County EOP.

APPENDIX 29: RESCUE/EMERGENCY MEDICAL SERVICE RESOURCES

Please refer to Brunswick County EOP.

APPENDIX 30: MEDEVAC SERVICES

Please refer to Brunswick County EOP.

HELICOPTER MEDEVAC

ALERT

NON-EMER

APPENDIX 31: EMERGENCY TRANSPORTATION SERVICES

Please refer to Brunswick County EOP.

APPENDIX 32: SHELTER CENTER REGISTRATION FORM

American Red Cross

Family Last Name _____

Names	Age	Medical Problem • Killed • Injured • Hospitalized	Referred to Nurse
Man			
Woman (Include Maiden Name)			
Children in Home			
Family Member not in Shelter (Location if Known)			

SHELTER MASTER FILE

DISASTER SHELTER REGISTRATION

Shelter Location	Date of Arrival
Shelter Telephone No.	
Pre-disaster Address and Telephone No.	

do. **do not.** authorize release of the above information concerning my whereabouts or general condition.

..... Signature

Date Left Shelter _____
 Time Left Shelter _____

Post-disaster Address and Telephone Number
--

AMERICAN RED CROSS FORM 3372 (3-72)

This "Disaster Shelter Registration" form (#5972) is the standard form used in all American Red Cross Shelter Centers

**APPENDIX 33: HANDICAPPED AND ELDERLY PERSONS REQUIRING SPECIAL CARE
IN TIME OF EMERGENCY**

Please refer to Brunswick County EOP.

APPENDIX 34: RESOURCES FOR PROVIDING SPECIAL CARE TO THE HANDICAPPED AND ELDERLY

Please refer to Brunswick County EOP.

APPENDIX 35: BRUNSWICK COUNTY PUBLIC SCHOOLS

List schools, address, telephone number.

APPENDIX 36: BRUNSWICK COUNTY SHELTER FLOOR PLAN

Please refer to Brunswick County EOP.

APPENDIX 37: TOWN OF CAROLINA SHORES DEPARTMENT OF PUBLIC WORKS

ORGANIZATION

The Town of Carolina Shores Department of Public Works operates in the following functional areas:

Maintenance – roadway, drainage, building, and equipment maintenance
Inspections – building inspections
Sanitation – limited solid waste removal (operation of a convenience site including MSW, yard waste, and recycle collection within the site)

PERSONNEL

Administration – 2
Maintenance – 4
Inspections – 3
Sanitation – 1, site attendant (contractor) and roll-off operators (contractor)

Contractor: Sanitation Contractor is Waste Industries located in Bolivia

EQUIPMENT

5 Pickups/SUVS-radio equipped
1 Dump truck-not radio equipped
2 Backhoes (both with debris handlers, one with forklift attachment)
2 Generators (one is welder combination)
2 Tractors (one with front-end loader)
3 trailers
3 Saws with chaps

APPENDIX 38: CERT RESOURCES

No CERT resources exist within the Town of Carolina Shores.

APPENDIX 39: SPECIAL FACILITIES

Facilities that may require an EOP due to hazardous materials used, manufactured or stored at site:

No known facilities are located within the corporate limits of the Town of Carolina Shores, please refer to the Brunswick County Emergency Operations Plan for additional information.

Hazardous Materials Sites

<u>Facility</u>	<u>Location</u>	<u>Telephone</u>
-----------------	-----------------	------------------

Nursing Homes

<u>Facility</u>	<u>Location</u>	<u>Telephone</u>
-----------------	-----------------	------------------

APPENDIX 40: ELEMENTS OF A RESOURCE LIST

1. IDENTIFICATION OF RESOURCE

- Type of equipment, service, personnel, facilities

2. COMPANY, ORGANIZATION, OR AGENCY THAT CONTROLS THE RESOURCE

- Address

3. CONTACT ARRANGEMENTS

- 24-hour primary and back-up contact points (work, home, pager, cellular numbers, accessible by radio)

4. ACQUISITION PROCEDURES

- Response time

- Charges for the use of the resources should be identified or pre-arranged as you develop your list

- Resolve any liability issues

- Identify any special training requirements to operate equipment

- Identify personnel or contract personnel to operate equipment

- Develop procedures to receive, inspect, inventory, and return resources

5. DEVELOP THE NECESSARY MEMORANDUMS OF UNDERSTANDING, MUTUAL AID AGREEMENTS, AND CONTRACTS

6. BUILD REDUNDANCY INTO RESOURCE LIST

- One provider may lack the capability to provide volume of goods, services, or personnel requested

- Provider may be unable to respond at the time you requested

- Provider may be out of business when you call

7. UPDATE INFORMATION

- Date resource was last verified, date next verification due

- Develop form letters for updating information

APPENDIX 41: RESOURCE DISTRIBUTION CENTERS

Please refer to the Brunswick County Emergency Operations Plan, the Town has not identified resource distribution centers.

LOCAL

REGIONAL

APPENDIX 42: VOLUNTEER WORKER REGISTRATION FORM

I. Name
Social Security No.

II. Organization (if appropriate)

III. Skill or Specialized Service (i.e., carpenter, sawyer, etc)

IV. Estimated length of time services can be provided in the disaster area

V. Special tools or equipment required to provide services

VI. Billet or emergency shelter assignment in local area

VII. Whether or not the group or individual is self-sufficient with regard to food and clothing

Volunteer agrees to indemnify and hold harmless the Town of Carolina Shores its agents and assigns, agrees to volunteer without compensation, agrees that the operation of equipment or emergency management authority are not vested in the volunteer so named on this form.

Signature of Volunteer

Date

APPENDIX 43: INITIAL DAMAGE ASSESSMENT TEAM

I. AGRICULTURE

Not Applicable

II. BUILDING INSPECTOR

Chief Building Inspector, Chuck Riggins

III. RESIDENCE AND OTHER PRIVATE PROPERTY

Chief Building Inspector, Chuck Riggins

IV. WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS

Brunswick County Public Utilities

V. PUBLIC BUILDINGS AND EQUIPMENT

Maintenance Supervisor, Chris Edwards

VI. PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL FACILITIES AND FACILITIES UNDER CONSTRUCTION

Not Applicable

VII. LOCALLY MAINTAINED ROADS AND BRIDGES

Maintenance Supervisor, Chris Edwards

VIII. STATE-MAINTAINED ROADS AND BRIDGES

(to be designated by the State Department of Transportation)

APPENDIX 44: POTENTIAL FACILITIES FOR THE TOWN OF CAROLINA SHORES

***DISASTER FIELD OFFICE LOCATION:**

South Brunswick Islands Center, Brunswick Community College

***POINT OF ARRIVAL FOR PERSONNEL LOCATION:**

South Brunswick Islands Center, Brunswick Community College

***POINT OF ARRIVAL FOR TRUCKS LOCATION:**

South Brunswick Islands Center, Brunswick Community College

***MOBILIZATION CENTER LOCATION:**

South Brunswick Islands Center, Brunswick Community College

***LOCAL STAGING AREA LOCATION:**

South Brunswick Islands Center, Brunswick Community College

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Consideration of a Request to Surplus Property
Contact: Mr. Walter B. Goodenough, Mayor
Location: New Business
Follow-up: None
Requested Action: Action (motion, second, vote)
Budgetary Impact: Potential Revenue

Narrative:

This item seeks the Board’s consideration of a Request to Surplus Property.

The following property is being requested to be sent to surplus:

1. Flail boom-arm mower
2. Sweepster rotary mechanical sweeper

Flail Boom-arm mower





Sweeper



Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Mayor and Board of Commissioners Comments

Contact: Mr. Walter B. Goodenough, Mayor

Location: Mayor and Board of Commissioners Comments
"Mayor and Board of Commissioners Comments"

Follow-up: None

Requested Action: Allow time for Mayor and Board comment.

Budgetary Impact: None

Narrative:
This item presents a time for Mayor and Board's discussion.

Town of Carolina Shores Board of Commissioners
Agenda Item Summarization & Narrative

Item: Closed Session

Contact: Mr. Walter B. Goodenough, Mayor

Location: Closed Session
[As specified on the closed session notice and agenda]

Follow-up: None

Requested Action: Enter into closed session pursuant to the notice and agenda

Budgetary Impact: None

Narrative:

Pursuant to GS 143-318.11 Closed Sessions

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the

public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2.)