

Town of Indian Beach ***EMERGENCY OPERATIONS PLAN***

PREFACE

Overview for Natural Disasters

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

The following is a quick overview of the plan in action. It should give an idea of what has to be done to survive and progress through a large scale disaster. (Hurricanes)

1. The Town Manager publishes an article on hurricanes and what to do in case one hits on the town webpage and also update social media sites as much as possible.
2. The National Weather Service announces a hurricane is predicted to strike the North Carolina Coast.
3. The Town Manager announces Condition III hurricane watch.
4. The Town Government goes into the hurricane operation procedures outlined in this plan.
5. After the evacuation of the town, the Emergency Personnel and equipment are moved to the alternate location off the island, if required (Category 4 or greater). The decision will be made by the town's emergency plan officer.
6. All key-Town personnel stand by for landfall.
7. A 24-hour curfew will be in effect until re-entry is allowed.
8. After the storm the Fire, Police, and Public Works will proceed back to the island to secure high hazard issues, (Lp Tanks, Fuel Stations) do the preliminary damage assessment, and take care of any casualties (if the bridge is not passable the fire department watercraft will be used). The Public Works Department and Public Utilities will follow after police and fire make initial land fall.
9. If the Town Administration Building is still intact it will be EOC for the Town of Indian Beach.
10. After making a quick survey of the town's buildings, the Emergency Management Coordinator will contact the County EOC and advise them what we may need. (tents, water food via web EOC).

11. The Town personnel should be prepared for at least three days before help can be expected to arrive.
12. The Red Cross and/or Salvation Army should help assist the departments in the feeding of all the personnel upon their arrival after the three day mark
13. The Town Manager, or his designee will make all the press releases and publish a news update to all departments periodically.
14. The Town EOC should handle any purchases or any other problem that arises. All requests for anything must go through the EOC and be stamped with the name of the storm on the request for accounting purposes.
15. After the roads are cleared, property owners will be allowed to return to their properties when displaying the proper re-entry pass.

Town Time Frame Condition Codes

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

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

TOWN OF Indian Beach HURRICANE CHECKLIST Page 1		Town Manager	EM Coordinator	Police Chief	Public Works Dir	Planning Director	Mayor	Depart. Heads	EMS
CONDITION V - actions taken prior to an actual event									
1	Familiarize and train town employees with steps necessary to carry out the Town shut down and evacuation operations as outlined in this plan							X	
2	Debris Removal, Emergency Pumps and Emergency Generator Contracts	X			X				
3	Confirm arrangements for an alternate EOC On the mainland in case of a Category 4 or higher	X	X		X				
CONDITION IV - 72 Hours before expected landfall									
1	The Emergency Management Coordinator and the Town Manager to go over the destructive weather plan and decide when to set Condition III	X	X						
2	Have fuel supplier top off all fuel tanks gas, diesel, & LP.				X				
3	Ensure materials are on hand to execute damage assessment					X			
CONDITION III - 48 Hours before expected landfall									
1	The Emergency Management Coordinator and/or the Town Manager will establish Condition III	X	X						
2	The Town Manager will call a meeting of the Department heads to review emergency plans.	X							
3	The Town Manager/Mayor will call a meeting of the Board of Commissioners	X					X		
4	The Town Manager will place all town employees on standby alert and advise them to make all preparations for their homes and families before coming to work.	X							
5	The Emergency Operations Center will be activated in the Town Administration Building	X							
6	Check emergency generator, ommunications equipment and supplies		X	X	X				
7	Fuel all town vehicles, including spare tanks when available							X	
8	Advise active construction projects to secure all materials					X			
9	Request Water Department to begin filling water tanks		X						
10	The Mayor, Town Manager, and/or the Emergency Management Coordinator will meet with the county officials (Control Group Meeting) for discussion and decision of the evacuation	X	X				X		
11	Establish communications with county Emergency Operations Center		X						

TOWN OF Indian Beach HURRICANE CHECKLIST Page 2		Town Manager	EM Coordinator	Police Chief	Public Works Dir	Planning Director	Mayor	Depart. Heads	EMS
CONDITION II - 24 Hours before expected landfall									
1	Assemble all town personnel and volunteers (per department) for final preparations and briefing.	X						X	
2	Evacuate all invalids and persons unable to evacuate themselves								X
3	Public Works Department to depart for designated shelter to establish an alternate town EOC (condition III, IV and V storms only).				X				
4	Establish traffic control operations at key intersection's if necessary			X					
5	Store all town minutes and records on upper shelves in safe and cover same				X				
6	Issue the order for the orange essential personnel identification passes to be issued to all employees and volunteers	X							
7	Board up windows on town buildings				X				
8	Accomplish any other requirements as deemed necessary							X	
CONDITION I - 12 Hours before expected landfall									
1	Proclaim State of Emergency Sign and issue local evacuation order						X		
2	Inform residents of evacuation in accordance with the established evacuation plan		X	X					
3	Carry out local traffic control responsibilities.			X					
4	Station town trucks and heavy equipment along evacuation routes to assist in clearing operations				X				
5	Assist in evacuation							X	
6	Make final check to ensure evacuation is complete. If time is available			X					
7	Drive town vehicles off island as they are no longer needed							X	
8	Establish Town Emergency Operations Center at alternate location; if deemed necessary	X							
9	Move town records to alternate Emergency Operations Center				X				
CONDITION 0 - landfall Imminent									
1	Town personnel stand by at the alternate Emergency Personnel Staging Center (Category IV, & V storms only).	X							

Table of Contents

1. Preface	
Overview for Storms	1
Town Time Frame Condition Codes	2
Check List	3
2. Plan	
Summary	6
Purpose	6
Scope	6
Hazard Analysis	7
Plan Activation	8
Overtime Compensation	8
Classification of Employees	8
Inclement Weather Days	9
Coordination with the State and Other Local Governments	9
Carteret County Control Group	9
Responsibilities	10
Chain of Command	10
State of Emergency	11
Definitions	11
Hurricane Categories	15
Hurricane Names	16
Emergency Operations Center	17
Alternate Emergency Personnel & Equipment Staging Area	17
Hurricane Staffing	18
Family Members	18
Special Needs Registry	18
Evacuation Plan	19
Discontinuance of Emergency Responses	19
Re-Entry	19
Pass System	20
Damage Assessment	22
Recordkeeping	22

EMERGENCY OPERATIONS PLAN

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

Plan Summary

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

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

Purpose

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

All Town staff should review this plan on at least an annual basis to become familiar with these plans.

Scope

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

Hazard Analysis

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

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

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

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

The severity of problems resulting from a storm/emergency event will depend on factors such as: time of occurrence, severity of impact, existing weather conditions, area demographics and nature of building construction. Collateral events such as: fire, floods and hazardous materials incidents will also increase the impact on the community; multiply property losses, and hinder the immediate emergency response effort. It is necessary for the Town to plan for and carry out disaster response and short term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major

disaster situations affecting the Town. Officials of the Town are aware of the possible occurrence of a storm/emergency event and they have acknowledged their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.

Plan Activation

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

Overtime Compensation

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

Classification of Employees

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

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

Admin: Town Manager

Police: Scheduled shift personnel

Fire: Scheduled On-Duty Shift

Public Works: (used to clear fire station ramps and other areas needed)

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

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

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

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

Inclement Weather Days

The Town Manager shall have the authority to grant up to two working days off per employee for inclement weather annually. For essential employees who must come to work to maintain the safety and well being of the town and its citizens.

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

Coordination with the State and Other Local Governments

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

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

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

Town staff will complete the required NIMS and Incident Command System (ICS) training, based on job function when able

Carteret County Control Group

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

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

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

Responsibilities

Mayor and/or Board of Commissioners:

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

Town Manager:

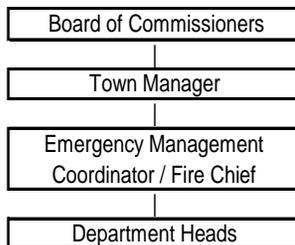
The Town manager is responsible for making all decisions and overseeing the entire operation of the Town staff. The Town Manager will be at or in constant communication with the EOC at all times. He/she or his/her appointee shall be responsible for publishing a news bulletin periodically to keep everyone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

Department Heads

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

Chain of Command

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



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

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

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

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

State of Emergency

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

The Mayor has the authority to declare a state of emergency to protect the welfare of the public. Under a declared State of Emergency several restrictions can be put in place. These can range from a curfew to prohibiting the sale of alcohol. This will also authorize the Town to evacuate as determined.

Definitions

Advisory:

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

Best Track:

A subjectively-smoothed representation of a tropical cyclone's location and intensity over its lifetime. The best track contains the cyclone's latitude, longitude, maximum sustained surface winds, and minimum sea-level pressure at 6-hourly intervals. Best track positions and intensities, which are based on a post-storm assessment of all available data, may differ from values contained in storm advisories. They also generally will not reflect the erratic motion implied by connecting individual center fix positions.

Center:

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

Cyclone:

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

Eye:

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

Eyewall / Wall Cloud:

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

Extra-tropical:

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

Extratropical Cyclone:

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

Gale Warning:

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

High Wind Warning:

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

Hurricane / Typhoon:

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

Hurricane Season:

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

Hurricane Warning:

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

Hurricane Watch:

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

Landfall:

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

Major Hurricane:

A hurricane that is classified as Category 3 or higher.

Storm Surge:

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

Storm Tide:

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

Storm Warning:

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

Subtropical Cyclone:

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

have a relatively broad zone of maximum winds that is located farther from the center, and typically have a less symmetric wind field and distribution of convection.

Subtropical Depression:

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

Subtropical Storm:

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

Tropical Cyclone:

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

Tropical Depression:

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

Tropical Disturbance:

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

Tropical Storm:

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

Tropical Storm Warning:

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

Tropical Storm Watch:

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

Tropical Wave:

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

Hurricane Categories:

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

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

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

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

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

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

Hurricane Names

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

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

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

Below is a list of the names for the next five years.

2017	2018	2019	2020	2021
Arlene	Alberto	Andrea	Arthur	Ana
Bret	Beryl	Barry	Bertha	Bill
Cindy	Chris	Chantal	Cristobal	Claudette
Don	Debby	Dorian	Dolly	Danny
Emily	Ernesto	Erin	Edouard	Elsa
Franklin	Florence	Fernand	Fay	Fred
Gert	Gordon	Gabrielle	Gonzalo	Grace
Harvey	Helene	Humberto	Hanna	Henri
Irma	Isaac	Imelda	Isaias	Ida
Jose	Joyce	Jerry	Josephine	Julian
Katia	Kirk	Karen	Kyle	Kate
Lee	Leslie	Lorenzo	Laura	Larry
Maria	Michael	Melissa	Marco	Mindy
Nate	Nadine	Nestor	Nana	Nicholas
Ophelia	Oscar	Olga	Omar	Odette
Philippe	Patty	Pablo	Paulette	Peter
Rina	Rafael	Rebekah	Rene	Rose
Sean	Sara	Sebastien	Sally	Sam
Tammy	Tony	Tanya	Teddy	Teresa
Vince	Valerie	Van	Vicky	Victor
Whitney77	William	Wendy	Wilfred	Wanda

Emergency Operations Center

It is the policy of the Town of Indian Beach to open the Emergency Operations Center for any storm and/or emergency that may arise. The Town Manager and/or the Emergency Coordinator should be contacted at any time this center should be opened. In most cases, the Emergency Operations Center will be in the Town Administration Building.

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

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

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

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

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

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

Alternate Emergency Staging Area (Operations Center)

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

Hurricane Staffing:

- All departments will report for work as the department's SOG'S dictates.
- The Fire Department employees will finish the evacuation. After the evacuation is complete, the employees will remain at the fire stations or the alternate Emergency Staging Area.
- The Police Department after the evacuation will remain at the station or be sent to the alternate Emergency Staging Area during the storm.
- In the event the Alternate Emergency Staging Area is opened, the Fire and Police Department's will be the first back on the island. Therefore they will be required to stay throughout the storm.
- The Administration Department will be released after they complete their checklist.
- The Public Works Department, after their checklist is complete, will be released directly after the storm the employee(s) released are to report to the Emergency Staging Area or town EOC.

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

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

Family Members:

Due to the stress of working through a dangerous storm and worrying about the employees family members, the town will give as much notice ahead of time on possible staffing requirements to make sure the employee has adequate time to prepare his or hers family and home, before reporting to work

Special Needs Registry

Carteret County has established a program to determine residents with Special Needs during emergencies. Residents can contact Carteret County Emergency Management at 252-728-8470 to apply for assistance. Also forms to sign up for this program can be found at the Town Administration Building. The Fire Chief shall make contact with the county when

condition IV is set for each storm. He/she shall make arrangements for everyone on the list for Town of Indian Beach and any contracted areas under agreement with the county.

Evacuation Plan

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

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

As soon as the evacuation is complete, a 24-hour curfew will be put in place causing anyone who decided not to evacuate must stay on his or her property. They will not be allowed to drive around the Town and look for damages to other people's property. This is for the safety of all personnel, civilian and town. This curfew will be in effect until the Town EOC determines it can be lifted. At which time they will decide whether to enact a nighttime curfew.

Discontinuance of Emergency Responses:

Once the evacuation is complete, emergency services may be discontinued. If a call for help is received the senior person of the prospective department after doing a quick risk assessment, they will make a judgment call on whether it is safe for their personnel to answer the call.

Re-entry:

Once the Town has been evacuated and the 24-hour curfew has been established the bridge will be secured from people coming back onto the island. The North Carolina Highway Patrol will staff the checkpoint on the north side of both bridges. The only people they will allow back onto the island will be Essential personnel pass holders. The bridges will be open to anyone wanting to leave the Island.

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

Indian Beach Fire and Police Departments will begin their windshield damage surveys. With the 24-hour curfew in place, these are the only personnel who should be on the roads, with the exception of other utility personnel and public works.

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

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

Pass System:

RESIDENTIAL: HURRICANE DISASTER RE-ENTRY PERMITS

1. Application must have:
 - Name as recorded with the tax office
 - Property owner's mailing address
 - Indian Beach and Salter Path Physical property address
 - Number of permits requested
 - Attach check for additional permits please make checks payable to The Town of Indian Beach
 - Proof of ownership/residency
2. Re-entry permits from this point forward will be permanent permits for each parcel number and will not be issued each year.
3. Permits are for a specific parcel and will be transferred at closing or at the transferring of the title. This is as important as receiving the keys, parking passes or gate control cards at closing.
4. Permits will be issued with completed applications only.
5. Completed applications will be on file at Town Hall for cross-reference.
6. Assigned permit numbers will be cross-referenced with your parcel number.
7. Every parcel in Town can receive one permit. One additional permit can be purchased at a cost of \$25.00 per permit.

8. Rental property owners may wish to have their permit mailed to their rental agent, manager or sub-contractor of their choice who may be in a better local position to check on the property or you can purchase one additional permit for that purpose.
9. The Rental agency or property owner who handles his/hers own rentals for long term renters is responsible for notifying tenants relative to these permit requirements and determine how many permits and who pays the costs of those needed.
10. Rental agency will take care of permits for their long term renters. If a homeowner manages his/hers own property, the homeowner is responsible making arrangements with the renter. Remember that Long Term renters are NOT vacation renters.
11. A condo-minimized house (duplex, triplex, etc.) will have a separate parcel number for each unit and is entitled to one “no charge” permit per unit. Non-condo-minimized duplexes, etc. listed as one parcel for tax purpose will be issued one “no charge” permit.
12. Replacement of issued permits will be \$25.00 per permit. The only exception will be torn or worn permits. These permits can be brought to Town Hall for a replacement without charge.
13. No permits will be issued at Town Hall within 48 hours of projected landfall
14. Only two colored permits will be issued and will not contain any year or date:
 - a. ESSENTIAL PERSONNEL: Utility Company Crews, Emergency Personnel, Town Staff
 - b. PINK PERMITS: Business Owner, Long Term Renter, Property Owners

Essential Personnel Passes

This pass is for the Mayor/Commissioners, Town Employees, and any other essential personnel designated by the Town Manager. These will be issued and controlled by the Police Chief. At which time they will be distributed by number and signed for. After the island has been reopened to everybody, these passes must be turned back in.

Pink Re-Entry

- If the Island is totally devastated the Emergency Management Coordinator along with the Town Manager will attempt to make arrangements for permanent residents to access their property

- Once the Island is cleared and it is safe for the pink card holders to return, the Town Mayor will make the decision to lift the 24 hour curfew and make the announcement to the Public. The Emergency Management Coordinator will relay this information to the County EOC.
- After the pink cardholders have had sufficient time to secure their properties, the Town Mayor will make the decision to open the city to the general public not holding permits.
- Permits will be required to be displayed in the windshield of the driver side.

Damage Assessment

Damage assessment for storm events is coordinated by the Emergency Operations Coordinator. Both the Police and Fire Departments provide critical assistance in completing damage assessment reports. If there is significant damage that is too large and widespread to be assessed solely by Town personnel, then outside (state and other local government) resources can be brought in to assist Town personnel. For purposes of carrying out the damage assessment, the Town is divided into three zones and these are the same zones used for the evacuation plan.

Recordkeeping

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

In order to maintain complete records of an event, the Town has developed forms to keep track of all man-hours, equipment and materials used for the storm. It is important to note that each employee should be listed on a separate form. The equipment he/she was assigned to and how many hours the equipment was in use.

It is also recommended that each Department Head keep a daily log of all activities for the individual departments. The MORE paperwork and documentation we have, the better chance the Town has to recover any losses that may be incurred from a declared event.

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