Baldwin County
Emergency Operations Plan

Prepared By:

BALDWIN COUNTY EMERGENCY MANAGEMENT AGENCY

Revised April 1, 2017

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Introductory Material

This is the Baldwin County Emergency Operations Plan (EOP).

Emergency Support Functions (ESFs) to the EOP are functional and expand upon the concept of operations contained in the Basic Plan, which is the core document. ESFs provide specific responses for agencies of government and define their responsibilities.

The Standard Operating Guides (SOGs) required for the implementation of the County EOP are not included because of the voluminous nature of the SOGs. SOGs are the detailed operating guidelines of departments and agencies and are maintained by those departments and agencies.

Contact information will also be maintained independently of the EOP. This is because of the voluminous nature of the data and frequency of changes to this type of information by those agencies and departments involved in emergency operations.

An annual review of the EOP will be undertaken by the Baldwin County Emergency Management Agency Director and those agencies, departments, county, and municipal governments having emergency assignments. An annual exercise of the EOP will also be conducted and any subsequent and consequential changes deemed necessary as a result of the exercise will be made. The EMA Director will ensure that a list of all plan holders is maintained at the EMA Office and that updates are sent to each one of these individuals.

This plan requires fair and equal treatment to all regardless of race, creed, color, national origin, sex, age, or handicap.

The first priority will always be to save lives, second is protection of the environment, and third is mitigation of damage to property.

The county will conduct all response and recovery operations using the Incident Command System. The National Incident Management System (NIMS) is the cornerstone of the county's emergency and disaster prevention, preparedness, response, recovery, and mitigation program. This includes both governmental and non-governmental organizations that have a role in saving lives, caring for the injured, recovering the dead, mitigating property loss, and restoring services and facilities.

This plan has been constructed and revised to be agreeable with the National Response Framework, the National Disaster Recovery Framework and Presidential Policy Directive-8 (PPD-8). PPD-8 requires the involvement of everyone - not just the government - in preventing, preparing for, supporting response to, recovering from and mitigating natural, technological, and adversarial or human caused disasters. This "whole community" approach is one that will serve to promote the creation and implementation of cohesive plans with realistic expected outcomes and produce more resilient communities.

This plan, including updates, remains in effect from the time it was adopted until subsequent modification by executive order.

Letter of Agreement

The Baldwin County Emergency Operations Plan (EOP) is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of County support to local and state incident managers and for exercising direct county authorities and responsibilities. The EOP assists in the important missions of preventing terrorist attacks, reducing the vulnerability to all natural and manmade hazards, minimizing the damage and suffering caused by any disaster, and assisting in the recovery from any type of incident that occurs.

By signing this letter of agreement, County Commissioners and Municipal jurisdictions and other organizations commit to:

- Supporting EOP concepts, processes, and structures and carrying out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff interagency, coordinating structures, as required.
- Providing cooperation resources, and support in the implementation of the EOP, as appropriate and consistent with their own authorities and responsibilities;
- Cooperating with appropriate incident management leadership including the State Coordinating Officer (SCO), Governor's Authorized Representative (GAR) and other resource coordinators, as appropriate and consistent with their own authorities and responsibilities, in order to enable effective and efficient incident management;
- Modifying existing interagency and agency incident management and emergency response plans to facilitate compliance with the EOP;
- Forming and maintaining incident management partnerships with State, local, tribal, and regional entities, the private sector, and nongovernmental organizations;
- Utilizing department- and agency- specific authorities, resources, and programs to facilitate incident management activities in accordance with the EOP; and
- Developing, exercising, and refining State and regional capabilities to ensure sustained operational readiness in support of the EOP.

Promulgation

BALDWIN COUNTY EMERGENCY OPERATIONS PLAN

Effective Date: March 31, 2017

To all Recipients:

Transmitted herewith is the Emergency Operations Plan for Baldwin County and the cities/towns therein. This plan supersedes any previous emergency management/civil defense plans promulgated by the county for this purpose. It provides a framework in which the departments of each city, town, and the county can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all jurisdictions of government within Baldwin County.

This plan attempts to be all inclusive in combining the five phases of Emergency Management, which are (1) Prevention: Activities to prevent or avoid a threat; (2) Protection: Activities to protect against threats and hazards; (3) Mitigation: Those activities which eliminate or reduce the probability of disaster; (4) Response: To prevent loss of lives and property and provide emergency assistance; and (5) Recovery: Short-term and long-term activities which return the community to normal or with improved standards.

This plan is in accordance with existing federal, state, and local statutes. It has been concurred in by the Baldwin County Commission and the Alabama Emergency Management Agency. It will be revised and updated as required. All recipients are requested to advise the Director of the Baldwin County Emergency Management Agency of any changes which might result in its improvement or increase its usefulness.

Signatories

Baldwin County Commission Chairman

Baldwin County Emergency Management Agency, Director

Baldwin County Sheriff

Baldwin County Coroner

Baldwin County Board of Education, Superintendent

City of Bay Minette, Mayor

City of Daphne, Mayor

Town of Elberta, Mayor

City of Fairhope, Mayor

City of Foley, Mayor

Signatories

City of Gulf Shores, Mayor

Town of Loxley, Mayor

Town of Magnolia Springs, Mayor

City of Orange Beach, Mayor

Town of Perdido Beach, Mayor

City of Robertsdale, Mayor

Town of Silverhill, Mayor

City of Spanish Fort, Mayor

Town of Summerdale, Mayor

Baldwin County Emergency Communications District/E-911, Director

Local Emergency Planning Committee (LEPC), Chairman

Signatories

Baldwin County Fire Chief's Association (BCFA), President

Record of Distribution

Recipient	*Number of Copies*

EOP Change Request

EOP CHANGE REQUEST

To: Mr./Mrs./Ms.

_____, Director

Baldwin County Emergency Management Agency
23100 McAuliffe Dr.
Robertsdale, AL 36567

Recommended Changes, Corrections, Additions, and/or Deletions to the Emergency Operations Plan:

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Baldwin County Emergency Management Agency Director, at the above address, for coordination, comment, concurrence, and approval. The format of suggested changes should be by Basic Plan or Annex, Section, Paragraph/Subparagraph, and page number.

CHANGE:

SHOULD READ:

Submitted By: _____

Date: _____

Phone Number: _____

E-MAIL: _____

Please add any additional change request information here:

Record of Changes

Change Number	Date Of Change	Date Entered	Change Made By (Signature)

Purpose, Scope, Situation, and Assumptions

Purpose

An effective response requires layered, mutually supporting capabilities. The EOP seeks to incorporate public sector agencies and departments at all levels, private sector businesses and nongovernmental organizations (NGOs).

Local jurisdictions, states, the federal government and the private sector must each understand their respective roles and responsibilities, and complement each other in achieving shared goals. It is important that each level of government adopt and apply the general roles outlined in the EOP.

Even when a local jurisdiction is overwhelmed by an incident, there is still a core, sovereign responsibility to be exercised at this local level, with unique incident response obligations to coordinate with state, federal and private sector support teams. Each organization or level of government therefore has an obligation to fund and execute its own core emergency management responsibilities.

This plan applies to national security emergencies, human-caused disasters and emergencies, natural hazards disasters, and technological disasters. Prioritization of resources will be based on the ability to do the greatest good for the largest population at risk. Public resources will be deployed according to the following priorities:

1. Protection of Life
    a. Responders
    b. At risk populations
    c. Public at large
2. Incident Stabilization
    a. Protection of response resources
    b. Isolation of impacted area
    c. Containment of the incident (if possible)
3. Property conservation of public facilities and infrastructure essential to life safety or emergency operations
4. Protection of the environment where degradation will adversely impact public safety
5. Protection of public owned resources and property
6. Protection of private property

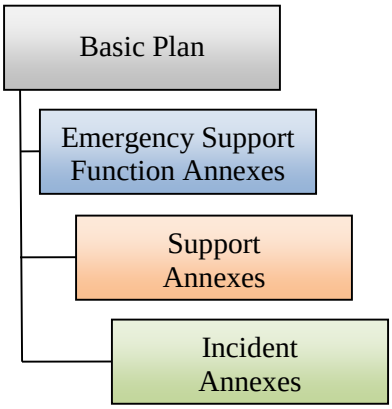
Scope

A basic premise of the National Response Framework is that incidents are generally handled at the lowest jurisdictional level possible.
The Baldwin County Emergency Operations Plan is capabilities based. The county has developed functional capabilities and identified resources that may be required based on potential events. The

EOP describes what the county does and the procedures they follow regarding incident response. The Baldwin County EOP explains how the county effectively manages the response phase of the all-hazards strategy.

This Emergency Operations Plan (EOP) has been approved by the Baldwin County Commission, the EMA Director of Baldwin County, municipal partners, and other stakeholders at the local and state levels of government. This approval is conveyed by the signature page which is included in the EOP.

The EOP includes the Basic Plan, which describes the principles that guide our response, roles and responsibilities, as well as supplemental documents that provide more detailed information to assist practitioners in implementing the EOP:



- **Emergency Support Function (ESF) Annexes** group local resources and capabilities into fifteen functional areas that are most frequently needed in a local response (e.g., Transportation, Firefighting, and Mass Care). Each functional area, or ESF, is coordinated by a department or agency. The ESF Annexes reflect the core expertise of the various county departments and agencies. ESF Annexes describe county resource management functions before, during and after an incident.

- **Support Annexes** describe essential supporting resources utilized for an effective response which are common to most incidents (e.g., Staging and Distribution, Shelters of Last Resort, and Emergency Operation Center). These annexes provide additional detail for the EOP and will need to change to reflect the continuing development of the Baldwin County EOP.

- **Hazard, Threat, or Incident Specific Annexes** address the unique aspects of how we respond to several categories or types of incidents (e.g., Hurricane, Active Aggressor, and Earthquake). Specifically, the Incident Annexes describe incident-specific policies and procedures for biological, cyber, food and agriculture and nuclear/radiological incidents, for incidents involving mass evacuation, and for terrorism incident law enforcement and investigation, and for catastrophic incidents.

The EOP uses the 15 Emergency Support Functions (ESF) format. This aligns the county's format with the State of Alabama EOP and the National Response Framework. The ESF Format allows for easier and more thorough review and revision. ESF 14, the Long-Term Recovery ESF, has been updated and replaced with Recovery Support Functions at the federal level. This change and the related information will be reflected in the updated (local level) Baldwin County ESF 14 Annex.

The ESFs provide the structure for coordinating county interagency support for a county response to an incident. ESFs are mechanisms for grouping functions most frequently used to provide county support to local jurisdictions. Each function, support, and incident annex has a coordinating agency assigned based on that agency's level of expertise on the subject matter in the annex. The ESF formatted EOP clearly indicates the agencies that have accepted responsibility for the different aspects of the county's response.

Situation Overview

Hazard Analysis Summary

Baldwin County is exposed to many hazards which have the potential for disrupting the community, causing damage and creating casualties. Possible natural hazards include tornadoes, winter storms, drought, wild fires, etc. There is also the threat of a terrorism-related disaster.

Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, terrorism, civil disorder, or an energy crisis. Information from the Baldwin County Threat Index & Risk Assessment (THIRA) provides additional details on local hazards and will be included in the Appendices section of the Basic Plan component of the EOP.

The following table presents a broad list of hazards which could potentially impact Baldwin County.

Natural Hazards	Human-Caused	Technological
Hurricane	Epidemic	Aircraft Accident
Flooding & Flash Floods	Active Aggressor	Severe Prolonged Communications and Utilities Loss
Tornado	Hazardous Materials Release	Mass Casualty Incident
Severe Thunderstorms	Large Event	
Extreme Heat	Wildfire	
Winter Storm	Facility Fire	
Drought	School Violence	
Earthquake	Civil, Gang, Jail Disturbance	
Tsunami	Hostage Situation	
	Terrorist Attack	

Capability Assessment

This section is used by the county to determine its capabilities and limits in order to prepare for and respond to the defined hazards. Unique readiness issues and limitations are covered in the hazard-specific sections. This section will provide an overview of the jurisdiction's abilities and refer the reader to the corresponding hazard specific sections for more detailed information.

The purpose of this section is to:

- Summarize the county's ability to respond to and recover from a disaster caused by the defined hazards.
- Describe the county's limitations to responding to and recovering from a disaster on the basis of training, equipment, or personnel.
- Describe the methods used and agencies involved in a formal capability assessment, including a description of how often this assessment is conducted.
- Describe methods used and Non-Governmental Organizations (business, not-for-profit, community, and faith based) involved in formal community capability assessment, including a description of how often this assessment is conducted.

When an incident or potential incident occurs, responders assess the situation, identify and prioritize requirements and activate available resources and capabilities to save lives, protect property and meet basic human needs.

When planning for heightened threats or in anticipation of large-scale incidents, key activities include pre-identifying needs and pre-positioning resources. Based on asset availability, resources should be pre-positioned and response teams and other support resources may be placed on alert or deployed to a staging area. Federal resources arriving at a federal mobilization center or staging area remain there until requested by state/local incident command authorities, when they are integrated into the incident response effort.

In the event of, or in anticipation of, an incident requiring a coordinated response, the county will:

- Identify staff for deployment to the Baldwin County Emergency Operations Center (EOC).The county EOC has standard procedures and call-down lists and will notify department and agency points of contact.
- Work with emergency managers to take the necessary steps to provide for continuity of operations.
- Activate Specialized Response Teams such as search and rescue teams, crime scene investigators, public works teams, hazardous materials response teams, public health specialists or veterinarians.

Mitigation Overview

Hazard mitigation involves the reduction or elimination of long-term risk to people and property from hazards and their side effects. These actions could include, but not be limited to flood plain

mapping, initiation of improved building codes and enforcement of National Flood Insurance Program requirements, improving flood control physical measures, community outreach and education, and installing systems to assist in warning the public of possible or impending incidents.

Planning Assumptions

The Emergency Operations Plan makes certain assumptions about emergencies in general and about preparedness. It is assumed that:

- Emergencies occur that will require multiple agency response and that exhaust local jurisdiction resources.
- Assistance from outside the affected jurisdiction will be needed for large-scale emergencies or disasters.
- The experience and expertise of coordinators called to the Emergency Operations Center during an emergency will compensate for unforeseen gaps in emergency planning.
- Individuals who are responsible for emergency response and coordination will be familiar with this Emergency Operations Plan (EOP).
- County officials and response agencies will have been trained in the National Incident Management System (NIMS) and in Emergency Operations Center (EOC) protocols.
- The Emergency Operations Center (EOC) is sufficiently organized and equipped to coordinate emergency resources: telecommunications equipment and computer-based management information systems.
- Necessary reference material and documents (i.e., maps, contact information, etc.) will be maintained by Baldwin County Emergency Management Agency (BCEMA) and kept on file in the EOC.

Concept of Operations

The Concept of Operations parallels the Federal Response Plan and the Alabama Emergency Operations Plan. The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will take higher priority.

Priorities		
Save Lives	1	Save human lives
	2	Treat the injured
	3	Warn the public to avoid further casualties
	4	Evacuate people from the effects of the emergency
	5	Shelter and care for those evacuated
	6	Save animals
Protect Property	7	Save property from destruction
	8	Take action to prevent further loss
	9	Provide security for property, especially in evacuated areas
Restore the Community to Normal	10	Restore essential utilities
	11	Restore community infrastructures such as roads
	12	Assist in facilitating the restoration of local economic basis

The following table summarizes how Baldwin County will deal with emergencies. The key to a successful emergency response is training in both the National Incident Management System (NIMS) and support coordination at the EOC. NIMS is a nationally standardized organizational structure used to command, control, and coordinate resources/personnel that must respond to the scene of an emergency.

Emergency Requirement	Definition	Strategy	Ongoing Tasks
Before Emergency	**Prevention:** Prevent, avoid or stop a threat or an actual act of terrorism	• Intelligence and information sharing • Support law enforcement in interdiction and disruption of terrorism • Strengthen education and outreach program	• Work with local, state, and federal partners to collect, share, and analyze information • Maintain education and outreach program
	Protection: Protect against threats and hazards	• Publish all-hazard Emergency Operations Plan (EOP) • Provide all municipal Emergency Management Coordinators with plan copies	• Maintain and update the EOP • Educate Emergency Management (EM) Coordinators
Before Emergency	**Mitigation**: Reduce the potential for hazard events.	• Complete and keep the County Mitigation Plan updated.	• Hazard Identification and Analysis • Vulnerability Analysis • Project Identification
During Emergency	**Response**: Take time-sensitive actions to protect lives/property and help jurisdiction regroup.	• Use National Incident Management System (NIMS) at emergency site • Use Emergency Operations Center (EOC) to centralize support coordination when needed	• Critical Incident Management
After Emergency	**Recovery**: Short term recovery operations seek to restore vital services to the community and provide for the basic needs of the victims. Long term recovery operations focus on restoring the community to a normal or improved state.	• Institute new mitigation measures, particularly those related to the recent emergency.	• Work with state and federal emergency support agencies to provide framework for and coordination of temporary housing, essential assets like food and water (Distribution of Commodities) the restoration of government services and damage assessment. • Revise EOP

The chart below shows the typical sequence of emergency activities that characterize the three major phases of emergency response management: Mobilization, Emergency Actions or Response and Recovery; additionally, it distinguishes between response activities of response agencies at the scene such as fire & rescue and coordination activities at the Baldwin County EOC.

	Responding Agencies	Emergency Operations Center (EOC)
Mobilization Phase	• Initial responders at the emergency scene, reinforcements arriving. • Incident Commander on way to scene.	• Direction & Control function Activate the Emergency Operations Center • Establish communications (ESF-2), issuing/send out warnings. • ESF Coordinators arrive at the Emergency Operations Center and taking immediate action. • Begin initial damage assessment
Emergency Actions Phase	• Incident Commander in-charge at the scene. • Response agencies reduce the emergency. • All ESF-3 (Public Works) response agencies start recovery process.	• Coordinators fulfill resource requests from the Incident Commander. • Coordinators anticipate problems: plan and direct plan implementation. • Implement Recovery Plan.
Recovery Phase	• Response agencies begin demobilization. • All response agencies demobilize and restock resources and supplies.	• Coordinators complete recovery and implement Demobilization Plans. • Coordinators complete damage assessments and reports. • Initiate cost recovery procedures.

Response Levels

The following are tiered response levels which are generally applicable at all levels of government for the purposes of response to a major event or disaster. For Baldwin County's specific levels, see the Baldwin County Tiered Response Framework in the Appendices section of the Basic Plan.

Level Four

NIMS is necessary to direct and control the emergency response forces at an incident site. Incident Command Post and staging areas established. Incident Commander should be able to control emergency without additional assistance or activating the Emergency Operations Center (EOC). Incidents involving spills, fires or leaks of small amounts of fuel, oil or other materials can be managed using equipment available to the first responder trained at an operations level (equipment such as SCBA and/or Standard Fire Fighting Protective Clothing, SFPC). During an inclement weather event at Level One, EOC Staff will monitor inclement weather. The Duty officer will be tasked if necessary to respond to inclement weather reports. Inclement weather watches and

warnings to include tornado, rain/flood, thunderstorms, hurricanes, fire, snow/ice etc. will be evaluated upon consultation with the National Weather Service and an appropriate level of the emergency operations plan will be assigned by the EOC Director.

Level Three

Resources that are immediately available to Incident Commander are exhausted. Local Emergency Operations Center (EOC) is activated to manage and coordinate related, multiple, low level emergencies in different locations. Some precautionary evacuation may be necessary. Incidents involving hazardous materials require the use of any kind of specialized protective equipment beyond use of Self Contained Breathing Apparatus (SCBA) and/or Structural Firefighters Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of first responders. For weather related emergencies, EMA staff will assist in acquiring all necessary resources and coordinate with state and federal agencies to assist in response and recovery. State of Local Emergency may be initiated.

Level Two

State response and management resources may be needed to assist local and regional response. Local area evacuation and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at state and local level are coordinating resources. Incidents involving hazardous materials are the same as Level Three.
EMA is fully operational and briefings are established with local governing officials.

Level One

This is the worst case scenario for a disaster. All local, regional, state and federal response and management resources are needed to handle a disaster. Wide area evacuation and mass care activities characterize this level. Emergency Operations Centers at all government levels are coordinating resources. Incidents involving hazardous materials are the same as Level Three. The EOC is activated and briefings are established.

Organization and Assignment of Responsibilities

The following organization reflects the Baldwin County strategy for responding to emergencies:

- Use the **National Incident Management System** (NIMS) at the emergency site.
- Use the Emergency Operations Center (EOC) to **centralize support coordination** when needed.
- Follow the guidelines set forth by the Tiered Response Framework.

Organizational Responsibilities

Local Jurisdictions: The responsibility for responding to emergencies and disasters, both natural and manmade, begins at the local level – with citizens and public officials in the county or municipality affected by the event. Local government should, to the extent possible, assume the responsibility for providing mass care and for coordinating the various agencies and organizations that normally provide assistance to victims and emergency response personnel. Local leaders and emergency managers prepare their jurisdictions to manage incidents locally. For local jurisdictions, the policy of unified command plays a key role in helping local leaders to coordinate resources within jurisdictions, among adjacent jurisdictions and with the private sector and NGOs, such as the American Red Cross. This section describes the roles and responsibilities of key leadership elements within local jurisdictions.

Local Jurisdiction - Municipal

Municipal Emergency Management Coordinator: Those assigned emergency/disaster responsibilities in accordance with this EOP are responsible for planning and preparing in the pre-emergency period. Section 31-9-10 (Code of Alabama) the Alabama Emergency Act of 1955 directs each local municipality in Baldwin County to appoint a representative who is the Emergency Management Coordinator (EM Coordinator). The EM Coordinator should document his/her municipality's policies and procedures related to disaster response including how the EM Coordinator intends to operate with the Baldwin County EOC and Continuity of Operations/Continuity of Government protocols. The EM Coordinator should be empowered to commit agency resources to emergency response efforts as required. The EM Coordinator is also responsible for coordinating his/her agency's capability to operate and maintain continuity of resources twenty-four hours a day for an extended period. As needed, EM Coordinator can operate from the Baldwin County Emergency Operations Center (EOC) or from their respective municipal EOC via technology.

Local Jurisdiction - Baldwin County

Baldwin County Emergency Management Agency (BCEMA): The director and staff ensure that the county is prepared to deal with large-scale emergencies. BCEMA is responsible for coordinating the local and volunteer response in any major emergency or disaster. This includes supporting local governments to ensure an effective response to the situation. BCEMA will:

- Be the lead county agency for disaster/emergency response planning and response coordination. BCEMA is responsible for advising the county commission, government officials and local governments of the nature, magnitude and possible effects of a natural, technological or other type of emergency.

- Implement role as it relates to National Incident Management Systems (NIMS) criteria for incident command

- When an emergency/disaster occurs or is imminent, a representative will be dispatched to the scene to evaluate the situation, coordinate county activities with local levels of government and keep the Alabama Emergency Operations Center advised of the situation.

- Render advice and assistance to local government agencies in developing and revising emergency operations plans, public information, training programs, funding, exercises and proper administration of local programs.

- Coordinate the response functions of county government. Such coordination will also include liaison with state and private agencies.

- Maintain all equipment, resource data and rosters necessary to conduct County EOC operations.

- Coordinate, as necessary, planning and response operations with adjoining counties.

- Be responsible for maintaining and revising the Baldwin County Emergency Operations Plan. Designated organizations with disaster responsibilities will contribute to the EOP and it will be continually reviewed for currency.

- Periodically train BCEMA personnel and Emergency Management Coordinators within Baldwin County to test and evaluate operating procedures.

- During a disaster, maintain the Baldwin County Emergency Operations Center (EOC) in an operational status twenty-four hours a day by utilizing on-call staff and volunteers.

- Be the primary coordinating agency responsible for public information during most disasters and emergencies utilizing the Joint Information System. Public information keeps the population informed of the developing situation, gives instruction for protection, controls rumors and speculation, and releases information needed for the safety and welfare of the county.

- Coordinate and operate the emergency operations reporting system during any disaster/emergency situation. This system is designed to provide for the maximum sharing of essential information by all emergency services at all levels and between jurisdictions. The system will provide information during all operational periods.

- Be responsible for the coordination and direction of the damage assessment and recovery programs. BCEMA will compile preliminary damage estimates and record all important data for the BCEMA to pass along to the State of Alabama EMA. Data will then be used to compile a complete damage assessment report. BCEMA will assist the local government in requesting an emergency declaration if the situation warrants the action.

- Assist the federal government in the delivery of all available assistance programs if a Presidential disaster is declared. If it is a state declared disaster, BCEMA is responsible for assisting with the establishing and operating Disaster Application Centers as needed.

- Coordinate and promote emergency management training throughout the county. BCEMA also advises local governments in the development of exercise and training programs. If the local jurisdiction's resources are not adequate, local authorities can seek additional assistance through BCEMA.

- BCEMA will affect resource requests through mutual aid agreements or through the Emergency Management Incident Tracking System (EMITS) to the State of Alabama EMA.

Administration and Logistics: The BCEMA Director will facilitate logistical support for countywide emergency operations. Actions will be taken to establish orderly files or directives and forms so that during a disaster this information will be readily available. All county property and supplies will be adequately accounted for and protected.

Current Memoranda of Understanding (MOU) and similar agreements with county and volunteer agencies and other organizations will be filed and readily available at all times.

Local governments should ensure that all persons who are accredited emergency services volunteer workers are properly identified and certified for Worker's Compensation benefits.

County authorities will keep a record of labor and equipment used to cope with a disaster. BCEMA will use this record and the records of local jurisdictions to determine local contributions in requesting an emergency declaration and in the state's requesting a presidential disaster declaration.

Chief Elected Official (Chairman of Baldwin County Commission): In Baldwin County, Alabama, the Chief Elected Official of the county government remains the Chairman of the Baldwin County Commission whom, in conjunction with the elected Baldwin County Commissioners, are responsible for ensuring the public safety and welfare of the people of the jurisdiction. Specifically, the Chief Elected Official provides strategic guidance during emergency preparedness, response and recovery efforts as advised by the appointed Emergency Management Director. Emergency management is a core obligation of the Baldwin County Commission. The Chief Elected Official, only after being duly authorized by the Baldwin County Commission in regular, special or special emergency session assembled, can execute a written instrument declaring that a state of emergency exists within the jurisdiction so that state disaster relief can be utilized. The Baldwin County Commission is the public entity who will make a decision to issue any voluntary evacuation(s) of the jurisdiction should the situation require. Furthermore, consistent with Alabama law, the Governor of the State of Alabama is the only person with the authority to compel any mandatory evacuation of the jurisdiction should the situation require.

Chief elected or appointed officials must have a clear understanding of their roles and responsibilities for successful emergency management and incident response. They should also complete the required NIMS courses associated with their position.

Any incident can have a mix of political, economic, social, environmental, public health and financial implications with potentially serious long-term effects.

Elected and appointed officials help their local jurisdictions prepare for, respond to and recover from potential incidents. Key responsibilities include:

- Establish strong working relationships locally with other jurisdictional leaders and with core private sector business and Non-Governmental Organizations (NGO) leaders. The objective is to get to build working relationships with your colleagues in advance of an incident.

- Lead and encourage local leaders to focus on emergency management preparedness and mutual support.

- Keep a record of labor and equipment used to cope with a disaster. This information may be requested by the Alabama EMA to help determine state and local contributions in requesting a presidential disaster declaration.

- Support participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.

- Understand and implement laws and regulations that support emergency management and incident response.

- Ensure that local emergency preparedness plans are maintained and take into account the needs of individuals with functional needs or those with companion or service animals prior to, during and after an incident. Special facilities such as: schools, nursing homes, jails, hospitals, day cares, etc. should be referenced by local governments in their EOPs.

Building codes and/or land use matters are regulated by local governments. Disaster plans or actions dealing with these subjects should be coordinated with municipal and county government.

The local EOP will describe how resources may be most effectively used to ensure that the citizens are prepared for all events and are able to react promptly when a disaster occurs. The local plan will provide guidance for coping with natural disasters, man-caused disasters and enemy attack. If the situation warrants, local officials will activate the local EOC, coordinate multiple service operations, request outside assistance and initiate local emergency broadcasts as necessary.

Local leaders also work closely with their members of congress during emergencies and on an ongoing basis regarding local preparedness, capabilities, and needs.

STATE

Disaster assistance provided by the state is a supplement to, and not a substitute for, relief that can be provided by local governments.

Governor: As the state's chief executive and commander-in-chief of the Alabama National Guard, the Governor has the authority, with some exceptions, to fill local and state government vacancies. The Governor is responsible for the public safety and welfare of the people of the state. The Governor's general powers and duties with respect to emergency management are specified in the State Code 31-9-6 and emergency powers are specified in State Code 31-9-8.

The Governor:

- Is responsible for coordinating state resources needed to prevent, prepare for, respond to, and recover from emergency incidents of all types.

- May declare a state disaster/emergency, which gives him the authority to make, amend or suspend certain orders or regulations in support of the incident response. When such a disaster/emergency is declared, state agencies will utilize those services available to cope with the situation.

- Communicates to the public and helps people, businesses and organizations cope with the consequences of any type of emergency including the order and direction of evacuation(s).

- Prepares a comprehensive emergency operations plan for the state, which is compatible with the plans of the federal government and surrounding states.

- Arranges help from other states through the Emergency Management Assistance Compact (EMAC).

- Requests federal assistance when it becomes clear that state or interstate mutual aid capabilities are insufficient.

- Establishes necessary state agencies and offices, appoints required personnel to include state staff and delegates authority under which such agencies and officials will operate.

- Enters into agreements with private entities to support response.

- Delegates any authority vested under State Code 31-9-4; directs the creation of a State Emergency Management Agency, with a director who is responsible for administering the programs for emergency management of the state and provides for sub-delegation of such authority.

In the event of a disaster or catastrophic event, the Governor will declare that a state of emergency exists. Under a state of emergency, the Governor has the following additional authority (Refer to Alabama Code Annotated 12-75-101 et al.):

- To enforce all laws, rules and regulations relating to emergency operations and to assume direct operational control of all response organizations.

- This includes the power to issue mandatory evacuation orders

- To seize, take, or condemn property for the protection of the public. This includes:

  - All means of transportation
  - All fuel supplies of whatever type
  - Food, clothing, equipment, materials, medicines and all necessary supplies
  - Facilities, including buildings and plants

- To sell, lend, give, or distribute all or any such property to the citizens of the state and to account to the state treasury for any such funds received for the property

- To make compensation for the property seized, taken or condemned

- To perform and exercise such other functions, powers and duties as may be necessary to protect and secure the safety of the civilian population

The Governor also ensures that command and control procedures are in place; conducts command and control readiness actions; alerts government personnel and population; and provides for a State EOC staff. The Governor is authorized to take steps toward economic stabilization. Economic stabilization provides, in concurrence with federal and state policy, interim economic stability controls and emergency measures for the rationing of food, petroleum products and other essential items to consumers and the stabilization of prices, wages, salaries and rents.

The Governor is commander-in-chief of the state's military forces. To become operational, the Governor or his successor must order the Alabama National Guard to state active duty. In cases of national emergencies, the National Guard may be ordered to active duty in Title 32 status. The request for activation will be forwarded to the State EOC in Clanton, Alabama. The BCEMA will forward a request (if necessary) to the State EOC who will immediately evaluate and prioritize the request and forward it to the Governor while alerting the Director of Military Support Alabama National Guard to the request and the recommendation of the State EOC.

The Governor is the only authority that can commit National Guard personnel and resources except in difficult circumstances whereby The Adjutant General (TAG) or his delegates may authorize use of the National Guard assets as long as the total cost per incident does not exceed $15,000. The Governor may order use of such resources when requested by the county commission, sheriff, mayor, or as recommended by the Adjutant General, Director of the AEMA or other department/agency directors with state government.

The Governor, via the Alabama Emergency Management Agency and other state agencies (to be determined by the needs of the emergency or disaster) will coordinate state response efforts

through Division Offices. Baldwin County is in Division A, which will operate out of Mobile for this area/division.

Regional Organizations

Once local and state resources have been exhausted, FEMA Region IV organizations can be requested through the State EOC / AEMA. These resources may be part of the state's EMAC or the Region IV Regional Response Team such as Environmental Protection Agency (EPA), United States Coast Guard (USCG) and the Corps of Engineers.

Federal

When an incident occurs that exceeds local and state resources, or when an incident is managed by federal departments or agencies acting under their own authorities; the federal government uses the National Response Framework to involve all necessary department and agency capabilities, organize the response and ensure coordination with response partners.

The policy of unified command is applied at the headquarters, regional and field levels to enable diverse agencies to work together effectively. The federal government also works to establish engaged partnership with states, as well as the private sector.

The federal entities listed below have capabilities as indicated to assist the state following a presidential declaration of a major disaster. Federal Emergency Management Agency (FEMA). FEMA is the federal counterpart of the Alabama Emergency Management Agency (AEMA). FEMA may assist with:

- Debris removal by granting funds or use federal agencies to remove debris in accordance with 44 CFR 206.224

- Repair or restoration of public facilities by providing funds for repair, restoration, reconstruction or replacement of public facilities and contents that have been damaged or destroyed by a major disaster

- Repair or restoration of private nonprofit facilities by providing grants to critical private nonprofits

- Minimum standards for repair of disaster damage by providing technical assistance to ensure that repair or reconstruction under PL 93-288, as amended by PL 100-707, will meet applicable standards of safety, decency and sanitation

- Fire suppression assistance by providing grants or other assistance to a state for suppression of any fire on public or privately owned forest or grassland, which poses a threat of becoming a major disaster

- Temporary communications by providing temporary communication assistance

- Individual or family needs that cannot be met through other programs by providing grants from federal/state matching funds through the Department of Human Services

- Food, water, clothing and shelter for disaster victims by coordinating with other federal agencies to assist local governments

- Health, medical and sanitation services in the disaster area by coordinating the furnishing of health, medical and sanitation services to state or local agencies by other federal agencies

- Legal assistance to low income disaster victims by negotiating agreements

- Crisis counseling assistance by coordinating professional mental health counseling service to victims.

- Community disaster loans for eligible local governments suffering substantial loss of tax or other revenue because of a major disaster

- Emergency transportation and other emergency needs

- Federally subsidized flood insurance which is made available to all persons residing in communities participating in the National Flood Insurance Program

- Warning through any and all necessary communications avenues, i.e., telephone, electronic mail, and/or utilization of the 800 megahertz radio network

- Emergency equipment by providing matching funds for approved procurement of emergency communications and warning equipment and other items for use by state or local governments

- Providing and training emergency service employees by providing 50 percent matching funds to states to help pay salaries and administrative costs of state and local emergency preparedness programs

- Coordinating civil emergency preparedness for the possibility of nuclear power plant accidents, radiation accidents, national security related emergencies, or in the event of a terrorist threat involving weapons of mass destruction

Army Corps of Engineers (Mobile District) - The Mobile District is the lead coordinator for Corps assistance in Baldwin County. Assistance from the Corps of Engineers is supplemental to state and local efforts in accordance with federal regulations. The Army Corps of Engineers may assist with:

- Flood containment and control through prior planning, training, stockpiling flood containment materials and maintaining an organization capable of responding quickly to floods

    - The Corps of Engineers supplements response by state and local levee boards and municipalities by coordinating or directing flood containment efforts.

    - The Corps of Engineers may furnish assistance (if requested by the Governor) to preserve life or protect property for up to ten (10) days after a major flood event.

- Rehabilitation by repairing federally constructed flood control works that were damaged by a flood

    - All requests are subject to economic analysis and must have been properly maintained.

- Safe drinking water and drought assistance in coordination with the Baldwin County Health Department, by providing emergency supplies of clean drinking water to any locality with a contaminated water source, which causes or may cause a substantial threat to the public health and welfare of the inhabitants

    - The Corps of Engineers may construct wells or transport water for human consumption to farmers, ranchers and political subdivisions within areas determined to be drought distressed.

- Hazardous materials by containing and cleaning up any incident caused by the Corps. Other response is limited to imminently serious conditions which threaten Corps property. If the Corps responds, the liable party will refund the costs of the response.

- FEMA missions through its significant engineering and contracting capabilities that can be applied during a presidentially declared emergency or disaster when requested by FEMA

    - Damage surveys, debris removal, temporary roofing, temporary housing, potable water and ice, and emergency power are all post disaster operations capabilities of the Corps.

United State Coast Guard may assist with:

- Marine search and rescue by responding to requests for assistance in evacuating flood victims, large accidents on rivers, etc., when requirements to cope with the disaster exceed local capabilities.

    - Coast Guard assistance may be requested through the State EOC.

    - The Coast Guard also has the authority and capability to shut down traffic on navigable waterways if circumstances require such action.

National Weather Service (NWS) may assist with:

- Weather warnings by issuing Watches/Warnings of hazardous weather conditions and River Flooding/Flash Flooding for the protection of life and property

- Weather dissemination by distributing Watches/Warnings over NOAA Weather Wire Service (NWWS), the NOAA Weather Radio (NWR) and the Alabama Criminal Justice Information Center (ACJIC)

    - Information may be used directly by state, local and federal agencies, the news media and the public.

    - Auxiliary dissemination of Watches/Warnings is provided by Ham Radio Operators, operating as volunteers at the NWS office and in field locations.

- Situation reporting by collecting and relaying severe weather reports from volunteer spotters and observers, state and local officials, and participating federal agencies
    - While most reports are channeled, both directions by a NWS-AEMA-Local path, on occasion, the NWS will contact directly affected local agencies and news media to expedite the warning process.

- Additional support by providing, upon request, meteorological and hydrological information to assist in decision-making in the event of spills of biological agents and

hazardous chemicals, radiation hazards, nuclear explosions, earthquakes, and other disasters in which meteorological information is deemed pertinent

- Dissemination via NWWS/NWR any pre-designated warning message for the protection of life and property upon the request of the AEMA.

Federal Highway Administration may assist with:

- Federal aid highway repair by providing grants to the state to repair or reconstruct federal aid highways, roads, or trails.

- Damage assessment by providing engineers to help assess damage to federal aid highways when requested.

Federal Bureau of Investigation (FBI)

- The FBI is the lead federal investigating agency responding to a terrorist event.

- The FBI may assist local law enforcement agencies in identifying victims of disasters primarily through identification of fingerprints.

Each federal agency that has emergency responsibilities is encouraged to appoint an Emergency Management Liaison Officer who will coordinate its emergency response activities with the State EOC.

Locally Sponsored Volunteer Organizations

Some private sector organizations and NGOs are officially designated as support elements to county response capabilities.

The Baldwin County Voluntary Organizations Active in Disaster (BCVOAD):

The BCVOAD is a group of recognized organizations active in disaster relief. The organizations support response efforts at all levels. The BCVOAD will also coordinate volunteers and donations which are force multipliers in response and recovery efforts.

Non-Governmental Organizations (NGOs) and Private Sector Businesses

Each private agency that has emergency responsibilities is encouraged to appoint a Liaison Officer (LNO) who will coordinate its emergency response activities with the County Emergency Operations Center (EOC).

Businesses: Businesses have an invaluable role to play during emergencies. First, they must provide for and protect their employees in the workplace. In addition, emergency managers must work with businesses that provide water, power, communication networks, transportation, for-

profit medical care, security and numerous other services upon which both emergency response and recovery are particularly dependent.

Many private sector organizations are responsible for operating and maintaining portions of the nation's critical infrastructure. Critical infrastructures include those assets, systems, networks and functions – physical or virtual – so vital to the United States that their incapacitation or destruction would have a debilitating impact on security, national economic security, public health or safety or any combination of those matters. Key resources are publicly or privately controlled resources essential to minimal operation of the economy and the government.

During an incident, key private sector business partners should be integrated in the local crisis decision-making process or at least have a direct link to key local emergency managers.

Non-Governmental Organizations: In the world of emergency management, NGOs play enormously important roles before, during and after an emergency. For example, NGOs provide mass sheltering, emergency food supplies, counseling services and other vital support services to promote the recovery of disaster victims. Oftentimes these groups provide specialized services that help individuals with disabilities.

- An essential element of almost any disaster relief effort is the assistance provided by private relief organizations in the distribution of food, medicine, and supplies, in the provision of emergency shelter, and in the restoration of community services. The American Red Cross, which operates under a Federal Charter (Public Law 58-4, January 5, 1905, 33 Stat. 599), provides grants and other types of assistance to individuals and families in disaster emergencies, and is a supporting agency to the mass care functions of Emergency Support Function #6. The Salvation Army, Mennonite Disaster Service, the Christian Mission, food banks, other charitable organizations, and church groups also provide valuable assistance.

A key feature of NGOs is their natural independence and commitment to specific sets of interests and values. These interests and values shape the resources they provide. Such NGOs bolster and support government efforts at all levels for response operations and planning. When planning the allocation of the local emergency management resources and structures, some local, state and federal organizations have provided direct assistance to NGOs. These groups collaborate with first responders, governments at all levels, and other agencies and organizations. Examples of NGO and voluntary organization contributions include:

- Train and manage volunteer resources.
- Identify shelter locations and needed supplies.
- Provide critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter or assistance with post-emergency cleanup.
- Identify those whose needs have not been met and help coordinate the provision of assistance.

Organizational Preparedness

BCEMA will maintain current notification rosters for all internal staff, Emergency Support Function (ESF) staff, and emergency services including fire, law enforcement, and EMS, as well as EM Coordinators.

Contact information for municipal representatives, county representatives and employees, and non-governmental entities and points of contact will also be kept on file with BCEMA in the EOC.

Maps, historical data, and other reference materials will also be managed, maintained, and kept on file by BCEMA and other Baldwin County Departments. Many of these reference materials will be kept on file at the EOC. Any information not kept at the EOC will be available in digital or hard copy form and sent to the EOC, or other destination as appropriate to the situation, at the time it is needed.

Direction, Control and Coordination

This section explains how the county is organized to achieve its incident response objectives.

Introduction

In March 2004, DHS released the NIMS, which provides a consistent nationwide template to enable all levels of government, the private sector and nongovernmental organizations (NGOs) to work together during an incident. Incident management includes those activities conducted to 1) prevent and disrupt terrorist attacks; 2) protect our people, our critical infrastructure, and key resources; and 3) respond to and recover from incidents that do occur. Integrating these NIMS principles into all phases of an incident and throughout all levels of government ensures that all stakeholders have a common set of principles from which to operate during an incident.

Scope of the Baldwin County Emergency Operations Plan: Baldwin County EOP provides structures, based upon NIMS, for implementing county-level policy and operational coordination for domestic incident response. It can be partially or fully implemented in the context of a threat, in anticipation of a significant event or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed and a level of coordination appropriate to each event.

Key Concepts

NIMS provides a core set of common concepts, principles, terminology, and technologies in the following areas:

Incident Command System (ICS) **-** Much of NIMS is built upon ICS, which was developed by the federal, state, and local wild-land fire agencies during the 1970's. ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration. In some circumstances, intelligence and investigations may be added as a sixth functional area.

Unified Command - Unified command is an important element in multijurisdictional or multiagency incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, unified command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single Incident Action Plan (IAP). Each participating agency maintains its authority, responsibility, and accountability.

Training - Leaders and staff require initial training on response principles, as well as ongoing training to provide updates on current concepts and procedures.

Identification and Management of Resources - Classifying types of resources is essential to ensure that multiple agencies can effectively communicate and provide resources during a crisis, including implementing a plan to inventory, mobilize, and track resources prior to, during, and after an incident.

Mutual Aid and Assistance - Executing mutual aid and other agreements established prior to an incident with appropriate entities at the local, tribal, state, and federal levels is an important element of preparedness, along with the readiness to develop/implement new agreements during the life cycle of an incident.

Situational Awareness - Situational awareness is the ability to identify, process, and comprehend the critical information about an incident. More simply, it is the knowing what is going on around you. Situational awareness requires continuous monitoring of relevant sources of information regarding actual incidents and developing hazards.

Qualifications and Certification - Competent staff is a requirement for any leader managing an incident. During a crisis there will not be time to determine staff qualifications, if such information has not yet been compiled and available for review by leaders. To identify the appropriate staff to support a leader during a crisis, qualifications based on training and expertise of staff should be identified and evidenced by certification, if appropriate.

Collection, Tracking, and Reporting of Incident Information - Information today is transmitted instantly via the Internet and the 24/7 news channels. While timely information is valuable, it also can be overwhelming. For an effective response, expertise and experience must be considered a powerful tool to support decision making and to summarize and prioritize information rapidly. Information must be gathered accurately at the scene and effectively communicated to those who need it. To be successful, clear lines of information flow and a common operating picture are essential.

Crisis Action Planning - Deliberative planning during non-incident periods should quickly transition to crisis action planning when an incident occurs. Crisis action planning is the process for rapidly adapting existing deliberative plans and procedures during an incident based on the

actual circumstances of an event. Crisis action planning should also include the provision of decision tools for senior leaders to guide their decision making.

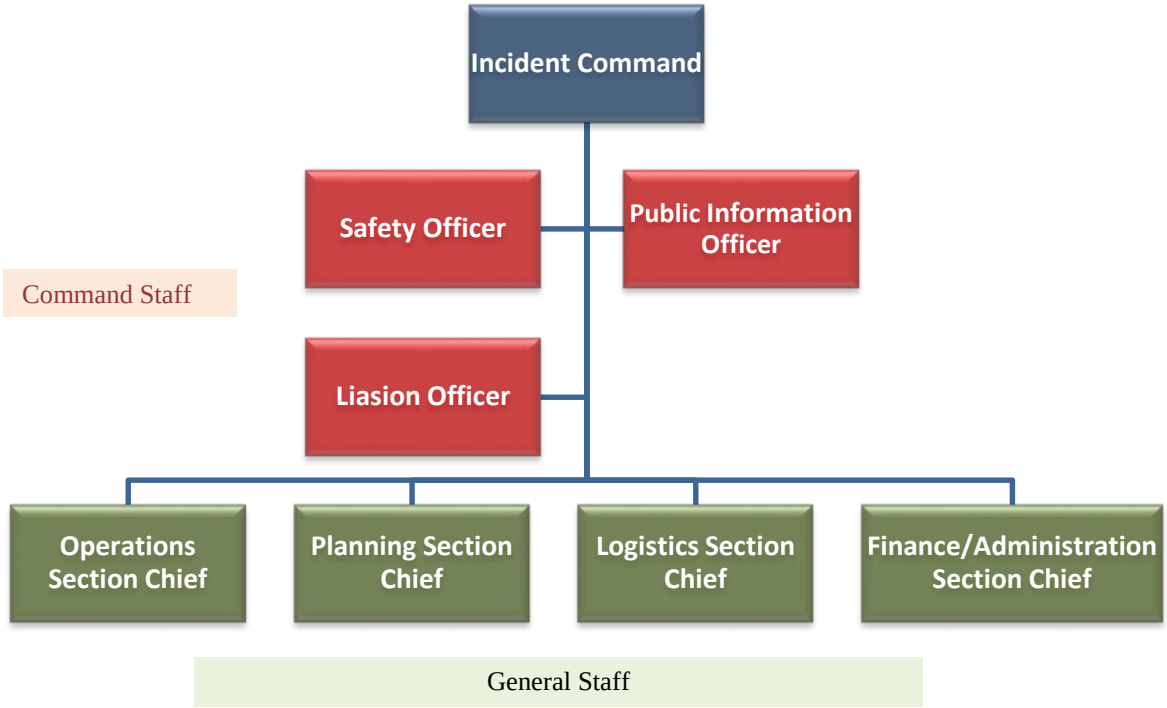
Exercises - Consistent with the state and federal exercise program, all stakeholders should regularly exercise their incident management and response capabilities and procedures to ensure that they are fully capable of executing their response tasks.

Incident Management

Local Response: Structures and Staffing

Field Level: Incident Command. Local responders use ICS to manage response operations. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure. A basic strength of ICS is that it is already widely adopted. It is used to organize both near-term and long-term field-level operations for a broad spectrum of incidents.

Figure 4. Incident Command Structure



ICS is used by all levels of government – federal, state, tribal, and local – as well as by many private-sector and nongovernmental organizations. Typically, the incident command is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration.

Local Emergency Operations Center (EOC). If the Incident Commander determines that additional resources or capabilities are needed, he or she will contact the local EOC and relay requirements to the local emergency manager. Local EOCs are the physical locations where multiagency coordination occurs. EOCs help form a common operating picture of the incident, relieve on-scene command of the burden of external coordination, and secure additional resources. The core functions of an EOC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination.

EOCs may be permanent organizations and facilities that are staffed 24 hours a day, 7 days a week, or they may be established to meet short-term needs. Standing EOCs (or those activated to support larger, more complex incidents) are typically established in a central or permanently established facility. Such permanent facilities in larger communities are typically directed by a full-time emergency manager. EOCs may be organized by major discipline (fire, law enforcement, medical services, etc.), by jurisdiction (municipality, county, region, etc.), by Emergency Support Function (communications, public works, engineering, transportation, resource support, etc.) or, more likely, by some combination thereof.

During an incident, the local emergency manager ensures the EOC is staffed to support the incident command and arranges needed resources. The chief elected or appointed official provides policy direction and supports the Incident Commander and emergency manager, as needed.

EOCs at all levels of government often encourage and accommodate private-sector participation. The private sector, in turn, can maintain parallel structures to respond to the needs of the EOC. This representation should complement, not replace, presence in the EOC granted currently to public utilities.

On-Scene Management

ICS defines certain key roles for managing an ICS incident, as follows:

- The **Incident Commander** is the individual responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The unified command provides direct, on-scene control of tactical operations.

- The **Command Staff** consists of a Public Information Officer, Safety Officer, Liaison Officer, and other positions. The Command Staff reports directly to the Incident Commander.

- The **General Staff** normally consists of an Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/ Investigations Section may be established, if required, to meet response needs.

At the tactical level, on-scene incident command and management organization are located at an **Incident Command Post (ICP),** which is typically comprised of local and mutual aid responders.

Major and or Complex Incidents

Emergency Support Functions (ESFs)

ESFs provide the structure for coordinating the local, state, and federal response to an incident. The organization and categorization of ESFs also provide a standard and recognizable structure for response activity typing and planning. The ESFs serve as the primary operational-level mechanism to provide assistance in functional areas such as transportation, communications, public works and engineering, firefighting, mass care, housing, human services, public health and medical services, search and rescue, agriculture and natural resources, and energy.

BCEMA coordinates response support from across Baldwin County and certain NGOs by calling up, as needed, one or more of the 15 ESFs. The ESFs are coordinated by BCEMA through its

EOC. During a response, ESFs are a critical mechanism to coordinate functional capabilities and resources provided by county departments and agencies, along with certain private-sector and nongovernmental organizations. They represent an effective way to bundle and funnel resources and capabilities to local.

These functions are coordinated by a single agency but may rely on several agencies that provide resources for each functional area. The mission of the ESFs is to provide the greatest possible access to capabilities of Baldwin County regardless of which agency has those capabilities. Each ESF is comprised of a coordinator and primary and support agencies. The Framework identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The resources provided by the ESFs are consistent with resource-typing categories identified in the NIMS.

The ESFs support decision making and coordination of field operations within the Baldwin County EOC. The ESFs deliver a broad range of technical support and other services at the county level in the EOC, and Incident Command Posts, as required by the incident. The Baldwin County EMA issues mission assignments to obtain resources and capabilities from across the ESFs in support of the county.

The ESFs plan and support response activities - At the headquarters, regional, and field levels, ESFs provide staff to support the incident command sections for operations, planning, logistics, and finance/administration, as requested. The incident command structure enables the ESFs to work collaboratively. For example, if a county requests assistance with a mass evacuation, the EOC would request personnel from ESF #1 (Transportation), ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Services), and ESF #8 (Public Health and Medical Services). These ESFs would then be integrated into a single branch or group within the Operations Section to ensure effective coordination of evacuation services. The same structures are used to organize ESF response at the headquarters, regional, and field levels.

To support an effective response, all ESFs are required to have both strategic and more-detailed operational plans that include all participating organizations and engage the private sector and NGOs as appropriate. The ongoing support, coordination, and integration of ESFs and their work are core responsibilities of BCEMA in its response leadership role for emergency management activities.

Support and Incident Annexes - Other mechanisms by which support is harnessed among county, private-sector, and NGO partners are the Support and Incident Annexes. By serving as coordinating or cooperating agencies for various Support or Incident Annexes, county departments and agencies conduct a variety of activities to include managing specific functions and missions or providing overarching federal support within their functional areas. Specifics on these positions are provided in the “Hazard, Threat, and Incident Specific Annexes” Section of the Emergency Operations Plan.

National Disaster Recovery Framework (NDRF)

The National Disaster Recovery Framework (NDRF) provides context for how the whole community woks together to restore, redevelop, and revitalize health, social, economic, natural, and environmental fabric of the community following a disaster or emergency. The NDRF describes the Recovery Core Capabilities and critical tasks lists required to achieve the National Preparedness Goal.

Recovery Support Functions

According to FEMA, the Recovery Support Functions created within the National Disaster Recovery Framework (which is a product of PPD-8) fuses together the core recovery capabilities of Federal departments and agencies and other supporting organizations to focus of community recovery needs. This structure is the product of lessons learned from ESF-14. The Recovery Support Functions (RSFs) help facilitate local stakeholder participation and promote intergovernmental and public-private partnerships. There are six RSFs:

- Community Planning and Capacity Building RSF
- Economic RSF
- Health and Social Services RSF
- Housing and Recovery RSF
- Infrastructure Systems RSF
- Natural and Cultural Resources RSF

The overall objective of the RSFs is to facilitate identification, coordination, and delivery of Federal assistance needed in the local community impacted by the disaster or emergency. The RSFs are designed to accelerate the process of recovery and revitalization. The mission/objective for each of the RSFs are listed below:

- Community Planning and Capacity Building (CPCB) Mission: to enable local governments to effectively and efficiently carry out community-based recovery planning and management in a post disaster environment. CPCB RSF also supports in developing programs of support for local recovery planning.

- Economic RSF Objectives: 1.) Serve as a vehicle for enhancing Federal interagency coordination, information sharing, communication, and collaboration in both the pre- and post-disaster timeframes. 2.) Support the capacity of local, state, tribal, and territorial governments, nonprofits, and the private sector to produce a multi-dimensional strategy capable of supporting economic recovery and enhancing community resilience.

- Health & Social Services RSF Objectives: 1.) Complete assessment of community health and social service needs, prioritize those needs, including accessibility requirements, based on the whole community's participation in the recovery

planning process, and develop a comprehensive recovery timeline. 2.) Restore health care public health, and social services functions. 3.) Restore and improve the resilience and sustainability of the health care system and social service capabilities and networks to promote the independence and well-being of community members in accordance with the specified recovery timeline.

- Housing & Recovery RSF Objectives: 1.) Identify Strategies to Strengthen the Housing Market 2.) Meet the Need for Quality Affordable Rental Homes 3.) Utilize Housing as a Platform for Improving Quality of Life 4.) Build Inclusive and Sustainable Communities 5.) Integrate Disaster Mitigation Measures into Community Design and Development to Improve Disaster Resilience

- Infrastructure Systems RSF Objectives: 1.) Include private sector infrastructure owners and operators and related service providers in planning at all levels. 2.) Provide technical assistance to all levels of governments for identifying/prioritizing critical infrastructure systems and assets. 3.) Create an inter-agency, inter-jurisdictional recovery planning process. 4.) Provide adequate Federal support and resources to assist affected local, state, tribal, territorial, and insular area governments with effective community planning and redevelopment efforts. 5.) Identify legal, policy, and programmatic requirements that may potentially limit efficient recovery and mitigate to the extent possible. 6.) Encourage the concepts of regional infrastructure resiliency. 7.) Provide mitigation opportunities that leverage innovative and green technologies. 8.) Create processes, policies, and timelines that support renewed economic activity.

At this time, these functions still fall under the umbrella of ESF 14 on the local level and within this EOP. These RSFs are not labeled as such in ESF-14 of this document, but the principles therein still apply and are still relative to the current content of ESF-14.

Managing Multiple Incident Sites

Local Response: Structures and Staffing

State Emergency Operations Center (EOC). The State EOC in Clanton, AL is the physical location where state coordination occurs.

The State EOC is activated as necessary to support local county EOCs. Therefore, the State EOC is the central location from which off-scene activities supported by the state are coordinated. State-level chief elected and appointed officials are located at the State EOC, as well as personnel supporting core functions. The key function of State EOC personnel is to ensure that those who are located at the scene have the resources (i.e., personnel, tools and equipment) they need to cope with the emergency or disaster.

During a disaster or emergency, the State EOC communicates with the Governor and acts as liaison between local and federal personnel. When the event requires state assistance, state officials

typically take the lead to provide public information about the incident. As soon as possible during an incident, the state ensures that communication lines with the press are open, questions receive prompt responses and false rumors are refuted before they spread. Information about where to receive help is communicated directly to victims and victims' families.

In order to coordinate the release of emergency information and other public affairs functions, the state may establish a Joint Information Center (JIC), a physical location from which external affairs professionals from all the organizations involved in an incident work together.

Requesting and Managing Federal Assistance:

When the state requests federal assistance, FEMA will initially send a liaison to the State EOC. The second level of FEMA's response may be deployment of an Incident Management Assist Team (IMAT). IMATs are rapidly deployable, interagency, nationally and regionally based incident response teams that will soon replace existing Emergency Response Teams (ERTs) at the national and regional level. They will provide a forward federal presence to improve response to serious incidents requiring federal assistance.

Federal incident support to the state is generally coordinated through a Joint Field Office (JFO). The JFO provides the means to integrate diverse federal resources and engage directly with the state.

State Coordinating Officer (SCO) - The SCO plays a critical role in managing the state response and recovery operations following Stafford Act declarations. The Governor appoints the SCO, and lines of authority flow from the Governor to the SCO, following the state's policies and laws. For certain anticipated events in which a Stafford Act declaration is expected, such as an approaching hurricane, the Secretary of Homeland Security or the FEMA Administrator may pre-designate one or more federal officials to coordinate with the SCO to determine resources and actions that will likely be required, and begin pre-deployment of assets. The specific roles and responsibilities of the SCO include:

- Serve as the primary representative of the Governor with the Regional Response Coordination Center (RRCC) or within the JFO once it is established.

- Work with the Federal Coordinating Officer (FCO) to formulate state requirements, including those that are beyond state capability, and set priorities for employment of federal resources provided to the state.

- Ensure coordination of resources provided to the state via mutual aid and assistance compacts.

- Provide a linkage to local government.

- Serve in the Unified Coordination Group in the JFO.

Governor's Authorized Representative - As the complexity of the response dictates, the Governor may empower a Governor's Authorized Representative to:

- Execute all necessary documents for disaster assistance on behalf of the state, including certification of applications for public assistance.

- Represent the Governor of the impacted state in the Unified Coordination Group, when required.

- Coordinate and supervise the state disaster assistance program to include serving as its grant administrator.

- Identify, in coordination with the SCO, the state's critical information needs for incorporation into a list of Essential Elements of Information (critical items of specific information required to plan and execute an operation and to support timely, logical decisions).

Emergency Support Function (ESF) Teams - The State EOC coordinates incident response support from across State Government by calling up, as needed, one or more of the 15 ESF teams. During a response, ESFs are a critical mechanism to coordinate functional capabilities and resources provided by state departments and agencies, along with certain private sector and nonprofit organizations. They represent an effective way to bundle and funnel resources and capabilities to responders. These functions are coordinated by a single agency but may rely on several agencies that provide resources for each functional area. The mission of the ESF is to provide the greatest possible access to capabilities of State Government regardless of which agency has those capabilities.

The ESFs serve as the primary operational-level mechanism to provide assistance in functional areas such as transportation, communications, public works and engineering, firefighting, mass care, housing, human services, public health and medical services, search and rescue, agriculture and energy.

Each ESF is composed of primary and support agencies. The EOP identifies primary agencies on the basis of authorities, resources and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area.

Joint Field Office (JFO) - The JFO is the primary federal incident management field structure. The JFO is a temporary federal facility that provides a central location for the coordination of federal, state, and local governments and private sector businesses and NGOs with primary responsibility for response and short-term recovery. The JFO structure is organized staffed and managed in a manner consistent with NIMS principles and is led by the Unified Coordination Group.

Personnel from federal and state departments and agencies, other jurisdictional entities and private sector businesses and NGOs may be requested to staff various levels of the JFO, depending on the requirements of the incident. The physical location of such a coordination entity depends on the situation.

Information Collection, Analysis, and Dissemination

The Joint Information Center or Emergency Operations Center (depending on the size, scope, and needs of the incident or event) will serve as the hub for information collection, analysis, and dissemination of information relating to the incident or event. Information gathered by responders on scene, by communications centers and dispatch centers, the media, and the public in general will be analyzed by stakeholders, departments, agencies, and organizations and verified.

Further actions which may be needed will be determined and information needing to be disseminated to responders will be disseminated via the on-scene incident command staff. Information needing to be disseminated to the public will be disseminated via the Public Information Officer. Available media outlets will be utilized by the PIO to get necessary information to the public as soon as possible.

Periodical EOC briefings will be held to update agencies, departments, organizations, and entities of the current status of the incident, event, or disaster. The briefings will take place at least daily, with the understanding that the schedule may be and will be adjusted to suit the needs of the situation.

Information needing to be shared with other levels of government, other agencies and departments outside the county, and the private sector will be shared as necessary to ensure public safety, economic integrity, and adequate resources for response and recovery.

Communications

Communication will be coordinated between the EOC, 911, and responders through various forms of communications devices, channels and methods.

Forms of communications will include traditional telephone, cellular, radio, alert radio, data and internet with a focus on interoperability and redundancy.

- Alert and warning systems will be monitored by the EOC and/or its on-call duty officer.
- Amateur or “ham” radio plays an important role during disaster since traditional telephone, cellular, radio and internet systems may become overloaded or damaged.
- The EOC will serve as the county’s Joint Information Center (JIC), utilizing communication through 911 and Baldwin County Call Center.

Administration, Finance, and Logistics

This section covers general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources.

Administration

The Baldwin County Emergency Management Agency is governed by the Baldwin County Commission. The director for Emergency Management is an appointed individual chosen by the Commission.

Funding for the Baldwin County Emergency Management Agency comes from various sources. The Baldwin County Commission, Emergency Management Performance Grant (EMPG), and various other grants financially support the operations of the department. Funds may be made available from federal, state, or local entities. Funding may also come available from the Federal government through the State of Alabama following major disasters or resulting from declared emergency situations.

Administration is responsible for keeping accurate records. Meticulous records must be kept in order to properly report needs, request additional resources, justify expenditures and track costs associated with resources used. Proper record-keeping is essential in supporting the response to and recovery from an incident or disaster.

Finance

- If the situation permits, Finance Department personnel from the Baldwin County Commission may be assigned to assist in the EOC following a disaster.

- The finance/administration section shall be responsible for all administrative and financial considerations surrounding an incident.

- The BCC Finance Department may assist in contract support, facility procurement, and transportation and/or equipment procurement.

- Finance personnel may provide advice on financial and purchase policies in place for Baldwin County Commission.

- Finance personnel may assist in facilitating expeditious processing of documentation and reports related to the activation of the EOC.

- The BCC Finance Department may also assist in the processing and review of financial transactions.

Logistics

Logistical resource support and coordination is critical following a disastrous event. Primary responsibilities are coordinating provisions of direct active support of emergency response and recovery efforts. Support includes locating, procuring, and issuing resources such as supplies, personnel, work space, fuel, and contractual services to aid in a response effort.

Logistics encompasses resource support, planning, management, and sustainment capabilities related to a response. This also includes gathering information on personnel, vendors, equipment that may potentially aid in a response.

The Administrative and Logistics Section will receive and track the expenditures related to activation/operation after termination of a response.

Logistics Management and Resource Support will have the responsibility of bulk distribution of disaster relief supplies.

Types of assistance, tools and available resources include:

- South Alabama Mutual Aid – Mutual aid from the southern part of the state that has been predetermined, authorized, and organized in advance of an incident or disaster.

- EMITS – Alabama EMA's Emergency Management Information Tracking System (EMITS) allows counties to put requests for resources, track incidents, and collaborate with state and other counties in order to remain current on the status of incidents so that plans may be formed accordingly.

- State assistance – state assistance will be requested when local resources are overwhelmed.

- Records – detailed and complete will be maintained for reimbursement purposes.

- Logistics – the staging of commodities and resources will ensure affected areas will have necessary emergency supplies in place. Logistics will play a supporting role for other Incident Command Sections and Primary Emergency Service Functions.

- PODS – Point of Distribution (POD) Sites allow those who need commodities and/or supplies to pick those supplies up in a pre-determined and organized location. The staging of commodities and resources will ensure affected areas will have necessary emergency supplies in place. Local resources may not be adequate. If needed, more supplies will be requested from AEMA and FEMA.

- PODS – Points of Dispensing (POD) Sites will be utilized in the event of a Strategic National Stockpile (SNS) deployment. These sites will allow public health to administer life-saving medications following a biological exposure or terrorist event where prophylactic treatment will be required. BCEMA is responsible for the logistical support in such an event. Locations have been predetermined and individual site assessments have been conducted. Refer to the Baldwin County Regional Distribution Site (RDS) Plan and the Baldwin County Strategic National Stockpile (SNS) Plan specific for this Public Health Area and Emergency Management Division. Baldwin County will serve as the RDS for the surrounding counties of Baldwin, Butler, Clarke, Conecuh, Covington, Escambia, Monroe, and Washington. Baldwin County will receive SNS materiels for the area and will be responsible for disseminating the appropriate supplies to the respective counties.

- Liaisons – Liaisons will work to ensure there is open dialogue between agencies and organizations who work together in the event of a disaster or incident. Non-Governmental Organizations, VOADs, and the Private Sector all provide essential information and supplies during a disaster. Liaisons are particularly important in establishing clear lines of communication to facilitate the continued understanding and partnership between local government and the aforementioned groups and organizations.

Responsibilities:

The director for BCEMA is responsible for implementation and administration of procurement activities necessary to support emergency operations of the response efforts once the initial resources are utilized and exhausted.

Plan Development and Maintenance

BCEMA relies on all agencies with a role in incident management to provide a public forum for coordination of planning, training, equipping and other preparedness requirements.

The Baldwin County EOP is an ESF Format EOP. The ESF format is based on information and guidance for emergency operations planning in Comprehensive Preparedness Guide (CPG) 101 Version 2 (CPG 101 v. 2), which is the most current CPG available from FEMA. The format includes four components:

- A Basic Plan Section
    - Is applicable to all hazards which could potentially effect Baldwin County
    - Includes foundational information, authorities, and references
- ESF Annex
    - Is applicable to all hazards which could potentially effect Baldwin County
    - Includes an overview of the ESF organizational structure as it applies to the primary and support agencies and their collective response to an incident

- Incident/Event Annex
    - Includes information about incidents identified as needing further information beyond the all-hazards information contained in the Basic Plan and ESF Annexes.
    - The determination of which Incidents/Events to include in this annex is based on the 2012 Baldwin County Threat and Hazard Identification and Risk Assessment (THIRA)
- Site/Facility/Support Annex
    - Includes additional information for staging, points of distribution, shelters, and logistics which are necessary to the response and recovery efforts involving major emergencies and disasters

Planning for the EOP will be coordinated with the BCEMA, ESF's and local agencies for proposed changes after major incidents or changes in operational resources, elected officials or hazard/threat profiles.

Any necessary changes to the Basic Plan, the ESFs, Support and/or Incident/Event Annexes, the Standard Operating Guidelines (SOGs) contained therein, or any other component of the EOP should be addressed and discussed during the implementation review process. Those agencies, departments, and organizations involved in emergency preparedness, response, and recovery in Baldwin County should maintain and follow their own SOGs.

The EOP should be reviewed for needed updates following major incidents and/or on a monthly basis. In no case should any part of the plan go for more than two years without being reviewed and revised.

The EOP will be distributed to BCEMA staff, ESF partners, and agencies for review and maintenance. The EOP will be made available for input at public meetings including, but not limited to, Baldwin County Fire Chiefs' Association meetings, Baldwin County Local Emergency Planning Committee (BCLEPC), and EMA Town Hall meetings.

The EOP will be available for public access via the Baldwin County Commission website. A copy will be available at the EOC as well.

Once the review process has been completed and validated, the updated plan will be presented to the Baldwin County Commission for final approval.

The EOP becomes effective upon approval by the Baldwin County Commission and Municipal jurisdictions.

Continuity of Government and Continuity of Operations

Continuity of Government

Continuity of Government (COG) is an essential function of emergency management. State and local COG is defined as preservation, maintenance, or reconstitution of the civil government's ability to carry out the executive, legislative, and judicial processes under the threat or occurrence of any emergency condition that could disrupt such processes and services. Continuity of Government is directly concerned with the provisions of essential support services to the civilian population while assuring the survivability of the American constitutional and democratic form of government.

During a national emergency, the continuation of Federal government operations is not practical or possible unless resources and information from State and local governments directly support such operations. Accordingly, national viability is dependent on the stability and survivability of State and local government institutions, which, with the Federal institutions, share the constitutional responsibility to preserve the lives and property of the people. Although most emergencies do not threaten the institutional integrity of State or local governments, the consequence of some major emergencies such as nuclear attack, catastrophic earthquake, hurricane, or terrorist attack could disrupt State and local governments' ability to function. Consequently, if a government is not prepared, most of its critical executive, legislative, and judicial functions could be severely degraded. This situation could create a climate that could make the jurisdiction vulnerable to anarchy, lawlessness, and chaos.

Baldwin County

Alabama law, applicable to Baldwin County and whether a general law or a local law, at this time only recognizes two options for the continuity of the Baldwin County Commission (county government, as the county's legislative body) in the instance of a member vacating a seat, either upon resignation, death, or other. These two options are as follows:

1. In the case of the vacancy of office of a Baldwin County Commissioner, upon resignation, death or other, the general law (as applicable to Baldwin County) only provides for the Governor of Alabama to appoint a successor who shall hold office only for the unexpired term of office of the prior member.

2. In the case of the Chairman of the Baldwin County Commission being out of the county or temporarily unable or unable (but still a Commissioner) to act as Chairman (to provide certain direction and/or execute certain documents), the Baldwin County Commission has invoked, per general law authority, the designation of the position of "Vice Chairman of the Baldwin County Commission" who has been duly designated by the Baldwin County Commission to act as the temporary Chairman. The Chairman rotates November to November in the sequence on District 1 to 2 to 3 to 4; correspondingly, the Vice Chairman

rotation follows the sequence of District 2 to 3 to 4 to 1. In short, the current Vice Chairman will be the incoming Chairman at the next November time frame.

Continuity of Government

The Baldwin County EMA Continuity of Operations Guide provides a general outline of equipment, resources, and information necessary to facilitate continuity of operations within the agency. The This guide is indented to compliment and coordinate with existing plans and documents, such as the Emergency Operations Plan and Staff Responsibility Matrices, and does not supersede Baldwin County Commission Policy. EMA staff also have created and are maintaining Continuity Manuals to facilitate the continuance of operations and functions of the positions within the agency in the absence of the staff member currently performing the job duties assigned to the position.

Alternative Actions and Measures

Alternative actions will be considered and alternative measures and practices may become necessary should the Emergency Operations Center (EOC) become compromised or inaccessible due to travel restrictions, structural damages, or for any other reason.

In the event the EOC / EMA Building becomes inaccessible or inhabitable, alternative work sites will need to be utilized. Depending on the individual situation and event, and at the Director's discretion, working remotely can include: working together at an alternate site, working from home, or a combination of the aforementioned possibilities.

Equipment, Vehicles, and Resources

The Director and On-Call Staff Member should have access to a county vehicle, barring any unforeseen extraordinary circumstance. The department maintains three vehicles for operations and staff travel purposes.

Other Equipment

Working remotely will require the following equipment, which has been issued to each EMA staff member:

- Laptop computer with charger
- iPhone with charger
- 700 MHz radio with at least 1 spare battery, long and short antennas, and blue tooth device
- Southern Linc 800 MHz device with charger
- Verizon MiFi device with charger

**The equipment, supplies, and resources required for On-Call status may be considered as the "rule of thumb" for what items EMA staff would need to have on hand for working remotely.*

The following resources will be needed and may be accessed by VPN remote access capabilities for central files located on county networks and servers, local copies contained in Drop Box or Google Drive, and/or hard copies:

- EMA Staff Contact Information
- Baldwin County Commission Staff Directory
- Call Duty Books
- Contact lists for essential Baldwin County Commission Departments and Staff (Administration, PIO, Personnel, Finance, Highway Department, etc.) EM Coordinators, Municipal Contacts, Hospitals, Vendors, Law Enforcement Agencies, Fire and Rescue Departments, State Agencies, etc.
- The appropriate Staff Responsibility Matrix (access capability for all matrices should be maintained at all times)

Alternative Work Sites for EMA Staff and EOC Operations

Alternative work sites will be determined by the Director. EMA staff will be notified of the specific location(s) for the incident in question by the Deputy Director, unless unforeseen circumstances dictate otherwise.

COUNTY FACILITIES

Baldwin County Coliseum
19477 Fairground Road
Robertsdale, AL 36567

Baldwin County Level II Community Shelter
207 North White Avenue
Bay Minette, AL 36507

Foley Satellite Courthouse
201 East Section Street
Foley, AL 36535

Fairhope Satellite Courthouse
1100 Fairhope Avenue
Fairhope, AL 36532

Working From Any/All Alternate Sites

In extreme cases, it may be necessary to work from other public facilities or locations. The designation of these types of locations will be made in the event all other options become impossible and will be based on the characteristics of individual applicable incidents. The Director will determine the location and supervise any arrangements made to accommodate EMA staff should this alternative action become necessary. Working from home may be considered on an individual basis only when travel is not permitted due to extreme circumstances.

Redundancy for Digital Files and Records

Digital versions of most EMA files currently exist, with more being created for all new and future files. The Baldwin County Communications and Information Systems (CIS) Department provides county-wide communications and information services to all County Departments and Offices. CIS maintains all databases, networks, and communications systems for the Baldwin County Commission, including its Emergency Management Agency.

Full Continuity of Government (COG) and Continuity of Operations (COOP) plans will be maintained independently of the EOP.

Acronyms and Glossary of Terms

Acronyms & Glossary of Terms

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined Many terms in emergency management have special meanings, so it is important to establish precise definitions Such definitions allow the users of the EOP to share an understanding of the EOP.

ACRONYMS

Acronym or Abbreviation	*Meaning or Definition*
AAR	After Action Report
ACP	Access Control Point
AEMA	Alabama Emergency Management Agency
ALDOT	Alabama Department of Transportation
ALERT	Automated Local Evaluation in Real Time
ANAD	Anniston Army Depot
ANS	Alert & Notification System
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
B-NICE	The five categories of terrorist incidents: Biological, Nuclear, Incendiary, Chemical, and Explosives
BCEMA	Baldwin County Emergency Management Agency
CB	Citizens Band
CBRNE	Chemical, Biological, Radioactive, Nuclear, Explosive
CDC	Centers for Disease Control
CEO	Chief Executive Official
CFR	Code of Federal Regulations
CI/KR	Critical Infrastructure/Key Resources
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide (CPG 101 v. 2 is the most current version)
CSEPP	Chemical Stockpile Emergency Preparedness Program
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Response Team
DOD	Department of Defense
DOE	Department of Energy

DOT	Department of Transportation
DRC	Disaster Recovery Center
DWI	Disaster Welfare Information
EAS	Emergency Alert System
ECL	Emergency Classification Level
EM(A)	Emergency Management (Agency)
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERT	Emergency Response Team
ESF	Emergency Support Function
EST	Emergency Support Team
FAST	Field Assessment Team
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHBM	Flood Hazard Boundary map
FIA	Federal Insurance Administration
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
FOG	Field Operations Guide
FPEIS	Final Programmatic Environmental Impact Statement
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
GAR	Governor’s Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Material
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IRZ	Immediate Response Zone
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JNACC	Joint Nuclear Accident Coordinating Center
JOC	Joint Operations Center
LEPC	Local Emergency Planning Committee
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSDS	Material Data Safety Sheets

NBC	Nuclear, Biological, & Chemical
NDMS	National Disaster Medical System
NDRF	National Disaster Response Framework
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NORAD	North American Aerospace Defense Command
NRC	Nuclear Regulatory Commission / National Response Center
NRF	National Response Framework
NRT	National Response Team
NUREG	Nuclear Regulations
NWS	National Weather Service
OIC	Officer in Charge
OSHA	Occupational Safety and Health Administration
PA	Public Address
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Teams
RSF	Recovery Support Functions
SCBA	Self- Contained Breathing Apparatus
SCO	State Coordinating Officer
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
US&R	Urban Search & Rescue
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USGS	US Geological Survey
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapon(s) of Mass Destruction

GLOSSARY

Acute Exposure - An exposure, often intense, over a relatively short period of time

Alpha Radiation - The least penetrating type of nuclear radiation; not considered dangerous unless alpha-contaminated particles enter the body

American Red Cross - The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement

Asphyxiation - One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident Asphyxiates interfere with oxygen flow during normal breathing. There are two types of asphyxiates: simple and chemical

Attack - A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population or damage or destruction to public and private property

Bacteria - Single-celled organisms that multiply by cell division and can cause disease in humans, plants, or animals Examples include anthrax, cholera, plague, tularemia, and Q fever

Beta Radiation - A type of nuclear radiation that is more penetrating than alpha radiation and can consequently do damage to the skin tissue and cause harm to the internal organs.

Biological Incident - An event in which a biological agent is used as a terrorist weapon

Biological Agent - (A) Living organisms, or the materials derived from them that cause disease in, or harm, humans, animals, or plants, or cause deterioration of material Biological agents may be found as liquid droplets, aerosols, or dry-y powders A biological agent can be adapted and used as a terrorist weapon, such as anthrax, tularemia, cholera, encephalitis, plague, and botulism. There are three different types of biological agents: bacteria, viruses, and toxins; (B) Microorganisms or toxins from living organisms that have infectious or non-infectious properties which produce lethal or serious effects in plants and animals (FBI)

Blister Agent - A chemical agent, also called a vesicant, which causes severe blistering and bums to eyes, skin, and tissues of the respiratory tract Exposure is through liquid or vapor contact Also referred to as mustard agents; examples include mustard and lewisite

Blood Agent A chemical agent that interferes with the ability of blood to transport oxygen and causes asphyxiation. These substances injure a person by interfering with cell respiration (the exchange of oxygen and carbon dioxide between blood and tissues). Common examples are hydrogen cyanide and cyanogens chloride

Checklist - Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction

Chemical Harm - One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident. There are two broad types of chemical agents that can cause harm: toxic and corrosive materials

Chemical Agent - Solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals (FBI) There are five classes of chemical agents, all of which produce incapacitation, serious injury, or death:(1) nerve agents,(2) blister agents,(3) blood agents, (4) choking agents, and (5) irritating agents A chemical substance used in military operations is intended to kill, seriously injure, or incapacitate people through its physiological effects

Chemical Incident - An event in which a chemical agent is used as a terrorist weapon

Chemical Asphyxiate - Referred to as blood poisons, these are compounds that interrupt the flow of oxygen in the blood or the tissues in three ways: (1) they react more readily than oxygen with the blood Carbon monoxide is the best-known example (2) They liberate the hemoglobin from red blood cells, resulting in a lack of transport for oxygen Hydrazine is one such Asphyxiant (3) They cause a malfunction in the oxygen carrying ability of the red blood cells Benzene and toluene are two of these

CHEMTREC - Chemical Manufacturers' Association Chemical Transportation Emergency Center

Chief Executive Official - The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community He or she the official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community He or she may be a mayor, city manager, etc.

Choking Agent - A chemical agent that causes physical injury to the lungs in extreme cases, membranes swell and lungs become filled with liquid, which can result in asphyxiation resembling drowning Death results from lack of oxygen; hence, the victim is "choked" Common examples are chlorine and phosgene

Chronic - An exposure, often mild, over a long period of time

Community - A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county However, each State defines its own political subdivisions and forms of government

Consequence Management - As described in PDD-39 and PDD-62, consequence management is the response to the disaster, and focuses on alleviating damage, loss, hardship, or suffering The Federal Emergency Management Agency (FEMA) has the lead in consequence management

Contamination - The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people

Corrosive Materials - One type of chemical agent that can cause chemical harm at an incident scene They are liquids or solids causing visible destruction or irreversible alterations in human skin tissue at the site of contact

Crisis Management - As described in PDD-39, crisis management is the law enforcement response, and focuses on the criminal aspects of the incident The Federal Bureau of Investigation (FBI) has the lead in crisis management

Dam A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water

Damage Assessment - The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster

Decontamination - The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person

Disaster Field Office - The office established in or near the designated area of a presidentially declared major disaster to support Federal and State response and recovery operations The DFO houses the FCO and ERT, and where possible, the SCO and support staff

Disaster Recovery Center - Places established in the area of a presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC)

Disaster - An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries As used in this Guide, a "large-scale disaster" is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement As used in the Stafford Act, a "major disaster" is "any natural catastrophe or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby"

Dose Rate - The amount of ionizing radiation which an individual would absorb per unit of time

Dose (Radiation) - A general term indicating the quantity (total or accumulated) of ionizing radiation or energy absorbed by a person or animal

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

Earthquake - The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface

Electromagnetic Pulse - A sharp pulse of energy radiated instantaneously by a nuclear detonation which may affect or damage electronic components and equipment

Emergency Any occasion or instance--such as a hurricane, tornado, storm-n, flood, tidal wave, tsunami, earthquake, volcanic eruption landslide, mud slide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and safety

Emergency Alert System (EAS) - A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters

Emergency Environmental Health Services - Services required to correct or improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities

Emergency Medical Services - Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services

Emergency Mortuary Services - Services required to assure adequate death investigation, identification, and disposition of bodies, removal, temporary storage, and transportation of bodies to temporary morgue Facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies

Emergency Operations Center - The protected site from which State and local civil government officials coordinate, monitor, and direct emergency response activities during an emergency

Emergency Operations Plan - A document that: describes how people and property win be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated**.** An EOP is a document that (1) assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; (2) sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; (3) describes how people and property will be protected in emergencies and disasters; (4) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery operations; and (5) identifies steps to address mitigation concerns during response and recovery activities

Emergency Planning Zones (EPZ) - Areas around a facility for which planning is needed to ensure prompt and effective actions are taken to protect the health and safety of the public if an accident occurs The REP Program and CSEPP use the EPZ concept

Emergency Response Team - An interagency team consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed The ERT usually consists of regional-level staff

Emergency Response Team Advance Element - For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident The ERT-A is the nucleus of the full ERT

Emergency Response Team National - An ERT that has been established and rostered for deployment to catastrophic disasters where the resources of the FEMA Region have been, or are expected to be, overwhelmed Three ERT-Ns have been established

Emergency Support Function (ESF) - In the FRP, a functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save fives, protect property and public health, and to maintain public safety ESFs represent those types of Federal assistance which the State will most likely need because of the impact of a catastrophic or significant disaster on its own resources and response capabilities, or because of the specialized or unique nature of the assistance required ESF missions are designed to supplement State and local response efforts

Emergency Support Team - An interagency group operating from FEMA headquarters The EST oversees the national-level response support effort under the FRP and coordinates activities with the ESF primary and support agencies in supporting Federal requirements in the field

Etiological Harm - One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident Involves exposure to a living microorganism, or its toxins, which causes, or may cause, human disease Biological agents are the most obvious examples of etiological agents

Evacuation - Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas (See also **Spontaneous Evacuation**, **Voluntary Evacuation**, **Mandatory or Directed Evacuation**)

Evacuees - All persons removed or moving from areas threatened or struck by a disaster

Explosive - As defined by the US Department of Transportation, "a substance fitting into one of these two categories: (1) any substance or article, including a device, designed to function by explosion; or (2) any substance or article, including a device, which, by chemical reaction within itself, can function in a similar manner even if not designed to function by explosion

Explosive Incident - An event in which an explosives device is used as a terrorist weapon

Exposure Rate (Radiological) - The amount of ionizing radiation to which an individual would be exposed or which he or she would receive per unit of time

Exposure (Radiological) - A quantitative measure of gamma or x-ray radiation at a certain place based on its ability to produce ionization in air

FBI OSC - FBI On-Scene Commander (from FRP, Terrorism Annex)

Federal Coordinating Officer - The person appointed by the President to coordinate Federal assistance in a presidentially declared emergency or major disaster

Federal Response Plan (FRP) - Developed to help expedite Federal support to disasters. Generally, the FRP is activated when the State's resources are not sufficient to cope with a disaster, and the governor has requested Federal assistance

Field Assessment Team - A small team of pre-identified technical experts that conduct an assessment of response needs (not a PDA) immediately following a disaster The experts are drawn from FEMA, other agencies and organizations--such as the US Public Health Service, US Army Corps of Engineers, US Environmental Protection Agency, and the American Red Cross--and the affected State(s) All FAST operations are joint Federal/State efforts

Flash Flood - Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to stream stages and other information in time to forecast a flood condition

Flood - A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water

Functional and Access Needs – Functional and Access Needs Populations are defined as those whose members may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care.

Governor's Authorized Representative - The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance

Hazardous Material - Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials

Hazard Mitigation - Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event

High-Hazard Areas - Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life

Hurricane - A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye" Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere

Incendiary Incident - An event in which an incendiary device is used as a terrorist weapon

Incident Command System - A standardized organizational structure used to command and control, and coordinate the use of resources and personnel that have responded to the scene of an emergency The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plar4 manageable span of control, designated incident facilities, and comprehensive resource management

Joint Information Center - A central point of contact for all news media near the scene of a large-scale disaster News media representatives are kept informed of activities and events by public information officials who represent all participating Federal, State, and local agencies that are collocated at the JIC

Joint Information System - Under the FRP, connection of public affairs personnel, decision-makers, and news centers by electronic mail, fax and telephone when a single Federal-State-local JIC is not a viable option

Mandatory or Directed Evacuation - This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals must evacuate in accordance with the instructions of local officials

Mass Care - The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster

Mechanical Harm - One of the six types of harm (see TRACEM) that can be encountered at a terrorist incident Causes trauma from contact with mechanical or physical hazards One form of mechanical injury can result from an explosive device Other types include routine slip, trip, and fall hazards

Nerve Agent - A substance that interferes with the central nervous system Exposure is primarily through contact with the liquid (skin and eyes) and secondarily through inhalation of the vapor. Three distinct symptoms associated with nerve agents are pinpoint pupils, an extreme headache, and severe tightness in the chest Examples of nerve agents are saran, soma, taunt, and VX agent

Nuclear Detonation - An explosion resulting from fission and/or fusion reactions in nuclear material, such as that from a nuclear weapon

Nuclear Incident - An event in which a nuclear agent is used as a terrorist weapon There are two fundamentally different threats in the area of nuclear terrorism: (1) the use, or threatened use, of a nuclear bomb; and (2) the detonation of a conventional explosive incorporating nuclear materials

Plan of Action - A written document that consolidates all of the operational actions to be taken by various personnel in order to stabilize the incident

Preliminary Damage Assessment - A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request PDAs are made by at least one State and one Federal representative A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed

Public Information Officer - A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information

Radiation - In this self-study program, refers to nuclear radiation, not radiation as a type of heat transfer. There are three types of nuclear radiation: (1) alpha, (2) beta, and (3) gamma Radiation is the cause of one of the six types of harm (see TRACEM) that can be encountered at a terrorist incident

Radiation Sickness - The symptoms characterizing the sickness known as radiation injury, resulting from excessive exposure of the whole body to ionizing radiation

Radiological Monitoring - The process of locating and measuring radiation by means of survey instruments that can detect and measure (as exposure rates) ionizing radiation

Radiological Dispersal Devices (RDD) - A conventional explosive incorporating nuclear materials

Recovery - The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable

Resource Management - Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used

Robert T Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 - Authorizes the Federal government to respond to disasters and emergencies in order to help State and local governments save lives, and to protect public health, safety, and property

Secondary Hazard - A threat whose potential would be realized as the result of a triggering event that of itself would constitute an emergency for example, dam failure might be a secondary hazard associated with earthquakes

Significant Threat - The confirmed presence of an explosive device or WMD capable of causing a significant destructive event, prior to actual injury or property loss (FBI)

Simple Asphyxiant - Generally, an inert gas that displaces the oxygen necessary for breathing, and dilutes the oxygen concentration below the level that is useful for the human body

Size-up - The rapid mental evaluation of the factors that influence an incident Size-up is the first step in determining a course of action.

Spontaneous Evacuation - Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised

Standard Operating Procedure - A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out

State Liaison - A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency

State Coordinating Officer - The person appointed by the Governor to coordinate State, Commonwealth, or Territorial response and recovery activities with FRP-related activities of the Federal Government, in cooperation with the FCO

Storm Surge - A dome of sea water created by the strong winds and low barometric pressure in a hurricane that causes severe coastal flooding as the hurricane strikes land

Strategic Goals - Strategic goals are broad, general statements of intent

Technical Operations - Include operations to identify, assess, dismantle, transfer, dispose, and decontaminate personnel and property exposed to explosive ordnance or NBC/WMD material

Terrorism - As defined by the FBI, "the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives" This definition includes three elements: (1) Terrorist activities are illegal and involve the use of force (2) The actions are intended to intimidate or coerce (3) The actions are committed in support of political or social objectives Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism")

Terrorist Incident - A violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (FBI)

Time, Distance, and Shielding (TDS) - Three types of protective measures commonly associated with hazardous materials training

Tornado - A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clock-wise direction The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel Winds may reach 3 00 miles per hour or higher

Toxic Materials - A type of chemical that can cause chemical harm at an incident scene. They produce harmful effects depending on the concentration of the materials and the length of exposure to them An individual can have chronic or acute exposures to toxic materials

Toxins - Toxic substances of natural origin produced by an animal, plant, or microbe. They differ from chemical substances in that they are not manmade Toxins may include botulism, ricin, and mycotoxins

TRACEM - The acronym used to identify the six types of harm one may encounter at a terrorist incident: Thermal, Radioactive, Asphyxiation, Chemical, Etiological, and Mechanical

Tsunami - Sea waves produced by an undersea earthquake. Such sea waves can reach a height of 80 feet and can devastate coastal cities and low-lying coastal area

Vesicants - Chemical agents also called blister agents, which cause severe burns to eyes, skin, and tissues of the respiratory tract. Also referred to as mustard agents, examples include mustard and lewisite

Virus - The simplest type of microorganisms, lacking a system for their own metabolism. They depend on living cells to multiply and cannot live long outside of a host Types of viruses are smallpox, Ebola, Marburg, and Lassa fever

Voluntary Evacuation - This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future Individuals issued this type of waning order are NOT required to evacuate, however it would be to their advantage to do so

Warning - The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause A warning issued by the NWS (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area

Watch - Indication by the NWS that, in a defined area, conditions is favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch)

Weapon of Mass Destruction (WMD) - (A) Any destructive device as defined in section 921 of this title, (which reads) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to the above; (B) poison gas; (C) any weapon involving a disease organism; or (D) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life (18 USC, Section 2332a)

AUTHORITIES

This section contains a list of the applicable laws, titles, regulations, and guidance relevant to and used in the formation of the Baldwin County Emergency Operations Plan.

AEOP	The State of Alabama Emergency Operations Plan
44 CFR 206.224	This section of the Federal Code of Regulations pertains to debris removal and its role in disaster assistance.
CPG 101 v.2	The Comprehensive Preparedness Guide (CPG) 101 provides guidance for developing emergency operations plans. The goal of CPG 101 is to assist in making the planning process routine across all phases of emergency management and for all homeland security mission areas. This Guide helps planners at all levels of government in their efforts to develop and maintain viable, all-hazards, all-threats emergency plans. CPG 101 v. 2 is the latest version.
EPCRA (SARA Title III)	The objective of the Emergency Planning and Community Right-To-Know Act (EPCRA) is to: (1) allow state and local planning for chemical emergencies, (2) provide for notification of emergency releases of chemicals, and (3) address communities' right-to-know about toxic and hazardous chemicals.
FRP	Federal Response Plan
HAZUS-MH	HAZUS is a geographic information system-based natural hazard loss estimation software package developed and freely distributed by the Federal Emergency Management Agency (FEMA). HAZUZ-MH V2.0 id the latest version.
H. B. 107	To amend Sections 31-9-3, 31-9-4, 31-9-8, and 31-9-10, Code of Alabama 1975, relating to state emergencies and the Emergency Management Agency; to provide for the Governor's authority to proclaim an emergency; to expand the authority of state and local responders regarding emergency preparedness and response, to establish degrees of emergency classifications; and to further provide for the powers of political subdivisions with respect to emergency management.
NFPA 1600	National Fire Protection Association Standard on Disaster/Emergency Management and Business Continuity Programs
NIMS	The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.
NDRF	The National Disaster Recovery Framework (NDRF), Second Edition released June 2016, provides context on how the community works together to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community

NPG	The National Preparedness Goal, released in September, 2011, defines what it means for the "whole community" to be prepared for all types of disasters and emergencies.
NRF	The National Response Framework presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies - from the smallest incident to the largest catastrophe. The *Framework* establishes a comprehensive, national, all-hazards approach to domestic incident response. Authorities and References for the NRF can be found at http://www.fema.gov/pdf/emergency/nrf/nrf-authorities.pdf
PPD-8	Presidential Policy Directive 8 (PPD-8) establishes policy directing a "whole community" approach to emergency management.
Public Law 31-9	The Alabama Emergency Management Act of 1955 (Public Law 31-9), Act 47, June 1955
Public Law 81-920	Federal Defense Act of 1950, as amended
Public Law 58-4	A Federal Agreement recognizing the American Red Cross as a disaster response and relief organization.
Public Law 84-99	Flood Control and Coastal Emergencies Act
Public Law 93-288	As amended by Public Law 100-107, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
Public Law 99-499	Title III, Emergency Planning & Community Right-to-Know, Oct. 17, 1986
Public Law 101-615	Hazardous Materials Transportation Uniform Safety Act of 1990
Public Law 107-296	The Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. §§ 101-557),1 as amended with respect to the organization and mission of the Federal Emergency Management Agency in the Department of Homeland Security Appropriations Act of 2007, Pub. L. 109-295, 120 Stat. 1355 (2006), established a Department of Homeland Security (DHS) as an executive department of the United States. The Homeland Security Act consolidated component agencies, including the Federal Emergency Management Agency (FEMA), into the Department. The Secretary of Homeland Security is the head of the Department and has direction, authority, and control over it. All functions of all officers, employees, and organizational units of the Department are vested in the Secretary.
Public Law 109-295	(PKEMRA), which is Title VI of the Department of Homeland Security Appropriations Act, 2007, Pub. L. 109-295, 120 Stat. 1355 (2006), clarified and modified the Homeland Security Act with respect to the organizational structure, authorities, and responsibilities of FEMA and the FEMA Administrator.
RSF	Recovery Support Functions provide the coordinating structure of key functional areas of assistance in the National Disaster Recovery Framework (NDRF). The purpose is to support local government by facilitating problem solving, improving access to resources and

	fostering coordination among State and Federal agencies, nongovernmental partners and stakeholders.
The Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) constitutes the statutory authority for most Federal disaster response activities, especially as they pertain to FEMA and FEMA programs.
Title 47 USC 151	Title 47 USC 151, 154(i) and (o), and 303(r); Chapter 1, Part 73, Subpart G, Federal Communications Commission Rules and Regulations, Radio Broadcast Services, Emergency Alert System (EAS), pertaining to day-to-day emergency operations
State Code 31-9-4	Directs the creation of a State Emergency management Agency with a director.
State Code 31-9-6	Known as the "Alabama Emergency Management Act of 1955". Dictates that the Governor shall direct and control all state activities in response to the effects of disasters
State Code 31-9-10	Directs the establishment of local organizations for emergency management in accordance with the state emergency management plan and programs
U.S. Department of Homeland Security	Active Aggressor – How to Respond

Appendices

This section contains additional material relevant to emergency operations.

ICS Forms

ICS FORMS LIST

Notes:

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

ICS Forms #	***Form Title:***	***Typically Prepared By:***
ICS 201	Incident Briefing	Initial Incident Commander
*ICS 202	Incident Objectives	Planning Section Chief
*ICS 203	Organization Assignment List	Resources Unit Leader
*ICS 204	Assignment List	Resources Unit Leader & Operations Section Chief
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader
**ICS 205A	Communications List	Communications Unit Leader
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by safety officer)
ICS 207	Incident Organization Chart *(wall-mount size, optional 8 1/2" x 14")*	Resources Unit Leader
**ICS 208	Safety Message/Plan	Safety Officer
ICS 209	Incident Status Summary	Situation Unit Leader
ICS 210	Resource Status Change	Communications Unit Leader
ICS 211	Incident Check-In List *(optional 8 1/2" x 14" and 11"x17")*	Resources Unit / Check-In Recorder
ICS 213	General Message (3-part form)	Any Message Originator
ICS 214	Activity Log (optional 2-sided form)	All Sections and Units
ICS 215	Operational Planning Worksheet *(optional 8 1/2" x 14" and 11"x17")*	Operations Planning Chief
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer

ICS 218	Support Vehicle / Equipment Inventory *(optional 8 1/2" x 14" and 11"x17")*	Ground Support Unit
ICS 219 (cards)	Resource Status Card (T-Card) (may be printed on cardstock)	Resources Unit
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director
ICS 221	Demobilization Check-Out	Demobilization Unit Leader
ICS 225	Incident Personnel Performance Rating	Supervisor at the Incident

ICS FORM ADAPTION, EXTENSION, AND APPENDIXES

The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the Nation. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed. Because the goal of NIMS is to have a consistent nationwide approach to incident management, jurisdictions and disciplines are encouraged to use the ICS Forms as they are presented here – unless these forms do not meet an organization's particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain; and as such the spirit and intent of particular fields or "information elements" on the ICS Forms should remain intact to maintain consistency if the forms are altered. Modifications should be clearly indicated as deviations from or additions to the ICS Forms. The following approaches may be used to meet any unique needs.

ICS Form Adaptation

When agencies and organizations require specialized forms or information for particular kinds of incidents, events, or disciplines, it may be beneficial to utilize the essential data elements from a particular ICS Form to create a more localized or field-specific form. When this occurs, organizations are encouraged to use the relevant essential data elements and ICS Form number, but to clarify that the altered form is a specific organizational adaptation of the form. For example, an altered form should clearly indicate in the title that it has been changed to meet a specific need, such as "ICS 215A, Hazard Risk Analysis Worksheet, Adapted for Story County Hazmat Program."

Extending ICS Form Fields

Particular fields on an ICS Form may need to include further breakouts or additional related elements. If such additions are needed, the form itself should be clearly labeled as an adapted form (see above), and the additional sub-field numbers should be clearly labeled as unique to the adapted form. Letters or other indicators may be used to label the new sub-fields (if the block does not already include sub-fields).

Examples of possible field additions are shown below for the ICS 209:

- Block 2: Incident Number.
- Block 2A (adapted): Full agency accounting cost charge number for primary authority having jurisdiction.
- Block 29: Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.).
- Block 29A (adapted): Indicate specific wild land fire fuel model number.

Creating ICS Form Appendixes

Certain ICS Forms may require appendixes to include additional information elements needed by a particular jurisdiction or discipline. When an appendix is needed for a given form, it is expected that the jurisdiction or discipline will determine standardized fields for such an appendix and make the form available as needed.

Any ICS Form appendixes should be clearly labeled with the form name and an indicator that it is a discipline- or jurisdiction-specific appendix. Appendix field numbering should begin following the last identified block in the corresponding ICS Form.

Copies of ICS forms may be found at http://www.fema.gov/forms/job-aids-tools-templates and are also kept on file by BCEMA at the EOC.

Baldwin County Tiered Response Framework

Baldwin County EMA

Emergency Tiered Response Framework

TIER	INCIDENT	RESPONSE
1	**Incident requiring full activation of EOC, ESF's, and other resources - written IAP required** **EXAMPLES: Large scale accident, hurricane, other significant event**	**All BCEMA Personnel** Involves a declared disaster, which requires an extensive county response, where the county and local governments are clearly overwhelmed. The EOC is fully staffed for 24-hour operations by the Command Staff, Operations Section, Planning Section, Logistics Section, and the Finance/Administration Section. The BCEMA requests assistance from the State through implementation of the NRF.
2	**Incident requiring partial EOC activation – written IAP required** **Examples: Severe storm, flooding**	**All BCEMA Personnel** Involves an event that has become, or is becoming, an emergency or disaster and requires significant county response and possible state response and recovery assistance (local government capabilities are clearly exceeded). The Command Staff, Operations Section, Planning Section, Logistics Section, and Finance/Administration Section are at least partially staffed on a 24-hour basis in the EOC. Support agencies are alerted and most BCEMA personnel are assigned to emergency/disaster functions. The Governor may declare a State of Emergency. The Baldwin County EOP is implemented.
3	**Incident involving HazMat requiring limited EOC activation – May extend more than one operational period, written IAP required** **EXAMPLES: Train derailment, cargo tanker accident**	**BCEMA Personnel, other pertinent personnel (As Necessary)** Involves any event that has the potential to develop into an emergency or disaster and will likely require the assistance of at least two or three county agencies and/or limited need for State assistance (Regional Coordinator). A limited staff will be in place in the EOC staffed with EMA personnel and those agencies essential to the response. Twenty-four hour staffing may be required. Daily activities are altered to accommodate the situation. All applicable State agencies are alerted.
4	**Incident requiring minimal (as necessary) EOC activation – Limited to one operational period** **EXAMPLE: Large accident**	**On-Call EMA personnel, Director and/or Deputy Director** Involves an event likely to be within the capabilities of the local government . Typical daily activities continue while the event is monitored. Notification is limited to those agencies that have normal day-to-day emergency responsibilities or regulatory requirements. If the event occurs during non-duty hours, the operations officer may be required to report to the EOC to monitor the situation and respond to requests for assistance.

Training & Exercise

The Baldwin County Emergency Management Agency (BCEMA) under the direction of the Director schedules training and exercises for local emergency management personnel, emergency responders, government officials, and other interested parties. The Baldwin County Emergency Management Agency Director has designated a training coordinator to oversee the training program of the EMA. BCEMA will coordinate with emergency response agencies in Baldwin County to assess training and exercise needs and coordinate training opportunities for emergency responders, elected officials, etc.

The Baldwin County Emergency Management Training Program incorporates the National Response Framework, National Incident Management System, and Incident Command System in the overall training strategy. The primary targeted audience is BCEMA personnel. The secondary audience includes first responders, local officials, volunteers and local government employees. The training coordinator is responsible for the tracking and submission of completion reports for AEMA directed mandatory training for county level EMA personnel.

The training coordinator works with the state designated Point of Contact (POC) to announce, coordinate and schedule training conducted by other federal agencies such as the Office of Domestic Preparedness (ODP), Department of Homeland Security (DHS), Office of Department of Justice (ODJ), Environmental Protection Agency (EPA), and the Emergency Management Institute (EMI), etc.

BCEMA will conduct and participate in Tabletop, Functional, and Full-scale exercises, as needed. BCEMA will maintain and routinely update its Multi-Year Training and Exercise Plan (TEP).

The BCEMA will maintain a training calendar to aid in the dissemination and organization of training class schedules and opportunities. This calendar will also be web-based. Currently, the Google calendar platform is being used by BCEMA for this purpose.

Baldwin County Threat and Hazard Identification and Risk Assessment

NATURAL HAZARDS	Hazard	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
	Hurricane	1 Hurricanes occur frequently along the coastal areas of the Gulf of Mexico.			**Baldwin County, Alabama**	3 Impact unlikely to cause relocation of government operations. Infrastructure will be affected and delays /closures due to power outages may occur.	2 Severe Weather may cause utility outages, transportation infrastructure closures. Hurricanes may cause massive failures in electrical, communications and other critical Infrastructures.	2 The area impacted may have widespread disruptions lasting several days / weeks. 911 systems overwhelmed.	2 High impact. The impact on environmental tolerances can be easily overwhelmed from any of the hazards classified under severe weather. Debris and hazardous materials could be released into the environment.	1 Moderate to extensive impact on effected area's economy depending on the type and strength of hazard.
	Flooding & Flash Floods		1 Storm surge and flash flooding can cause beach erosion, property damage, physical injury and/or death.	2 Potential for large scale damage to infrastructure, homes, and businesses. Loss of livestock and crops.	**Threat and Hazard Identification and Risk Assessment**	3 Impact unlikely to cause relocation of government operations. Infrastructure will be affected and delays /closures due to flooded roadways may occur.	1 Flooding may cause utility outages, disruptions in transportation, and damage to other critical Infrastructures.	2 The area impacted may have widespread disruptions lasting several days / weeks. 911 systems overwhelmed.	1 Crop damage, soil, and beach erosion can occur. Hazardous materials can be released along with raw sewage from overflow. Expired livestock may infect drinking water systems.	1 Moderate to extensive impact on effected area's economy depending on the type flooding and location(s).

Figure 1

	Hazard	Frequency of Occurrence	Risk	Potential Impact On The Public	2014-2015	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
NATURAL HAZARDS	**Tornado & Severe Thunderstorm**	**1** Severe thunderstorms occur frequently due to tropical climate. Tornados occur frequently in conjunction with hurricane landfall.	**2** Severe thunderstorms and/or tornados can cause damage to infrastructure, property damage, physical injury and/or death.	**2** Potential for large scale damage to infrastructure, homes, and businesses. Loss of livestock and crops. Danger from frequent lightning.	**1** Protective actions required for responders from hazards. Personal protective equipment is required for emergency worker safety from downed utility line, hazardous materials, and debris.	**3** Impact unlikely to cause relocation of government operations. Infrastructure will be affected and delays /closures due to debris in roadways.	**1** Flooding may cause utility outages, disruptions in transportation, and damage to other critical Infrastructures.	**2** The area impacted may have widespread disruptions lasting several days / weeks. 911 systems overwhelmed.	**2** High impact. The impact on environmental tolerances can be easily overwhelmed from any of the hazards classified under severe weather. Debris and hazardous materials could be released into the environment.	**1** Moderate to extensive impact on effected area's economy depending on the type and strength of hazard.
	Extreme Heat	**2** Extreme heat occurs occasionally due to tropical climate.	**2** Extreme heat can cause sickness and death from heat related illnesses.	**4** Potential for loss of life and/or livestock.	**3** Responders may develop heat related illnesses while performing rescues.	**4** Moderate impact due to power outages from overuse.	**4** Disruption of services due to power outages.	**4** Disruption of services due to power outages.	**4** Water systems may be contaminated due to expired livestock.	**5** Low economic impact as these events are usually short lived in duration.

Figure 2

NATURAL HAZARDS

Hazard	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
Winter Storm	4 Winter storms occur in this area, although rarely.	3 Home health care and other public services affected.	3 Icy, slick roads may cause hazardous driving conditions if public is not prepared. Power outages due to ice on power lines.	3 Responders may face hazardous driving conditions, downed power lines, personal protective equipment is required.	3 Impact unlikely to cause relocation of government operations. Infrastructure will be affected and delays /closures due to closed / impassable roadways.		3 Disruption of services due to weather related closures and/or delays.	5 Low environmental impact for this type of event.	3 Substantial economic impact due to business closures.
Drought	2 Drought occasionally occurs during the summer months, but can occur at any time.	3 Drought can cause loss of water system sources, loss of livestock and crops. Potential for wildfires increases.	3 Loss of water system sources over time. Wildfires may cause evacuations from homes and businesses.	3 Loss of water resources for firefighting efforts. Protective actions required for responders from hazards. Personal protective equipment is required for emergency worker safety.	4 Moderate impact from loss of water sources over time. There is the potential for substantial impact from evacuations due to wildfires.	4 Damage to electrical infrastructures may occur causing power outages. Transportation may be disrupted from low visibility due to smoke.	3 Disruption of services due to wildfires.	2 Water systems may become low and contaminated, loss of crops, vegetation, and wildlife due to wildfires.	4 Moderate economic impact during an event.

Figure 3

NATURAL HAZARDS

Hazard	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
Earthquake	**4** Earthquakes, though rare, can occur at any time.	**5** Earthquakes can cause loss of life, injury, damage to structures, roadways, bridges, and infrastructure. Aftershocks and landslides can also be associated with earthquakes.	**2** Depending on magnitude, damage could be minimal to severe. Loss of life, severe injury, property damage, disruption of essential supplies, and strain on emergency services are probable.	**1** The number of injuries, loss of critical resources, ruptured gas lines and damaged electrical networks would hinder responders. Personal Protective Equipment would be required.	**2** Impact could cause the relocation of government operation.Infrastructure could be effected, water supplies compromised, electrical outages could occur. Delays and closures could occur. Medical facilities overwhelmed.	**1** Transportation could be delayed. Government buildings, private sector sources of supplies and assistance, hospitals, nursing homes, and other medical facilities could be damaged and their funcionality limited.	**1** Delivery of services may be adversely effected due to road closures, damage to roads and structures, overwhelmed medical and emergency response systems, fires, and lack of adequate supplies.	**2** High impact. Environmental tolerances can be easily overwhelmed from any of the hazards linked to earthquakes. Debris and hazardous materials and could be released into the environment. Water supplies could be contaminated.	**1** Moderate to extensive impact on effected area's economy depending on the intensity of the earthquake.
Tsunami	**5** Tsunamis occur very infrequently in the Gulf of Mexico	**2** Sea waves can reach a height of 80 feet and can devastate coastal cities and low-lying coastal areas.	**2** Potential for large scale damage to infrastructure, homes, and businesses. Serious physical injury and/or death. Loss of Livestock and crops.	**2** Protective actions required for responders from hazards. Personal protective equipment is required for emergency worker safety from downed utility line, hazardous materials, and debris.	**2** Impact may cause relocation of government operations. Infrastructure will be affected and delays /closures due to power outages, damaged structures, and roadways.	**2** Tsunamis may cause failures in electrical, communications and other critical Infrastructures.	**2** The area impacted may have widespread disruptions lasting several days / weeks. 911 systems overwhelmed.	**2** High impact. The impact on environmental tolerances can be easily overwhelmed. Debris and hazardous materials could be released into the environment.	**1** Moderate to extensive impact on effected area's economy depending on the type and strength of hazard.

Figure 4

HUMAN-CAUSED HAZARDS	HAZARD	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
	Epidemic	3 Event occurrence for this type of hazard is infrequent.	2 Risk of serious physical illness and/or death. Social fears prevalent with this type of hazard.	3 Curtailed activity due to illness and fear of contraction.	3 Risk of exposure, occurrence of contraction will reduce work force, increased workload due to this type of event. Personal protective equipment is required.	3 Patient surge at medical facilities due to increased illness. May impact level and standards of care.	3 Water system may become contaminated, reduced efforts by government entities due to illness. Food supplies may become contaminated.	3 Transportation of goods may be interrupted, medical services may altered standards of care due to prevalence of illness.	2 Water supply sources and food supplies may become contaminated, disposition of deceased and contaminated water/food supplies.	2 Fear will prevent normal lifestyle, work, and recreational activities will be reduced. Tourism will be impacted.
	Active Shooter	5 Event occurrence is very rare.	1 Risk of serious physical illness and/or death.	2 Potential for serious physical injury or death. Evacuation of affected geographical area.	2 Protective actions required for responders. Personal protection equipment required.	5 Impact unlikely to cause relocation of government operations. Transportation may be affected due to traffic delays, detours.	6 Minimal damage to infrastructure.	5 Minimal impact on delivery of services. Some delays in transportation services. Medical services may be overwhelmed.	6 Minimal environmental impact.	5 There should be minimal impact on economic aspect.

Figure 5

	HAZARD	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
HUMAN-CAUSED HAZARDS	**Hazardous Material Release**	**2** Event occurrence is frequent. Rail service and interstate highway transportation of HazMat is common.	**2** Risk of serious physical illness and/or death. Social fears prevalent with this type of hazard.	**2** Potential for evacuations, physical illness, and/or death. Loss of livestock in affected area.	**1** Protective actions required for responders from hazards. Personal protective equipment is required for emergency worker safety regarding hazardous materials.	**3** Impact unlikely to cause relocation of government operations. Infrastructure will be affected and delays /closures due to closed / impassable roadways.	**2** Possible damage to roadways, bridges, rail beds, and other structures. Water supplies may be contaminated.	**2** Transportation of goods due to road and/or waterway closures. Government and medical services may be delayed, responders may be delayed.	**1** Contamination of ground and water, air quality may be affected.	**2** Expenses from response and cleanup. Public perception of safe food / water source.
	Large Event	**1** There are numerous large events that attract thousands of people to the Gulf Coast region every year.	**2** Any large event has the potential for hazardous occurrences.	**3** Large events with many people present have a serious to very serious impact.	**1** Responders will be overextended due to large number of casualties. Personal protective equipment will be required for emergency worker safety.	**3** Patient surge at medical facilities due to increased illness / injuries. May impact level and standards of care.	**3** Transportation may be affected due to blocked roadways, phone lines may become jammed and inoperable.	**5** Minimal impact on delivery of services. Some delays in transportation services. Medical services may be overwhelmed.	**6** Minimal environmental impact.	**3** Psychological impact of hazardous event may affect economic structure of the area.

FigFigure 6

HUMAN-CAUSED HAZARDS	HAZARD	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
	Wildfire / Facility Fire	**2** Fires occur occasional due to drought, lightning strikes, electrical malfunction, or other event.	**3** There is a substantial risk of this event occurring. Severe storms produce numerous and frequent lightning strikes.	**3** Serious physical injury or death could occur. Potential for evacuation. Transportation may be affected due to closures / delays.	**2** Responders will be overextended due to extended area of fire. Personal protective equipment will be required for emergency worker safety.	**3** Impact unlikely to cause relocation of government operations. Infrastructure may be affected and delays /closures due to power outages and/or smoke may occur.	**3** Transportation could be affected due to delays / closures. Electrical outages may occur.	**3** Minimal impact on delivery of services. Some delays in transportation services. Police, medical / firefighting services may be overwhelmed.	**1** Widespread damage to the environment may occur with a large wildfire. Large amounts of vegetation and/or wildlife destroyed. Smoke from facility fire may containing toxic substances.	**3** Economic impact may be substantial depending on size and nature of event.
	School Violence	**5** This type of event is very rare.	**5** There is a very low risk of this type of event occurring.	**3** Serious physical injury or death could occur. Potential for evacuation. Transportation may be affected due to insurgence of parents at school.	**2** Responders will be overextended due to large number of casualties. Personal protective equipment will be required for emergency worker safety.	**3** Impact unlikely to cause relocation of government operations. Normal school activity will be interrupted for several days or weeks.	**3** Transportation could be affected due to delays / closures from evacuations.	**3** Minimal impact on delivery of services. Some delays in transportation services. Police, medical, & firefighting services may be overwhelmed.	**6** Minimal environmental impact.	**6** Minimal economic impact.

Figure 7

HUMAN-CAUSED HAZARDS	HAZARD	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
	Civil, Gang, Jail Disturbance	3 Civil or jail disturbances occur rarely. Gang violence occurs occasionally.	4 There is a moderate risk of gang violence, a low risk of civil or jail disturbance.	5 These events have an important impact on the public. Personal safety becomes a concern after one of these events.	4 Police, fire, and medical services may be impacted. Personal protective equipment will be required for emergency worker safety.	3 Impact unlikely to cause relocation of government operations. Transportation may be affected due to delays and / or closures.	3 Civil disturbance and / or gang violence may result in damage to infrastructure facilities. Looting and fires may cause damage to electrical facilities.	3 Delivery of services may be adversely affected due to road closures, fires, or other delays. Medical services may be overwhelmed.	3 Environmental impact may be substantial if toxic substances are introduced into water supplies.	3 Economic impact may be substantial if personal safety is in doubt with the public.
	Hostage Situation	5 This type of hazard occurs very rarely.	3 High risk from this type of event.	3 Serious injury or death may occur from this type of hazard.	2 Responders face serious physical injury or death. Protective equipment must be worn.	5 Some traffic delays may occur due to road closures.	5 Some traffic delays may occur due to road closures.	5 Minimal impact on delivery of services. Some delays in transportation services. Medical services may be overwhelmed.	6 Minimal environmental impact.	6 Minimal economic impact.

Figure 8

	HAZARD	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
HUMAN-CAUSED HAZARDS	Terrorist Attack	6 A terrorist attack has never occurred.	4 There is a moderate risk of this type of event occurring.	2 Serious physical injury and / or death can occur. Psychological impact will be great.	1 Police, fire, and medical services may be impacted. Personal protective equipment will be required for emergency worker safety. Psychological impact will be great.	2 Impact may cause relocation of government operations. Infrastructure may be affected and delays /closures due to power outages and/or fires may occur.	2 There may be severe catastrophic damage to infrastructure facilities, electrical power plants, and other structures.	2 Delivery of services may be adversely affected due to road closures, fires, or other delays. Medical, police, and fire services may be overwhelmed.	2 Environmental impact may be high if toxic substances are introduced into water supplies. Biological agents may be introduced into open air.	2 Economic impact may be substantial if personal safety is in doubt with the public.
TECHNOLOGICAL HAZARDS	Aircraft Accident	4 Events of this type are rare, although the area has a high concentration of military air training traffic.	4 There is a moderate risk of this type of event due to the heavy volume of military air traffic.	4 Serious impact on the public as personal safety becomes a concern with this type of event.	1 Very high to moderate impact on responders depending upon size and scale of event. Protective equipment will be needed for responders. Possible HazMat spill.	3 Impact unlikely to cause relocation of government operations. Transportation may be affected due to delays and / or closures. Police. Fire, and medical services may be overwhelmed.	2 Low impact on infrastructure if event occurs in a rural area, high impact on infrastructure if event occurs in metropolitan or urban area.	3 Delivery of services may be adversely affected due to road closures, fires, or other delays. Medical, police, and fire services may be overwhelmed.	3 Environmental impact may be substantial if toxic substances are introduced into water supplies or into ground. Aircraft may contain HazMat.	3 Economic impact may be substantial if personal safety is in doubt with the public.

Figure 9

TECHNOLOGICAL HAZARDS	HAZARD	Frequency of Occurrence	Risk	Potential Impact On The Public	Potential Impact On Responders	Continuity Of Operations	Infrastructure	Delivery Of Services	Environmental Impact	Economic
	Severe, Prolonged Communication & Utilities Loss	**2** These events occur occasionally, usually during severe weather events.	**2** There is a high risk of this type of event occurring during a severe weather event.	**2** Impact may affect health and welfare of the public. Home health care may be impacted. Cold food and water storage is impacted.	**1** Police, fire, and medical services may be impacted. Personal protective equipment will be required for emergency worker safety. Psychological impact will be great.	**2** Impact may cause relocation of government operations. Transportation may be affected due to delays and / or closures. Police. Fire, and medical services may be overwhelmed.	**2** Low impact on infrastructure if event occurs in a rural area, high impact on infrastructure if event occurs in metropolitan or urban area. Electrical and communications facilities may be damaged.	**3** Delivery of services may be adversely affected due to road closures, fires, or other delays. Medical, police, and fire services may be overwhelmed.	**6** Minimal environmental impact.	**2** Economic impact may be high if personal survivability is in doubt with the public.
	Mass Casualty Incident *(This event is applicable to all categories, including human-caused and natural hazards)*	**5** This type of event is very rare.	**3** There is a significant risk of ths type of incident occurring due to the high amount of tourist traffic and population surge, as well as a high number of special events in held in the area.	**3** Serious physical injury or death could occur. Potential for evacuation. Transportation may be affected due to delays / closures. Psychological impact may be great.	**2** Responders will be overextended due to large number of casualties. Personal protective equipment will be required for emergency worker safety.	**3** Impact unlikely to cause relocation of government operations. Fire, police, and medical services may be overwhelmed.	**3** Transportation could be affected due to delays / closures.	**3** Minimal impact on delivery of services. Some delays in transportation services. Police, medical, & firefighting services may be overwhelmed.	**6** Minimal environmental impact.	**3** Economic impact may be substantial if personal safety is in doubt with the public.

Figure 10

KEY: Red = Natural Hazards Purple = Technological Hazards Blue = Human-Caused Hazards

Frequency of Occurrence	Risk	IMPACT ON PUBLIC	IMPACT ON RESPONDERS	CONTINUITY OF OPERATIONS	INFRASTRUCTURE	DELIVERY OF SERVICES	ENVIRONMENT	ECONOMIC
1 = Frequent	1 = Very High	1 = Catastrophic	1 = Very High	1 = Very High	1 = Very High	1 = Very High	1 = Very High	1 = Very High
2 = Occasional	2 = High	2 = Disaster	2 = High	2 = High	2 = High	2 = High	2 = High	2 = High
3 = Infrequent	3 = Substantial	3 = Very Serious	3 = Substantial	3 = Substantial	3 = Substantial	3 = Substantial	3 = Substantial	3 = Substantial
4 = Rare	4 = Moderate	4 = Serious	4 = Moderate	4 = Moderate	4 = Moderate	4 = Moderate	4 = Moderate	4 = Moderate
5 = Very Rare	5 = Low	5 = Important	5 = Low	5 = Low	5 = Low	5 = Low	5 = Low	5 = Low
6 = Never	6 = Very Low	6 = Noticeable	6 = Very Low	6 = Very Low	6 = Very Low	6 = Very Low	6 = Very Low	6 = Very Low

Figure 11

Core Capabilities by Mission Area with Desired Outcomes

Core Capability	Desired Outcome
Core Capabilities Common to ALL Mission Areas	
Planning	Create and Maintain Emergency Operations, Continuity of Operations, Hazard Mitigation Plans. Exercise these plans and follow all FEMA-prescribed revision schedules using a whole-community approach via outlets such as public meetings (including Local Emergency Planning Committee and Hazard Mitigtion Planning Committee Meetings). Plans should be engineered to meet definite objectives and to be viable documents predicated on lessons learned from exercises and from real events.
Public Information and Warning	Deliver prompt, coordinated, reliable, and actionable information to the whole community through the use of clears, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate. Maintain a redundant network of systems with foundational elements such as NOAA weather radios and integrated mandatory cell phone alerts and warnings; as well as "secondary/tertiary" methods of communication such as Alert FM, BCEMA App, Lamar Digital Signs, Social Media (Facebook and Twitter), and the media (traditional and digital) to disseminate critical information during an emergency.
Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that properly integrates all critical stakeholders and supports the execution of core capabilities. Maintain relationships and connections to departments and agencies that either primarily or peripherally touch the world of public safety and emergency services by training and exercising together on a regular basis. Networking and collaboration will continue to be one of the primary focuses of BCEMA to strengthen the defenses and capabilities of Baldwin County.

Prevention	
Forensics and Attribution	Conduct forensic analysis and attribute terrorist acts and other criminal acts to their source, to inlude forensic analysis as well as attribution for a attack and for the preparation for an attack in an effort to prevent initial and follow-on acts and/or swiftly develop counter options.
Intelligence and Information Sharing	Build trust and solid working relationships between law enforcement (county, state, and federal) and the private sector (especially security personnel and leadership) to ensure information is not witheld or overloked which could aid in the prevention of criminal activity and acts of terrorism.
Inderdiction and Disruption	Ensure law enforcement is trained to detect indicators of any suspicious and/or unlawful behavior which could lead to the prevention of further illegal activity that is or could be harmful to the public or that could lead to a larger organization of criminals involved in unlawful acts.
Screening, Search, and Detection	Ensure adequate training and tools are available to law enforcement who are working, or will work (regional teams/resources) within Baldwin County to assist them in the task of screening, searching, and detection. This could range from specialized training in kinesis, to metal detection equipment, or anything deemed necessary by law enforcment leaders to meet these needs.

Protection	
Access Control and Identity Verification	Ensure 100% verification of identity to authorize, grant, or deny physical access and cyber access to specific locations, information, and networks.
Cybersecurity	Ensure adequate protective measures (such as policies and procedures, firewealls, and access restrictions) are in place to prevent unwanted intrusions and unauthorized or unlawful use of systems and networks.
Intelligence and Information Sharing	Build trust and solid working relationships between law enforcement (county, state, and federal) and the private sector (especially security personnel and leadership) to ensure information is not witheld or overloked which could aid in the prevention of criminal activity and acts of terrorism.
Inderdiction and Disruption	Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
Physical Protective Measures	Reduce or mitigate risks, including actions targeted at threats, vulnerabilities, and/or consequences, by contolling movement and protecting borders, critical infrastructure, and the homeland.
Risk Management for Protection Programs and Activities	Identify, assess, and prioritize risks to perform Protection activities and investments.

Screening, Search, and Detection	Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, sensor technologies, or physical investigation and intelligence.
Supply Chain Integrity and Security	Strengthen the security and resilience of the supply chain by ensuring MOUs, agreements, and safeguards are in place and updated prior to an incident.

Mitigation	
Community Resilience	Lead the integrated effort to recognize, understand, communicate, plan, and address risks so the community can develop a set of actions and standards for mitigation activities or improved resilience.
Long-term Vulnerability Reduction	Achieve a measurable decrease in the vulnerability of critical infrastructure and systems
Risk and Disaster Resilience Assessment	Assess risk and disaster resilience so decision makers can take informed action to reduce their entity's risk and increase their resilience by identifying strengths and ways to improve mitigation and preparedness efforts, activities, and programs.
Threats and Hazard Identification	Identify the threats and hazards that occur in and around Baldwin County; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of the community and area.

Response	
Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services for special populations) for response priority objectives, including the evacuation of people and the delivery of vital response personnel, equipment, and services to the affected areas.
Environmental Response/Health and Safety	Ensure the availability of guidance and resources to address all hazards including hazardous materials, acts of terrorism, and natural disasters in support of the responder operations in the affected community in and around Baldwin County.
Fatality Management Services	During the first 72 hours of an incident, conduct operations to recover fatalities
Infrastructure Systems	Within 15 days of an incident, restore and sustain essential services (public and private) to maintain community viability ad functionality
Mass Care Services	Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who are in need of such services, as well as support for family reunification activities.

Mass Search and Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services (including animal assistance such as equine and canine assistance), and assets to survivors in need.
On-scene Security and Protection	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for all traditional and atypical response personnel engaged in lifesaving and life-sustaining operations.
Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all responsible forces.
Public and Private Services and Resources	Provide Essential public and private services and resources to the affected population and communities within Baldwin County, to include emergency power to critical facilities, fuel support for emergency responders, and access to community staples (e.g., grocery stores, pharmacies, and banks) and emergency first response services.
Public Health and medical Resources	Provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health and medical support and products to all people in need within the affected area.
Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Recovery	
Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.
Health and Social Services	Restore and improve health and social services networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
Housing	Implement housing solutions that effectively support the needs of the community and contribute to its sustainability and resilience.

Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
Natural and Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices in compliance with appropriate environmental and historical preservation laws and executive orders.

AGENCY CONTACT INFORMATION

AGENCY	ADDRESS	PHONE
Alabama Emergency Management Agency (AEMA)	PO BOX 2160 Clanton, AL	205.280.2312 1*77*97
Alabama Dept. of Transportation (ALDOT)	1701 N. Beltline Hwy Mobile, AL 36618	251.470.8230
Alabama Dept. of Environmental Management (ADEM)	2204 Perimeter Rd Mobile, AL 36615	251.540.3400 1*625*2465
Alabama Law Enforcement Agency (ALEA) BOMB SQUAD	Mobile	251.660.2300 251.518.9573 334.353.9136 1*207*247
Alabama Forestry Commission	41261 State Hwy 225 Bay Minette, AL	251.937.7771 1.800.392.5679
Conservation & Natural Resources (DCNR) Wildlife & Fisheries	30571 Five Rivers Blvd, Spanish Fort, AL 36227	251.626.5153
United States Coast Guard (USCG)	Sector Mobile	251.441.5018 -Bus 251.441.6215 -24/7 251.861.6802 – Duty 251-583-2722 - Duty
Federal Bureau of Investigations (FBI)	WMD	251.415.3228 251.219.3555
Alabama Dept. of Public Health	312 Courthouse Square Bay Minette, AL 36507	251.937.5459 251.654.3042
American Red Cross	ON CALL DUTY PERSONNEL	251.544.6110 251.243.8267
Salvation Army	Area Command	251.438.1625 251.289.6707
United Way Baldwin County	700 N. McKenzie Street Foley, AL 36535	251.943.2110 251.656.4477
Baldwin County Volunteer Organizations Active in Disasters (VOAD)		251.945.5112
Oil Recovery Company		251.591.6910

ESF

Annex

ESF-1

Baldwin County Emergency Operations Plan

Emergency Support Function-1

Transportation Annex

Primary Agencies

- Baldwin County Highway Department
- Baldwin County Rural Area Transportation System (BRATS)

Support Agencies

- Baldwin County Board of Education
- Baldwin County Sheriff's Office
- Alabama Emergency Management Agency
- Alabama National Guard
- Alabama Department of Transportation
- Civil Air Patrol
- MedStar EMS
- LifeGuard Ambulance Services EMS

Primary Points of Coordination and Associated Actions

- **ESF-3 (Public Works & Engineering)**: coordinate personnel and equipment to clear roadways and transportation access routed to the disaster area
- **ESF-5 (Emergency Management)**: send situation reports (SITREPS), coordinate electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF-11 (Food & Water)**: transport potable water to areas that do not have operating water supply systems
- **ESF-13 (Law Enforcement)**: provide personnel to support the escort of critical lifesaving supplies

Introduction

Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate transportation resources to support the needs of local governments, voluntary organizations, and other emergency support groups requiring transportation to perform their emergency response, recovery, and assistance missions. The designation and maintenance of traffic routes that may be essential in the event of a natural disaster or human-caused event will also be part of this ESF.

In addition, this annex addresses support to implant protective action strategies of evacuation and shelter in-place. Emergency evacuation will usually be an on-scene activity, limited to a specific area, and coordinated by the Baldwin County Sheriff's Office (BCSO) and supported by the Fire Officers on scene. In major evacuations, overall activities will be directed from the EOC and will also include coordination with the Office of the Governor, Alabama Emergency Management Agency (AEMA), and both public and private transportation service providers.

Contra-flow is a method of traffic control which may be utilized in order to move large numbers of people and vehicles north and away from the Gulf Coast. It involves altering the flow of traffic so that all lanes of travel are flowing in the same direction, which for Baldwin County would typically be north. Contra-flow would also be primarily used on access controlled roadways, e.g., interstate highways, such as I-65.

In some situations, evacuation may not be possible and shelter in-place protective action may be implemented. In the event of a Weapons of Mass Destruction or Chemical Incident a specific area may be contaminated with chemical or biological agents. The shelter-in-place strategy may require the public to be evacuated from the contaminated area after the initial phase of the incident. It is also possible that the public may need to be decontaminated prior to transporting them out of the contaminated area. This operation will require significant coordination between police, fire, emergency medical, and other emergency service personnel and departments.

Shelter in-place will also require certain designated and determined roadways and areas be sealed in order to block unauthorized access to the impacted area(s). Manning access control points will require extensive law enforcement resources and may require assistance from the Alabama National Guard.

Scope

This ESF addresses critical transportation considerations resulting from a national security issue or a minor or major disaster/incident potentially involving mass casualties, mass evacuation, food and fuel distribution, and other resource movements/relocation greatly straining transportation resources. This ESF covers coordination, control, and allocation of air and land transportation systems supporting emergency response and assistance/restoration activities before, during, and after a disaster/incident in order to protect life, minimize damage, and provide essential supplies.

Local transportation support includes the following elements:

- Perform necessary actions to assist with transporting supplies and equipment to support emergency operations and implementation of protective action decisions such as evacuation, search and rescue, emergency medical care, and re-entry of damaged/threatened areas.
- Process all transportation assistance requests from local emergency support organizations and county ESFs received at the Emergency Operations Center (EOC).
- Allocate and/or prioritize public and private transportation resources for evacuating people from the impacted area before or immediately after the disaster/incident. Evacuation of special facilities (hospitals, nursing homes, schools, jails and colleges) may require extensive coordination of transportation resources.
- Allocate and/or prioritize public and private transportation resources for the transportation of personnel, materials, goods, and services to impacted areas. This includes transportation by highway, rail and air.
- Establish emergency regulations to restrict roadway, rail and air access as appropriate.
- Perform necessary actions to assist with response/recovery operations, such as emergency debris removal, and search and rescue.

Situation and Assumptions

Situation

Baldwin County has interstate highways, state highways, U.S. Highways, and local roadways within its boundaries. There are a number of these roadways which are considered to be main arteries for local, tourist, holiday, and special event situations. Hurricane Evacuations routes are marked on maps (which can be found at the EOC) and on the actual roadways by way of signage. During an emergency or disaster, it will be this ESFs responsibility to determine how any damage, blockage, or hindrance will be handled; and how traffic-flow, both ingress and egress, will be routed. Temporary diversions and detours could also cause a significant impact on emergency response. This is particularly true for Interstates 10 and 65, Highways 98, 59, 31, 225, 287, 181, 182, Gulf Shores Parkway, the Foley Beach Express, and the Baldwin Beach Express. These roadways are the main arteries of the county. Transportation of emergency responders, transportation of patients/victims, and emergency evacuation needs will be given the highest priority.

Assumptions

- ESF-1 will be implemented as required following the occurrence of a significant natural disaster or human caused event requiring implementation of the Baldwin County Emergency Operations Plan.

- The ESF-1 Coordinator, or his designee, is responsible for coordinating evacuation and transportation of victims from areas at risk when the environment does not require breathing apparatus or other personal protection or special equipment.

- Evacuation of victims from immediately threatened areas that require special skills or equipment are considered Rescue activities and are addressed in ESF-9 (Rescue Annex).

- The local fire official shall effect and coordinate evacuation of victims from areas requiring the use of breathing apparatus or other fire personal protection equipment.

- County officials have no authority over air or rail operations. These systems are managed by State and Federal agencies.

- Emergencies resulting from aviation or train wrecks are not covered under this Annex once the emergency needs of the victims have been met and the hazard is stabilized. In those cases, the carrier will assume responsibility for meeting incident transportation needs.

- Emergencies resulting from aviation or train wrecks will be closely monitored and coordinated by ESF-1 and any private party sharing ownership or responsibility for the operations and maintenance of aircraft, trains, and railways.

- Evacuation of medical facilities such as nursing homes and hospitals will coordinated by ESF-1 and ESF-8 (Health and Medical Services Annex)

    - These facilities should create, maintain, and exercise their own evacuation plans

- Transportation agencies will work within their existing city, county, and regional plans and partnership agreements to meet the Transportation needs of disasters. Some of these activities may include:

    - Evacuating persons from immediate threat to life;
    - Transporting materials, personnel, and supplies for the support of emergency activities being conducted and as requested by the Johnson County EOC and its member agencies;
    - Transporting relief supplies necessary for recovery from the emergency;
    - Coordinating activities with assistance from support agencies, and prioritize the allocation of available resources.

- A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities may be hampered by lack of surface transportation infrastructure.

- Evacuation of special facilities such as schools, and day care centers are a responsibility of ESF-1 Transportation

Organization

The ESF Coordinator for emergency transportation is the BCEMA. The BCEMA Director will designate a Transportation Disaster Coordinator to direct emergency transportation services. The local EMA will notify all agencies in the event of a potential threat.

The provision of transportation services will be coordinated from the county Emergency Operations Center. Agencies providing such services may operate and administer programs from their normal working locations or on-scene, as appropriate.

The Baldwin County Commission may declare a state of emergency to allow emergency actions not otherwise authorized, or to request additional transportation resources from the State &/or Federal governments.

Succession of Authority will be established by the Unified Command.

Concept of Operations

This section details facilities, equipment, personnel, procedures, and communications necessary to effectively accomplish stated goals in response to a disaster/incident.

Goals

The following goals have related objectives, tasks, and procedures specified in this ESF:

- To create a local transportation response that provides for the command, control, and coordination of planning, operations, and mutual aid for transportation resources
- To coordinate the dispatch and use of local transportation resources in support of local government and other ESFs
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to emergency response activities among transportation providers
- To prescribe a procedure for the inventory of transportation, facilities, and equipment in the county
- To collect and disseminate information and intelligence relating to transportation missions for disasters/incidents, either existing or pending
- To pre-plan distribution and allocation of local resources in support of the overall transportation mission

Requirements

Emergency Transportation Operations will require the following:

- Identification of areas, facilities, and people at risk
- Pre-planned access (both ingress and egress) routes
- Catalog of available transportation resources, including available public, private, and contracted resources
- Review of existing debris removal and transportation plans to ensure critical routes are maintained
- Coordination with neighboring jurisdictions to ensure that transportation priorities and routes are consistent
- Acquisition, assignment, and demobilization of available public, private, and contracted resources to meet transportation needs
- Designation of transportation bases, staging areas, and refueling and repair facilities

General

ESF-1 will respond to requests for local transportation assistance. All transportation missions will be coordinated by ESF-1.

The following lists detailed actions to be performed by ESF-1 at the EOC:

- Prepare a general description of the situation as it pertains to ESF-1 and an analysis of the ESF-1 operational support requirements. Based upon the situation analysis, prepare a list of Critical Action Tasks (CATs) to perform lifesaving and short-term recovery operations.
- Prepare a prioritized listing of significant actions that the ESF-1 will initiate to provide operational support. The action list should be revised and reprioritized as the situation changes.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-1 response operations.
- Keep track of all expenditures concerning operations and submit these to the Finance Section &/or the BCEMA Director after terminating operations.
- Prepare ESF-1 After-Action Report to identify lessons learned and improvement plans.

In localized emergencies, transportation operations may be effectively accomplished within the established Incident Command System established on scene, with minimal support required form the EOC.

In area-wide emergencies, transportation operations will be coordinated from the EOC or other site established specifically for that purpose based on the needs at various incident locations, the criticality of the tasks to be accomplished, the availability of resources, and other potential factors.

Execution of Operations

Incident Command

Upon becoming aware that an emergency requiring additional transportation resources exists, the local incident commanders(s) shall contact the EOC, identifying emergency transportation requirements. Tasks to be done and recommendations for the types of resources required should also be included with the IC's identification of transportation requirements.

Emergency Operations Center

The EOC will evaluate transportation needs and will ensure that requests for resources needed for evacuation are given the highest priority. EOC staff will work with other agencies, volunteer groups, &/or transportation contractors to obtain needed vehicles to support the evacuation.

Direction and Control

Coordination

The provision of transportation services will be coordinated from the county Emergency Operations Center. Agencies providing such services may operate and administer programs from their normal working locations or on-scene, as appropriate.

Executive Actions

The Baldwin County Commission may make a declare a state of emergency to allow emergency actions not otherwise authorized, or to request additional transportation resources from the State &/or Federal governments.

Lines of Succession

Succession of Authority will be established by the Unified Command.

Task Assignments

- Maintain a list of all available transportation resources in the County, including resources of the Baldwin County Rural Transportation System (BRATS)
- Prepare a general description of the situation, as it pertains to ESF-1, and an analysis of the ESF's operational support requirements
- Prepare a prioritized listing of significant actions that the ESF-1 will initiate to provide operational support
- Initiate notification of the required personnel and support organizations to achieve the required level of response
- Determine transportation requirements to support the protective action decisions made by the incident commander and or the Unified Command
- Identify any shortfalls in transportation resources
- Coordinate with the Alabama EMA and/or the Baldwin County Board of Education to acquire transportation resources to make up unmet transportation needs
- Prioritize the allocation of transportation considering life safety as the *number one* priority
- Develop and assign missions to specific transportation providers
- Track accomplishment of missions
- Prepare reports concerning current status of transportation resources and missions
- Manage the mobilization of transportation resources
- Deploy transportation resources
- Reassign transportation resources on an as needed bases
- Coordinate with other ESFs, including the Mass Care Coordinator, to provide transportation and refrigerated trailers for delivery of consumables to reception areas/shelters
- Coordinate with all Emergency Support Functions to augment transportation for medicine, equipment, construction materials, workers, etc
- Develop provisions to provide transportation resources for the return of the evacuated population

- Develop demobilization plan to return transportation resources to normal service
- Maintain records of transportation operations

Actions

- Verify inventories of available vehicular resources and provide them to ESF-5 (Emergency Management), when requested.
- ESF-1 primary and support agencies will establish communications with their appropriate field personnel and ensure readiness for timely response.
- Coordinate with primary and support agencies to prioritize and develop strategies for the initial response.
- Pre-position resources when it becomes apparent that local transportation resources will be required.
- Relocate any transportation resources needed in a recovery from the potential disaster/incident area to the nearest staging area.
- Commit equipment accessible to ESF-1 primary and support agencies to the county when evacuation or re-entry of a designated area is authorized.
- Coordinate transportation resources with requests for transport of personnel, goods, and services.
- Continue reassessment of priorities to address the most critical transportation needs and develop strategies.
- Track the status of transportation systems.
- Track resources committed to specific missions for redeployment if necessary. ESF-1 will provide updated information to ESF-5 (Emergency Management).
- Re-stage resources as appropriate.
- ESF-1 will be notified by ESF-6 (Mass Care, Emergency Assistance, Housing, and Human Services) of activated shelters and the capabilities/capacity of those shelters.
- ESF-1 will be notified by ESF-10 (Oil and Hazardous Materials Response) of known hazardous materials transports that could be near the disaster/incident area and identification of those materials shall also be provided.

- EMITS report – This report should identify the areas that are involved and provide brief information concerning the type of facilities, equipment, and infrastructure damage.

Recovery Actions

This section lists recovery actions to be performed by ESF-1 after a disaster/incident:

- Provide transportation resources to assist recovery activities for personnel and equipment upon request.

- Develop recovery actions and strategies.

Continuing Actions

ESF-1 will continue to provide transportation for disaster recovery related activities.

Responsibilities

ESF-1 shall coordinate with the primary agency and all support agencies in directing transportation resources and prioritizing transportation service needs. There are a number of public, private, and volunteer organizations that may assist in the delivery of transportation services. Coordination with rural transportation, cab / taxi service providers, volunteer programs, and other contract resources may be required.

- If evacuation is possible before the arrival of the hazard (hurricane, flood, hazardous materials incident, etc.), the ESF-1 Coordinator will plan and deploy transportation resources required for evacuation of special facilities. This task is time-sensitive and is dependent upon the arrival time of the hazard. A high priority will be given to this task and coordination with local government is essential to identify resource requirements.

- Initially, ESF-1 resources, in coordination with equipment and manpower in ESF-3 (Public Works and Engineering), may be more effectively used performing tasks to clear roads rather than transporting other resources.

- ESF-7 (Logistics Management and Resource Support) and ESF-14 (Long-Term Community Recovery) will supply information to the BCEMA pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local and state resources.

- ESF-1 will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).

- ESF-1 will use personnel and resources from its coordinator and primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF-1 mission. When requests begin to exceed the county ESFs' capability to respond, additional resources (i.e. state agencies, contractual agreements, and mutual aid agreements) will be mobilized. All personnel and resources mobilized by ESF-1 will remain under the direction and control of BCEMA, unless otherwise notified.

Support Agencies and Functions

Agency	Functions
Alabama Law Enforcement Agency (ALEA)	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
AL Department of Transportation	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
Baldwin Co Highway Dept	Provide resources/assistance as requested/available
Baldwin County Sheriff's Department	Control traffic and support local law enforcement activities Report movement control information to BCEOC
EMS – Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available

Administration

ESF-1 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record. Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

EOC Checklist for ESF-1 (Transportation)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Highway Department
Baldwin Rural Area Transit System (BRATS)

Actions

ESF-1 will verify routes and infrastructure and utilize ESF-1 agency resources to support evacuation and county-wide egress. When agency assets are unavailable or not the correct mode then ESF-1 will coordinate with ESF-7 for appropriate transportation resources.

The following list details actions to be performed by ESF-1 support agencies at the EOC:

• Assist BCEMA in preparing a general description of the situation as it pertains to ESF-1 and in analyzing the ESF's operational support requirements.
• Assist BCEMA in preparing a prioritized list of significant actions that ESF-1 will initiate to provide operational support.
• Assist BCEMA in determining the level of response required by ESF-1 agencies responding to the event.
• Initiate notification of the required personnel and support organizations to achieve the required level of response.
• Based upon the situation analysis, assist BCEMA in preparing a list of objective-based priority actions to perform lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
• Mobilize resources and coordinate response for approved mission assignments.
• Identify required resources for the mission and request from ESF-7 if beyond ESF-1 capabilities.
• Assist BCEMA in preparing electronic briefings on status of ESF 1 response operations.
• Each agency will keep track of all expenditures concerning operations and submit these to the Administration and Logistics Section during and/or after terminating operations.
• Assist BCEMA in preparing ESF-1 After-Action Report to identify lessons learned and improvements.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director.

- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-1 Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief or designated Branch Director.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Based on the situation known or forecasted, determine likely future needs for evacuation, roadway clearance, etc.
- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (E.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
  - Evacuation
  - Repair to facilities, roads, bridges
  - Debris Clearance
  - Road clearance
  - Coordination with Utilities
  - Flood control/Water over Road
  - Traffic control
- ☐ Determine the status of all equipment and forces.
- ☐ Provide engineering services/public works/transportation support.
- ☐ Coordinate and advise on the removal of debris and wreckage to permit vehicular access or movement and on cleanup.
- ☐ Supports traffic control points.
- ☐ Monitor safety issues with utilities.
- ☐ Provide public works assets including equipment, barricades, etc.
- ☐ Provide evacuation support.
- ☐ Monitor the situation for engineering services/public works/evacuation support.

- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-1 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-1 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted to the Operations Chief or Branch Director prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-1

Baldwin County Emergency Operations Plan

Emergency Support Function-1

Transportation Annex

Primary Agencies

- Baldwin County Highway Department
- Baldwin County Rural Area Transportation System (BRATS)

Support Agencies

- Baldwin County Board of Education
- Baldwin County Sheriff's Office
- Alabama Emergency Management Agency
- Alabama National Guard
- Alabama Department of Transportation
- Civil Air Patrol
- MedStar EMS
- LifeGuard Ambulance Services EMS

Primary Points of Coordination and Associated Actions

- **ESF-3 (Public Works & Engineering)**: coordinate personnel and equipment to clear roadways and transportation access routed to the disaster area
- **ESF-5 (Emergency Management)**: send situation reports (SITREPS), coordinate electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF-11 (Food & Water)**: transport potable water to areas that do not have operating water supply systems
- **ESF-13 (Law Enforcement)**: provide personnel to support the escort of critical lifesaving supplies

Introduction

Purpose

The purpose of this Emergency Support Function (ESF) is to coordinate transportation resources to support the needs of local governments, voluntary organizations, and other emergency support groups requiring transportation to perform their emergency response, recovery, and assistance missions. The designation and maintenance of traffic routes that may be essential in the event of a natural disaster or human-caused event will also be part of this ESF.

In addition, this annex addresses support to implant protective action strategies of evacuation and shelter in-place. Emergency evacuation will usually be an on-scene activity, limited to a specific area, and coordinated by the Baldwin County Sheriff's Office (BCSO) and supported by the Fire Officers on scene. In major evacuations, overall activities will be directed from the EOC and will also include coordination with the Office of the Governor, Alabama Emergency Management Agency (AEMA), and both public and private transportation service providers.

Contra-flow is a method of traffic control which may be utilized in order to move a large number of people and vehicles north and away from the Gulf Coast. It involves altering the flow of traffic so that all lanes of travel are flowing in the same direction, which for Baldwin County would typically be north. Contra-flow would also be primarily used on access controlled roadways, e.g., interstate highways, such as I-65.

In some situations, evacuation may not be possible and shelter in-place protective action may be implemented. In the event of a Weapons of Mass Destruction or Chemical Incident a specific area may be contaminated with chemical or biological agents. The shelter-in-place strategy may require the public to be evacuated from the contaminated area after the initial phase of the incident. It is also possible that the public may need to be decontaminated prior to transporting them out of the contaminated area. This operation will require significant coordination between police, fire, emergency medical, and other emergency service personnel and departments.

Shelter in-place will also require certain designated and determined roadways and area be sealed in order to block unauthorized access to the impacted area(s). Manning access control points will require extensive law enforcement resources and may require assistance from the Alabama National Guard.

Scope

This ESF addresses critical transportation considerations resulting from a national security issue or a minor or major disaster/incident potentially involving mass casualties, mass evacuation, food and fuel distribution, and other resource movements/relocation greatly straining transportation resources. This ESF covers coordination, control, and allocation of air and land transportation systems supporting emergency response and assistance/restoration activities before, during, and after a disaster/incident in order to protect life, minimize damage, and provide essential supplies.

Local transportation support includes the following elements:

- Perform necessary actions to assist with transporting supplies and equipment to support emergency operations and implementation of protective action decisions such as evacuation, search and rescue, emergency medical care, and re-entry of damaged/threatened areas.
- Process all transportation assistance requests from local emergency support organizations and county ESFs received at the Emergency Operations Center (EOC).
- Allocate and/or prioritize public and private transportation resources for evacuating people from the impacted area before or immediately after the disaster/incident. Evacuation of special facilities (hospitals, nursing homes, schools, jails and colleges) may require extensive coordination of transportation resources.
- Allocate and/or prioritize public and private transportation resources for the transportation of personnel, materials, goods, and services to impacted areas. This includes transportation by highway, rail and air.
- Establish emergency regulations to restrict roadway, rail and air access as appropriate.
- Perform necessary actions to assist with response/recovery operations, such as emergency debris removal, and search and rescue.

Situation and Assumptions

Situation

Baldwin County has interstate highways, state highways, U.S. Highways, and local roadways within its boundaries. There are a number of these roadways which are considered to be main arteries for local, tourist, holiday, and special event situations. Hurricane Evacuations routes are marked on maps (which can be found at the EOC) and on the actual roadways by way of signage. During an emergency or disaster, it will be this ESFs responsibility to determine how any damage, blockage, or hindrance will be handled; and how traffic-flow, both ingress and egress, will be routed. Temporary diversions and detours could also cause a significant impact on emergency response. This is particularly true for Interstates 10 and 65, Highways 98, 59, 31, 225, 287, 181, 182, Gulf Shores Parkway, the Foley Beach Express, and the Baldwin Beach Express. These roadways are the main arteries of the county. Transportation of emergency responders, transportation of patients/victims, and emergency evacuation needs will be given the highest priority.

Assumptions

- ESF-1 will be implemented as required following the occurrence of a significant natural disaster or human caused event requiring implementation of the Baldwin County Emergency Operations Plan.

- The ESF-1 Coordinator, or his designee, is responsible for coordinating evacuation and transportation of victims from areas at risk when the environment does not require breathing apparatus or other personal protection or special equipment.

- Evacuation of victims from immediately threatened areas that require special skills or equipment are considered Rescue activities and are addressed in ESF-9 (Rescue Annex).

- The local fire official shall effect and coordinate evacuation of victims from areas requiring the use of breathing apparatus or other fire personal protection equipment.

- County officials have no authority over air or rail operations. These systems are managed by State and Federal agencies.

- Emergencies resulting from aviation or train wrecks are not covered under this Annex once the emergency needs of the victims have been met and the hazard is stabilized. In those cases, the carrier will assume responsibility for meeting incident transportation needs.

- Emergencies resulting from aviation or train wrecks will be closely monitored and coordinated by ESF-1 and any private party sharing ownership or responsibility for the operations and maintenance of aircraft, trains, and railways.

- Evacuation of medical special facilities, such as nursing homes and hospitals, will be coordinated by ESF-1 and ESF-8 (Health and Medical Services Annex)

    - These facilities should create, maintain, and exercise their evacuation plans

- Transportation agencies will work within their existing city, county, and regional plans and partnership agreements to meet the Transportation needs of disasters. Some of these activities may include:

    - Evacuating persons from immediate threat to life;
    - Transporting materials, personnel, and supplies for the support of emergency activities being conducted and as requested by the Johnson County EOC and its member agencies;
    - Transporting relief supplies necessary for recovery from the emergency;
    - Coordinating activities with assistance from support agencies, and prioritize the allocation of available resources.

- A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities may be hampered by lack of surface transportation infrastructure.

- Evacuation of special facilities, such as schools, and day care centers, are a responsibility of ESF-1 Transportation

Organization

The ESF Coordinator for emergency transportation is the BCEMA. The BCEMA Director will designate a Transportation Disaster Coordinator to direct emergency transportation services. The local EMA will notify all agencies in the event of a potential threat.

The provision of transportation services will be coordinated from the county Emergency Operations Center. Agencies providing such services may operate and administer programs from their normal working locations or on-scene, as appropriate.

The Baldwin County Commission may make a declaration of emergency to allow emergency actions not otherwise authorized, or to request additional transportation resources from the State &/or Federal governments.

Succession of Authority will be established by the Unified Command.

Concept of Operations

This section details facilities, equipment, personnel, procedures, and communications necessary to effectively accomplish stated goals in response to a disaster/incident.

Goals

The following goals have related objectives, tasks, and procedures specified in this ESF:

- To create a local transportation response that provides for the command, control, and coordination of planning, operations, and mutual aid for transportation resources
- To coordinate the dispatch and use of local transportation resources in support of local government and other ESFs
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to emergency response activities among transportation providers
- To prescribe a procedure for the inventory of transportation, facilities, and equipment in the county
- To collect and disseminate information and intelligence relating to transportation missions for disasters/incidents, either existing or pending
- To pre-plan distribution and allocation of local resources in support of the overall transportation mission

Requirements

Emergency Transportation Operations will require the following:

- Identification of areas, facilities, and people at risk
- Pre-planned access (both ingress and egress) routes
- Catalog of available transportation resources, including available public, private, and contracted resources
- Review of existing debris removal and transportation plans to ensure critical routes are maintained
- Coordination with neighboring jurisdictions to ensure that transportation priorities and routes are consistent
- Acquisition, assignment, and demobilization of available public, private, and contracted resources to meet transportation needs
- Designation of transportation bases, staging areas, and refueling and repair facilities

General

ESF-1 will respond to requests for local transportation assistance. All transportation missions will be coordinated by ESF-1.

The following lists detailed actions to be performed by ESF-1 at the EOC:

- Prepare a general description of the situation as it pertains to ESF-1 and an analysis of the ESF-1 operational support requirements. Based upon the situation analysis, prepare a list of Critical Action Tasks (CATs) to perform lifesaving and short-term recovery operations.
- Prepare a prioritized listing of significant actions that the ESF-1 will initiate to provide operational support. The action list should be revised and reprioritized as the situation changes.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-1 response operations.
- Keep track of all expenditures concerning operations and submit these to the Finance Section &/or the BCEMA Director after terminating operations.
- Prepare ESF-1 After-Action Report to identify lessons learned and improvement plans.

In localized emergencies, transportation operations may be effectively accomplished within the established Incident Command System established on scene, with minimal support required form the EOC.

In area-wide emergencies, transportation operations will be coordinated from the EOC or other site established specifically for that purpose based on the needs at various incident locations, the criticality of the tasks to be accomplished, the availability of resources, and other potential factors.

Execution of Operations

Incident Command

Upon becoming aware that an emergency requiring additional transportation resources exists, the local incident commanders(s) shall contact the EOC, identifying emergency transportation requirements. Tasks to be done and recommendations for the types of resources required should also be included with the IC's identification of transportation requirements.

Emergency Operations Center

The EOC will evaluate transportation needs and will ensure that requests for resources needed for evacuation are given the highest priority. EOC staff will work with other agencies, volunteer groups, &/or transportation contractors to obtain needed vehicles to support the evacuation.

Direction and Control

Coordination

The provision of transportation services will be coordinated from the county Emergency Operations Center. Agencies providing such services may operate and administer programs from their normal working locations or on-scene, as appropriate.

Executive Actions

The Baldwin County Commission may make a declaration of an emergency to allow emergency actions not otherwise authorized, or to request additional transportation resources from the State &/or Federal governments.

Lines of Succession

Succession of Authority will be established by the Unified Command.

Task Assignments

- Maintain a list of all available transportation resources in the County, including resources of the Baldwin County Rural Transportation System (BRATS)
- Prepare a general description of the situation, as it pertains to ESF-1, and an analysis of the ESF's operational support requirements
- Prepare a prioritized listing of significant actions that the ESF-1 will initiate to provide operational support
- Initiate notification of the required personnel and support organizations to achieve the required level of response
- Determine transportation requirements to support the protective action decisions made by the incident commander and or the Unified Command
- Identify any shortfalls in transportation resources
- Coordinate with the Alabama EMA and/or the Baldwin County Board of Education to acquire transportation resources to make up unmet transportation needs
- Prioritize the allocation of transportation considering life safety as the *number one* priority
- Develop and assign missions to specific transportation providers
- Track accomplishment of missions
- Prepare reports concerning current status of transportation resources and missions
- Manage the mobilization of transportation resources
- Deploy transportation resources
- Reassign transportation resources on an as needed bases
- Coordinate with other ESFs, including the Mass Care Coordinator, to provide transportation and refrigerated trailers for delivery of consumables to reception areas/shelters
- Coordinate with all Emergency Support Functions to augment transportation for medicine, equipment, construction materials, workers, etc
- Develop provisions to provide transportation resources for the return of the evacuated population

- Develop demobilization plan to return transportation resources to normal service
- Maintain records of transportation operations

Actions

- Verify inventories of available vehicular resources and provide them to ESF-5 (Emergency Management), when requested.
- ESF-1 primary and support agencies will establish communications with their appropriate field personnel and ensure readiness for timely response.
- Coordinate with primary and support agencies to prioritize and develop strategies for the initial response.
- Pre-position resources when it becomes apparent that local transportation resources will be required.
- Relocate any transportation resources needed in a recovery from the potential disaster/incident area to the nearest staging area.
- Commit equipment accessible to ESF-1 primary and support agencies to the county when evacuation or re-entry of a designated area is authorized.
- Coordinate transportation resources with requests for transport of personnel, goods, and services.
- Continue reassessment of priorities to address the most critical transportation needs and develop strategies.
- Track the status of transportation systems.
- Track resources committed to specific missions for redeployment if necessary. ESF-1 will provide updated information to ESF-5 (Emergency Management).
- Re-stage resources as appropriate.
- ESF-1 will be notified by ESF-6 (Mass Care, Emergency Assistance, Housing, and Human Services) of activated shelters and the capabilities/capacity of those shelters.
- ESF-1 will be notified by ESF-10 (Oil and Hazardous Materials Response) of known hazardous materials transports that could be near the disaster/incident area and identification of those materials shall also be provided.

- EMITS report – This report should identify the areas that are involved and provide brief information concerning the type of facilities, equipment, and infrastructure damage.

Recovery Actions

This section lists recovery actions to be performed by ESF-1 after a disaster/incident:

- Provide transportation resources to assist recovery activities for personnel and equipment upon request.

- Develop recovery actions and strategies.

Continuing Actions

ESF-1 will continue to provide transportation for disaster recovery related activities.

Responsibilities

ESF-1 shall coordinate with the primary agency and all support agencies in directing transportation resources and prioritizing transportation service needs. There are a number of public, private, and volunteer organizations that may assist in the delivery of transportation services. Coordination with rural transportation, cab / taxi service providers, volunteer programs, and other contract resources may be required.

- If evacuation is possible before the arrival of the hazard (hurricane, flood, hazardous materials incident, etc.), the ESF-1 Coordinator will plan and deploy transportation resources required for evacuation of special facilities. This task is time-sensitive and is dependent upon the arrival time of the hazard. A high priority will be given to this task and coordination with local government is essential to identify resource requirements.

- Initially, ESF-1 resources, in coordination with equipment and manpower in ESF-3 (Public Works and Engineering), may be more effectively used performing tasks to clear roads rather than transporting other resources.

- ESF-7 (Logistics Management and Resource Support) and ESF-14 (Long-Term Community Recovery) will supply information to the BCEMA pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local and state resources.

- ESF-1 will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).

- ESF-1 will use personnel and resources from its coordinator and primary and support agencies to respond to mission assignments related to emergencies. Additional resources available at other ESFs may be coordinated and mobilized to support ESF-1 mission. When requests begin to exceed the county ESFs' capability to respond, additional resources (i.e. state agencies, contractual agreements, and mutual aid agreements) will be mobilized. All personnel and resources mobilized by ESF-1 will remain under the direction and control of BCEMA, unless otherwise notified.

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security patrol and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
AL Department of Transportation	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
Baldwin Co Highway Dept	Provide resources/assistance as requested/available
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EMS – Medstar/ LifeGuard Ambulance Services	Provide resources/assistance as requested/available

Administration

ESF-1 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record. Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

EOC Checklist for ESF-1 (Transportation)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Highway Department
Baldwin Rural Area Transit System (BRATS)

Actions

ESF-1 will verify routes and infrastructure and utilize ESF-1 agency resources to support evacuation and county-wide egress. When agency assets are unavailable or not the correct mode then ESF-1 will coordinate with ESF-7 for appropriate transportation resources.

The following list details actions to be performed by ESF-1 support agencies at the EOC:

• Assist BCEMA in preparing a general description of the situation as it pertains to ESF-1 and in analyzing the ESF's operational support requirements.
• Assist BCEMA in preparing a prioritized list of significant actions that ESF-1 will initiate to provide operational support.
• Assist BCEMA in determining the level of response required by ESF-1 agencies responding to the event.
• Initiate notification of the required personnel and support organizations to achieve the required level of response.
• Based upon the situation analysis, assist BCEMA in preparing a list of objective-based priority actions to perform lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
• Mobilize resources and coordinate response for approved mission assignments.
• Identify required resources for the mission and request from ESF-7 if beyond ESF-1 capabilities.
• Assist BCEMA in preparing electronic briefings on status of ESF 1 response operations.
• Each agency will keep track of all expenditures concerning operations and submit these to the Administration and Logistics Section during and/or after terminating operations.
• Assist BCEMA in preparing ESF-1 After-Action Report to identify lessons learned and improvements.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director.

- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-1 Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief or designated Branch Director.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Based on the situation known or forecasted, determine likely future needs for evacuation, roadway clearance, etc.
- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (E.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
  - Evacuation
  - Repair to facilities, roads, bridges
  - Debris Clearance
  - Road clearance
  - Coordination with Utilities
  - Flood control/Water over Road
  - Traffic control
- ☐ Determine the status of all equipment and forces.
- ☐ Provide engineering services/public works/transportation support.
- ☐ Coordinate and advise on the removal of debris and wreckage to permit vehicular access or movement and on cleanup.
- ☐ Supports traffic control points.
- ☐ Monitor safety issues with utilities.
- ☐ Provide public works assets including equipment, barricades, etc.
- ☐ Provide evacuation support.
- ☐ Monitor the situation for engineering services/public works/evacuation support.

- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-1 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-1 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted to the Operations Chief or Branch Director prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-2

Baldwin County Emergency Operations Plan

Emergency Support Function-2

Communications Annex

Primary Agencies

- Baldwin County Communication Information Systems (CIS)
- Baldwin County Call Center

Support Agencies & Organizations

- Baldwin County E-911
- Baldwin County Call Center
- Baldwin County Sheriff's Office
- Southern Linc
- Municipal Emergency Communications (Police & Fire)
- HAM Radio Operators
- Public Information Officers/Coordinators

Primary Points of Coordination and Associated Actions

- **ESF-1 (Transportation):** transport communications personnel and equipment to area designated by ESF-14 (Volunteers and Donations) to provide communication support to Point of Distribution (POD) sites

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), provide electronic briefings, request mission assignments, and receive consolidated SITREPS

- **Amateur Radio Support Personnel:** this group will provide personnel, equipment, and support to the overall communications structure and mission

Introduction

Purpose

The purpose of this ESF is to assure provisions for communications to support county and local response efforts before, during, and immediately following any disaster/incident. The purpose of the Communications Annex is to outline the emergency communications systems and capability of emergency services within the county. Methods of communicating with different levels of government in and outside of the county, with different levels of government and various agencies within the state, and with the public are important components ESF-2.

System components and task assignments relevant to this ESF will be addressed in this annex and will assure adequate and effective communications during emergencies affecting Baldwin County. This annex provides for a notification system capable of disseminating adequate, accurate, and appropriate information and timely alerts to government official and the public in the event of an emergency and/or impending disaster situation.

Scope

ESF-2 plans, coordinates, and assists in communications support to county and local disaster/incident response elements. This ESF will coordinate communications assets (both equipment and services) available from county agencies and volunteer groups. ESF-2 will be the focal point of all communications activity at the local level before, during, and after activation of the EOC.

History and experience have shown the potential for problems and issues in coordinating, establishing, and maintaining an ideal communications structure during a disaster. The uncertainty of situations stemming from disaster can cause the evolving dynamics of developing situations to be difficult to properly assess and address. The very nature of an emergency can cause serious damage to normal communications systems through the loss of antennas, repeaters, facilities, and networks. Protection and restoration of these vital components and services will be imperative in the continuation of vital communication tasks and functions.

It is critical that consideration be given not only to local communications, but also to maintenance of capability to communicate with neighboring jurisdictions, support agencies, higher authority and the public. ESF-2 involves meeting communication needs critical to effective emergency response, including public warning and providing emergency information.

Situation and Assumptions

Situation

Baldwin County utilizes various communications systems, equipment, and services to achieve effective and efficient communication between different agencies, departments, and partners both internally and externally on a daily basis. Telephone, radio, and computer systems and networks work both independently and in concurrence with one another during normal operations and during times of emergency and disaster. During a disaster communication is critical to the preservation of life, continuity of operations, and response and recovery efforts. Steps must be taken to ensure the minimum standards of operation for all communications systems remain operational and consistent.

Assumptions

- To the extent possible, all communications systems used for normal operations will be utilized, if available, during emergency operations.

- Because of the rapid advancement of communications technology, it will be critical that communications needs be identified quickly and that technical support personnel be activated to develop alternative communications capabilities**.**

- Telephones, if available, will be considered the primary method of communication for administrative support.

    - This may include use of E-mail systems, voice mail messages, and FAX.

- Two-way radio systems, including Amateur Radio, will be used in the direction and control of emergency operations when the use of telephones is not possible or convenient.

Organization

BCEMA, as ESF Coordinator for ESF-2, will notify each local agency and/or volunteer agency (as required) about incident status changes and/or and discovered potential concerns and issues. BCEMA will also encourage coordination between and among agencies to ensure the integrity of the overall communications operational structure. To the extent possible, the Baldwin County Commission will make available the necessary equipment to facilitate communication with all public emergency services within the county.

Emergency communications with neighboring jurisdictions, higher authority, public officials, private and volunteer resource providers, the media, and the public will be coordinated from the County EOC. The county will maintain telecommunications support capability at the EOC to

gather damage information, take requests for assistance from the public, provide rumor control, and manage emergency operations.

Amateur Radio Emergency Services will assist in the provision of communications by providing volunteer personnel and resources to establish radio links between the EOC and other agencies. They will also establish a data link with the Alabama Emergency Management Agency. If a Red Cross representative is not present in the EOC, a communication link will be established with the Red Cross. This link will be telephone, if available, or amateur radio.

The County EOC will maintain capability to communicate with the Alabama Emergency Management Agency (AEMA). AEMA will maintain the capability to communicate with other local, state, and federal agencies AEMA has a mobile command / communications vehicle which may be available to augment emergency communications. County operations forces will utilize state communications systems, where available, to communicate with state agencies with whom they normally work (i.e., State Fire, ALDOT, Alabama State Police).

In the event of a Weapons of Mass Destruction (WMD) Incident, Baldwin County officials will communicate directly with federal agencies and officials. In a major emergency, federal resources may be utilized to set up communications. These may include equipment from the Federal Emergency Management Agency (Region 4) in Atlanta, GA. Access to such equipment requires a request to AEMA through County Emergency Management.

Concept of Operations

General

Under the leadership of the Baldwin County Emergency Management Agency (BCEMA), representatives from each of the support agencies will staff the EOC. The role of the BCEMA is to identify communication requirements, prioritize these requirements, and develop a plan to acquire and deploy communications equipment/resources to meet the needs of the affected area(s). BCEMA will coordinate the supply and use of facilities, equipment, personnel, procedures, and communications necessary to effectively accomplish stated goals in response to an incident.

Goals

The following goals have related objectives, tasks, and procedures:

- To create a local communication support response that provides for the command, control, and coordination of communications planning, operations, and mutual aid.

- To coordinate the dispatch and use of communications resources and provide the means of coordination with local government.

- To provide a system for the receipt and dissemination of information, data, and directives pertaining to emergency response activities among organizations providing communications resources.

- To prescribe a procedure for the inventory of communications personnel, facilities, and equipment.

- To collect and disseminate information and intelligence relating to communications for disasters or emergencies, either existing or pending.

- To pre-plan distribution and allocation of local resources in support of the overall communications mission.

Priorities

- **WARNING** will be given the highest priority of all communications.

  - All warnings will be prepared in accordance with all existing policies and procedures to insure uniformity and completeness.

  - Whenever one of the following conditions threatens the integrity of the Baldwin County E-911 Center and back-up system, the EOC and the Call Center may be made available to assist in call-taking and coordination of information and efforts; as it is deemed possible and necessary during the following types of situations and conditions:

    - Call volume increases beyond normal and/or foreseeable levels as a result of an unusual occurrence or event
    - Calls being received are requesting services not normally provided by police, fire, or medical responders (requests for general information, requests for non-emergency transportation assistance, etc.)
    - When an emergency involves a number of agencies who may or may not have common communication frequencies
    - When any condition exists which may indicate the equipment and staffing at the 911 Center may not be sufficient to handle emergency needs

      - It is important to note, however, that calls for emergency services may ONLY be handled by personnel who have been properly trained and/or certified in emergency call-taking and dispatching procedures.
      - Emergency calls should NEVER be transferred to the call center and EOC staff and those mistakenly received (whether by accidental transfer of direct dialing by the caller) should be promptly transferred back to the 911 Center (or other appropriate emergency dispatch office, such as the appropriate law enforcement or fire service communications/dispatch office).

- Communications systems and services relating to WARNING and/or directly concerning transmissions and messages impacting or relaying information about life safety of responders and people (citizens and visitors) located within Baldwin County will also be considered high priority.

- The needs of these systems and services, whether it is an issue of equipment or personnel needs, will be addressed immediately and resolved as efficiently and quickly as possible.

- Any and all identified problems and issues should be discussed and addressed after the incident and plans should and will be adjusted and revised to ensure continuity of communications is strengthened in the future.

- Other issues regarding communications will be prioritized and processed after the above-mentioned issues and situations have been addressed.

Communications Points

Communication Points are those contacts usually employed by the public to gain information about an emergency or to request assistance. Communication Points may include the 911 Center, Police and Fire Dispatch Centers, the Call Center, and BCEMA. In the event of an emergency, it is important that timely, accurate, and uniform information be provided to all Communication Points. The Public Information Officer (PIO) will provide all Communication Points with a consistent statement about the incident and any instructions the public may need to know in order assist in streamlining response efforts. Updates should also be provided as the incident evolves. These updates should be given regularly, with additional information being disseminated as needed.

All information pertaining to on-scene operations must be approved by the on-scene Incident Commander before being released. Unified Command, Joint Information Centers, and governing bodies and officials within the county may also need to approve messages before they are released. This will depend on specific circumstances, type of information, and parties involved. The PIO located in the EOC will release general information about the scope of the emergency and the actions being taken.

The following must purposely be considered in regards to providing emergency information:

Telephones, fax machines, e-mail, radio, cellular devices, social media, the traditional media, and any other means of communication may be used. However, the type, urgency, and audience must be considered when choosing the appropriate means of communication.

Execution of Operations

This section lists actions to be performed by ESF-2 in response to a disaster. These actions occur in the order listed.

- Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phases and should include the following:

    - A general description of the situation as it pertains to ESF-2 and an analysis of the ESF's operational support requirements.
    - A prioritized listing of significant actions that ESF-2 will initiate to provide operational support.

- Determine the level of response required by ESF-2 to respond to the event.

- Initiate notification of the required personnel and support organizations to achieve the required level of response. Request the Region 2 Incident Support Unit (communications support vehicle from Houston County EMA) if needed.

- The type and extent of damage done to any communications system or component should be tracked, recorded, and disseminated to the appropriate authorities and organizations for information and for resolution.

Direction and Control

Overall coordination of emergency communication will be coordinated from the EOC. In the event of an emergency or event affecting a single jurisdiction, the communications aspect may be managed by the on-scene incident commander with the EOC serving as support. In order to ensure the coordination of emergency communications at the EOC, BCEMA should be notified when any of the following events or situations occurs:

- Emergencies effect several jurisdictions
- Any third or greater alarm fire
- An incident occurs which requires the notification of AEMA
- Whenever requested by an on-scene Incident Commander or other public safety official

The Baldwin County Commission may be required to declare an emergency to access state or federal communication resources. The executives of each emergency services agency shall assure that communications capability exists between its emergency response organization and the County EOC.

The Warning Process

The public warning system will be activated in order to distribute timely warnings to public officials and to the public concerning actual or potential emergency or disaster conditions. Telephone, e-mail, designated radio frequencies, the Integrated Public Alert and Warning System (IPAWS), Commercial Mobile Alert System (CMAS), NOAA Weather Radio System, and Emergency Alert System (EAS) are all avenues and means by which the warning process may be

initialized and continued. Current weather information and alerts are received over the NWS teletype circuit, Southern Linc radio network, and e-mail. Radio broadcasts are received over the NOAA weather radio system.

The National Warning System (NAWAS) is a nationwide dedicated telephone warning system which operates on the Local, State, and Federal levels of government. The focus of NAWAS is on technological and natural disasters: but, NAWAS still supports its original mission of serving as the primary nationwide warning system for enemy attack or accidental large scale military weapon discharge in/on the United States. When enemy attack is confirmed by the North American Aerospace Defense (NORAD) or a technological or natural disaster is imminent, a warning is simultaneously disseminated to 2000 warning points across the United States. The primary warning point for Baldwin County is the EOC. Back-up points are located at the National Weather Service (Mobile), and the Alabama State Trooper's Post in Mobile.

The television, internet, and radio news media can also aid in distributing essential information to the public. When time permits, print media may also be used. Social Media Outlets, such as Facebook & Twitter may also be used when time allows and manpower is sufficient. Pertinent emergency information, warnings, and any other relevant or necessary information will be provided via the aforementioned avenues.

When using social media outlets to disseminate information, the following should be considered:

- Brevity is essential in this endeavor, as the use of smart phones, tablets, etc., makes it necessary to include crucial information without overwhelming the reader/recipient.

- It is also important to note that while efficiency is critical when using social media outlets, sacrificing relevant content is not acceptable.

    - If there are any responses to distributed information, replies should be made, if at all possible, in a timely manner.

    - Social media profile pages, whether permanently maintained or set up for a specific incident, should include essential basic information and may be used to communicate routine announcements to the public, as well as emergency or incident related messages and statements.

Upon receipt of emergency information from the Baldwin County EOC, National Warning Center, State Warning Point, State Troopers, National Weather Service, or any other official and reputable source, the individual receiving the information will proceed with the following activities:

- Initialization of Warning:

    - Notify the EM Director or designated duty officer

- Disseminate messages and warnings as directed by the Standard Operating Procedures (SOPs), EM Director, or the designated duty officer

- Termination of Warning

  - All warning points will transmit the warning termination phase in the same manner as received

Task Assignments

General

- Determine communications unit personnel needs
- Advise on communications capabilities/limitation during preparation of the Incident Action Plan.
- Prepare and Implement the incident's radio communications plan
- Ensure the incident communications center and message center are established
- Ensure the communications systems are installed and tested
- Ensure an equipment accountability system is established
- Provide technical information as required on:
  - Adequacy of communications systems currently in operation
  - Geographic limitation on communication systems
  - Equipment capabilities
  - Amount and types of available equipment
  - Anticipated problems in the use of communications equipment
    - Alternatives and potential solutions to these problems
- Supervise communications unit activities
- Maintain records on all communications equipment, as appropriate
- Maintain Unit Log
- Notify appropriate officials when coordination of communications from the EOC appears necessary
- Coordinate with EOC staff and other dispatch centers to establish administrative and operation links with on-scene personnel

- Continue normal call-taking and emergency dispatch services as long as conditions allow
- Maintain records on all communications equipment as appropriate
- Ensure all equipment is tested and repaired
- Recover equipment from relieved or released units
- Coordinate with private providers of telephone service
- Maintain and enhance emergency radio systems and County telephone system to assure operational capability
- Secure authorization for emergency frequency use, as required
- Support on-scene and EOC operations by staffing the communications unit
- Evaluate and enhance communications capabilities in the EOC
- Acquire communications equipment and supplies as required for emergency operations
- Assure the integrity, operations, and maintenance of internal and external electronic mail, messaging, and communications systems

Emergency Management

- Activate the EOC and amateur radio resources as needed
- Activate and staff telecommunication positions, as needed
- Coordinate with external agencies to establish necessary communications

Actions

General

- Upon activation of ESF-2, the assigned ESF Coordinator should report to the EOC and accomplish the following tasks.
    - Develop a situation analysis establishing communications capabilities and limitations.
    - Assess the need for and obtain telecommunications industry support as required.

- Prioritize deployment of services based on available resources and critical needs.
- Coordinate communications support to all government, quasi-government, and volunteer agencies as required.
- Provide timely reports on the status of communications systems.
- Prepare and process reports using established procedures.

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations. The action list should be revised and reprioritized as the situation changes.
- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Mobilize resources and coordinate response for approved mission assignments.

Emergency Alert System

In the event of an impending or on-going threat to life or property is discovered or expected, the emergency alert system will be activated.

- Warning Messages - BCEMA will disseminate warning messages and other emergency messages or pertinent information via electronic mail (ListServ) and telephone.
  - Television, radio, print and social media may be used as well
- Designated Officials – Signatories to this plan may request activation of the EAS and make emergency public announcements, with the understanding such announcements will be made in coordination with the PIO; who will serve as the liaison between the media, public, and local government.
- Severe Weather - Requests for EAS activation for broadcast of severe weather bulletins are normally initiated by the National Weather Service via e-mail or Southern Linc Radio Network, but may be disseminated by other means, as needed. The EAS will be activated for all severe weather watches and warnings affecting Baldwin County.
- Other Local Emergencies – When any emergency situation (violent act, maritime, fire, industrial, transportation incidents, HAZMAT incidents, or other event) threatens life or property in Baldwin County, designated officials may elect to activate the EAS.

Activation Procedures

- SOPs should be followed for the activation process

- Authentication procedures should be utilized and followed
    - Use the following format (which is deliberately general in nature to allow for the uniqueness of each emergency situation, yet broad enough to ensure completeness):
        - This is Name, Title, and Office or Organization requesting activation of the Baldwin County Emergency Alert System. I authenticate as follows: give the proper authentication code word.
        - Describe the nature of the emergency, actions being taken, and provide appropriate instructions to the public.
        - Maintain communications link, if necessary, or advise station of time further contact will be made and of the method of contact (telephone, e-mail, etc.)

Broadcast Stations

- Upon receipt of an authenticated request for EAS activation, the primary participating station will begin recording all emergency messages and will broadcast the following announcement:
    - "WE INTERRUPT NORMAL PROGRAMMING BECAUSE OF A LOCAL EMERGENCY. IMPORTANT INFORMATION WILL FOLLOW."
    - Transmit the Emergency Alert System Attention Signal (FCC Rules and Regulations part 73, Subpart G, 73.906)
    - Broadcast the following message: "WE INTERRUPT NORMAL PROGRAMMING TO ACTIVATE THE OPERATIONAL AREA EMERGENCY ALERT SYSTEM AT THE REQUEST OF (BALDWIN COUNTY OFFICIALS) AT (TIME)."
    - BROADCAST EMERGENCY BULLETIN INFORMATION
    - Repeat information as often as necessary and include the source of information and the time information was received.
- All Baldwin County broadcast stations (both television and radio) will then perform the procedures outlined above.
- In order to prevent public confusion during periods of EAS activation, all broadcasts designated as official EAS messages will be clearly separated from news reports and other information gathered from other sources.

- Upon completion of the above EAS actions, stations will resume normal programming
    - Appropriate entries will be made in the station's operating logs of all significant events which required the use of EAS procedures to be implemented
- Upon receipt of a termination notice from a designated official, the participating stations will broadcast the following announcement:
    - "THIS CONCLUDES OPERATION UNDER THE OPERATIONAL AREA EMERGENCY ALERT SYSTEM. ALL INVOLVED BROADCAST STATIONS MAY NOW RESUME NORMAL BROADCAST OPERATIONS".
- Upon receipt of the above announcement from the primary participating station, other stations will rebroadcast the first sentence of the announcement

Tests

Regularly scheduled tests of the EAS are conducted by AEMA and the National Weather Service.

Implementation

EAS agreements should be revised, as needed. Participants should communicate on a regular basis to ensure cohesive partnerships and seamless operation when EAS is activated.

Recovery Actions

- Prepare electronic briefings on status of ESF-2 response operations and the status of communications systems.
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations.
- Prepare ESF-2 After-Action Report to identify lessons learned and improvement plans.

Continuing Actions

- Prepare phase-out schedule for additional resources being applied to mission.
    - Assess needs for recovery teams in the field and for direction and control.
- ESF-2 will begin planning the recovery process based on the following information.

- Accumulated communications damage information obtained from Field Teams, the telecommunications industry, the local EOC, and other city, county, or state agencies.

- Listing of all local communications assets available to support a recovery mission. Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort. Industrial resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition, and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.

Responsibilities

- Determine overall communications requirements to support response and short-term recovery operations.

- Coordinate unmet communications and equipment requirements with local and state agencies providing communications response support.

- Coordinate the activation of the EAS, if needed.

- Activate and operate the communications center at the EOC.

- Activate **Baldwin County Amateur Radio** Emergency Service if needed.

- Request deployment of the Region 1 communications support vehicle and/or the State Mobile Command Post if needed.

- ESF-2 will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).

- Establish and operate a message center in the EOC.

Support Agencies and Functions

As advanced readiness during a pending disaster situation increases and emergency conditions are implemented, each of these agencies will consider deploying an Emergency Communications Coordinator (ECC). Depending on the nature of the disaster, these coordinators may have multiple roles in supporting ESF-2 and other ESFs their agencies are tasked to support. During federally declared disasters, the state EMA may coordinate the deployment of FEMA communications vans commonly known as the Mobile Emergency Response Support (MERS).

Table 2-2 Support Agencies and Functions for ESF-2

Agency	Functions
Baldwin Co Call Center	**Provide resources/assistance as needed/requested**
Baldwin Co Sheriff's Office	**Provide coordination/assistance as needed/requested**
Emergency Communications E-911	**Provide coordination/assistance as needed/requested**
Alabama EMA Main (Southern Linc)	**Provide coordination/assistance as needed/requested**
Media	**Provide coordination/assistance as needed/requested**

The following assets are of critical importance to providing communications to an area during the initial 12-hour response.

- Mobile or transportable communications equipment
- Multi-channel radio systems
- Base station and hand-held portables
- Trained installation and operations personnel available for field deployment

Support for Field Activities

Mobile ham radio operators can be dispatched to shelters to provide communications links. These volunteers have a significant capability to provide assistance with emergency public communications during major disasters.

Administration

General

- The Communications Unit will be activated and coordinated by the Logistics Section Chief during EOC operations

- Staff support and equipment shall be provided by county departments and other emergency service agencies within the county

- Communications activities including phone logs, damage reports, requests for assistance, etc., will be documented and will (along with the Incident Action Plan) become part of the Permanent Incident Record

- None of the information contained in this ESF is intended to supersede ANY of the SOPs currently implemented and maintained by any of the participating departments, organizations, and agencies.

Equipment Maintenance and Systems Testing

- Maintenance of the communications equipment will be the responsibility of the organization owning the equipment

EOC Checklist for ESF-2 (Communications)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Computer Information System
Baldwin County Call Center

Actions

Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phases and should include the following:

- A general description of the situation as it pertains to ESF-2 and an analysis of the ESF's operational support requirements.
- A prioritized listing of significant actions that ESF-2 will initiate to provide operational support.
- Determine the level of response required by ESF-2 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, prepare a list of objective-based priority actions to support lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
- Contribute information for briefings on status of ESF-2 response operations and the status of the communications systems to ESF-5.

In addition:

- Track expenditures concerning operations and submit these to Administration and Logistics Section during, and/or after terminating operations.
- Ensure accurate and timely information is entered into the knowledge base.
- Ensure communications and services are provided to the EOC staff as required.
- Ensure accurate and timely information is retrieved from the knowledgebase and delivered to the public.
- Support communications and computer needs/requirements to maintain EOC functions.
- Prepare an After-Action Report to identify lessons learned and improvements.
- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Mobilize resources and coordinate response for approved mission assignments.

Amateur Radio (HAM) Operations Actions:

- Obtain situation status information and response activities for the EOC
- Provide secondary backup communications to assist shelter operations
- Assist the EMA in disaster emergency response in order to meet the needs of the County

Checklist Items

Activation Phase

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director.
- ☐ Clarify any issues you may have regarding your authority and assignments, and what others do in the organization.
- ☐ Obtain an updated SITREP and use this information to periodically brief additional staff, including HAM operators.
- ☐ Activate workstation and review position responsibilities. (See Computer Logon procedures)
- ☐ Ensure that the Section is set up properly and personnel, equipment and supplies are in place.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- ☐ Assist with establishing the EOC Communications Center:
  - Verify that there is appropriate equipment and supplies.
- ☐ Assist with determining communications equipment needs.
- ☐ Establish contacts with external radio and communications providers for emergency equipment needs.
- ☐ Notify EOC personnel of any restrictions of radio frequencies, phone lines, and fax lines.
- ☐ Establish an inventory of all usable communications units and their locations. (i.e.., portables, base stations, amateur radios, cell phones, mobile units, etc.)
- ☐ Inventory and locate all batteries and chargers for portable support.
- ☐ Determine if all systems are intact and/or operational (parts of systems may be down).
- ☐ Identify top priority communications needs and brief Logistics Support Chief.
- ☐ Identify key locations that might need additional communications units (i.e. portables, amateur radios, packet radios, etc.).

- ☐ In the event of long term power outages, determine alternative locations and procedures for charging and re-supply of portable batteries.
- ☐ Are there dead spots or locations where communications are poor or weak? Determine if relay locations would solve the problem.
- ☐ Determine the need for additional telephones and/or lines to support EOC or field command sites.
- ☐ Provide additional personnel to man communications sites as needed.
- ☐ Provide situation and resources information through the Logistics Section Chief to the Planning Section on a periodic basis or as the situation requires.
- ☐ Share status information through the Logistics Section Chief with other sections as appropriate.
- ☐ Maintain appropriate administrative and fiscal records.
- ☐ Ensure that the group is supporting other elements consistent with priorities established by Operations Chief.
- ☐ Determine financial and administrative support needs.
- ☐ Brief Logistics Section Chief/Operations Desk on major problem areas that now need or will require solutions.
- ☐ Conduct periodic briefings for your group. Ensure that all organizational elements are aware of priorities.
- ☐ Monitor external communication capabilities.
- ☐ Keep the Logistics Section Chief and Operations Chief informed of system failures and restoration activities.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare a briefing for the Operational Chief during operational benchmarks or as requested.
- ☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.
- ☐ Notify the operations Chief or Branch Director if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:

- Fully brief your relief on events and status of actions being taken.
- Give all logs and records to your replacement.

☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.

☐ If leaving the EOC, sign out on the EOC sign in/out log and make notation on the sign in/out board.

Demobilization

☐ Complete all required forms, reports and other documentation. All forms and position logs to be submitted to the Planning Section prior to your departure.

☐ If another person is supposed to relieve you, ensure that you contact them before you leave your workstation.

☐ Be prepared to provide input to the after-action report.

☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.

☐ Leave a forwarding phone number where you can be reached.

ESF-3

Baldwin County Emergency Operations Plan

Emergency Support Function-3

Public Works and Engineering Annex

Primary Agencies

- Baldwin County Engineer
- Baldwin County Highway Department

Support Agencies

- County and Municipal Water Authorities and Public Works Departments
- Baldwin County Forester
- Baldwin County Sheriff's Office
- Baldwin County Planning and Zoning Department
- Alabama Department of Public Health
- United States Army Corps of Engineers (USACE)

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), conduct electronic briefings, request mission assignments, receive consolidated SITREPS

- **ESF-1 (Transportation) and ESF-11 (Agriculture and Natural Resources):** assist in debris clearance and transportation of potable water and food to areas that do not have operating water supply systems or are without food. Provide signs and barricades for closed roads

- **ESF-13 (Public Safety and Security):** coordinate access and traffic control

Introduction

Purpose

The purpose of this annex is to provide guidance for the provision of emergency technical advice, evaluations, and engineering services to assure the safety of emergency responders and the public. The continuation and restoration of public works systems would be critical to the continuation of operations for many departments and organizations to achieve the necessary standard of operation to aid in recovery missions. This may include construction management and inspections, emergency contracting, emergency repairs of wastewater and solid waste facilities.

Scope

The scope of this Annex is to address those critical public works and engineering functions not described in more detail in other annexes or appendices.

Situation and Assumptions

Situation

Baldwin County contains many infrastructure networks which serve to provide the necessities of utilities, ways and means of travel, and lifesaving services. Any infrastructure system interruption or damage can be life threatening, but the risk to the system drastically increases in the event of a disaster.

Assumptions

- County resources will be severely limited in meeting the need for public works and engineering services in a major disaster.
- County and local governments in the immediate disaster area will need assistance in clearing debris, performing damage assessments, structural evaluations, and emergency repairs to public facilities, and meeting basic human health needs.
- Ground, air, rail, and water routes must be provided to allow access to disaster areas.
- Emergency road and airstrip debris clearance and repairs will have top priority to support immediate lifesaving emergency response activities.
- For County wide disasters the Unified Command System will be activated at the EOC.

- Equipment and manpower resources excess to area needs will be made available for mutual-aid support.

- Utility companies will support any mass operations and missions necessary to assist in EFF-3 functions.

- Utility services (water, gas, electricity) should be reduced to sustain critical operations. Branch lines serving totally evacuated portions of the hazard area (attack hazard) should be shut down.

- County resources will be deployed to inspect, repair and restore publicly owned critical facilities to the degree possible.

- Privately owned buildings serving the public may be declared unsafe by the County but detailed structural inspections and repair plans will be the responsibility of the building owner utilizing in-house or contracted resources.

- In an emergency, damage inspections will err on the side of caution and safety. If a structure appears unsafe, it will be vacated until a detailed inspection demonstrates its safety or repairs are made.

- Significant numbers of personnel with engineering and construction skills, along with equipment and materials, may be required from outside the disaster area.

- Analysis of Public Works and Engineering capabilities will have a direct impact on the need for emergency services addressed in other Emergency Support Functions contained in this plan. If inspection, construction, restoration, and repair activities cannot be completed, the need for provision of health and human services will increase and be required for extended periods.

- Rapid damage assessment of the disaster area will be necessary to determine potential workload.

- Emergency environmental waivers and legal clearances will be needed for disposal of materials from debris clearance and demolition activities.

- Legal requirements that delay the securing of contractors or purchasing of materials may be waived.

- Large numbers of skilled personnel, engineers, construction workers, equipment operators, etc., with construction equipment and materials may be needed from outside the disaster area.

- Support services for all personnel and equipment may have to be provided from outside the disaster area.

Organization

General

For emergencies that do not exceed local capability political subdivisions will use all local manpower, equipment and material available to carry out requirements for engineering services, debris clearance, damage survey, maintenance and repair of local roadways and construction of parking facilities, trailer parks, expedient shelters, and the upgrading of shelters. The day-to-day engineering department organizational structure should remain intact during a major emergency. When all local engineering resources have been exhausted, it will be the local responsibility to request activation of and assistance from the EOC.

County

Unless otherwise specified, responsibility for Public Works & Engineering functions outlined in this Annex rests with the Baldwin County Director of Public Works. Upon activation of the EOC, County departments will coordinate with and assist cities and service districts at the direction of the Unified Command established at EOC. Once a County disaster declaration has been made, additional resources may be requested from the State.

Municipalities

Municipal public works and engineering agencies will be responsible for providing such initial services in their cities to include reporting damages to the public works infrastructure. When the EOC is activated, the support will be provided by ESF-3 under the direction of the Unified Command System.

Support Agencies

Public and private public works and utilities will be tasked with the following responsibilities:

- Provide personnel for the damage assessments and restoration of the water supply
- Provide personnel for the damage assessments and restoration of sewage treatment
- Provide damage assessment for beaches, shores, parks, and recreation areas
- Provide personnel for the review of contaminant or pollutant discharge

The Department of Public Health in Baldwin County will be tasked with the following responsibilities:

- Coordinate the restoration of potable water
- Coordinate the location and provision of potable water

The Baldwin County Forester, or representative(s) from the Alabama Department of Forestry, will be tasked with the following responsibilities:

- Provide manpower and equipment to support public works and infrastructure needs.

The representative(s) for Baldwin County Natural Resources and Conservation &/or Alabama Department of Environmental Management will be tasked with the following responsibilities:

- Identify ecologically sensitive areas
- Provide watercraft support
- Provide assistance with identifying any risks to natural resources brought on by the disaster

State Government

State agencies will assist in the evaluation of state owned infrastructure damage and will provide information to BCEMA to be included in damage reporting. State agencies may provide resources to evaluate damage and make repairs to public works projects and assist in debris removal and disposal.

Federal Agencies

The Department of Defense has designated the United States Army Corps of Engineers (USACE) as its operating agency for planning, preparedness, and response under ESF-3. The USACE may perform structural evaluation, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for firefighting or potable water for human health needs as outlined in ESF-11 (Food & Water).

Since access to disaster areas will be dependent upon the re-establishment of ground routes, a top priority will be given to completion of emergency road clearance or repair. USACE will perform work under Public Law 84-99 and other USACE authorities when applicable. Other Federal agencies that may provide support to ESF-3, as outlined in the Federal Response Plan, include:

- Department of Agriculture
- Department of Commerce
- Department of Energy
- Department of Health & Human Services, Public Health Service
- Department of the Interior
- Department of Labor
- Department of Transportation
- Department of Veterans Affairs
- Environmental Protection Agency
- General Services Administration
- Tennessee Valley Authority

Concept of Operations

General

Emergency public works and engineering operations may be required to support emergency operations to provide critical services, assure the safety of responders and victims, and maintain services for public health. If the emergency is localized and can be managed through the field Incident Command System, the command and control element will remain in the field. If the incident exceeds this capability and ESF-3 support is needed from the EOC, the Incident Commander will request activation of the EOC. BCEMA has the authority to activate the Unified Command System. This activation will require the elected official or designated representative of the impacted jurisdictions to report to the EOC to provide support to the Unified Command.

Specific

Goals:

- Create a county public works response which provides for the command, control, and coordination of public works planning, operations, and mutual aid.
- Coordinate the dispatch and use of public works resources and provide the means of coordination among response organizations.
- Provide a system for the receipt and dissemination of information, data, and directives pertaining to emergency response activities among public works organizations.
- Prescribe a procedure for the inventory of public works personnel, facilities, and equipment.
- Collect and disseminate information and intelligence relating to public works and engineering for disasters or emergencies, either existing or pending.

Emergency public works and engineering may include:

- Emergency clearance of debris for reconnaissance of the damage areas and passage of emergency personnel and equipment for lifesaving, life protecting, health and safety purposes
- Temporary construction of emergency access routes which include damaged streets, roads, bridges, waterways, airfields, and any other facility necessary for passage of rescue personnel

- Emergency restoration of critical public services and facilities including temporary restoration of water supply and wastewater systems, and the provision of water for firefighting

- Emergency demolition or stabilization of damaged structures and facilities designated by State or local government as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations

- Technical assistance and damage assessment, including structural inspection

- Support to other ESF operations as outlined in the plan.

Execution of Operations

- Upon activation of the Unified Command System, the EOC will identify the emergency situation, mission to be accomplished, and possible resource requirements.

- The EOC will evaluate needs and determine availability of resources and lead agencies. Requests for State or Federal assistance will be forwarded to Alabama Emergency Management Agency.

- On determination that a resource is available, the resource will be deployed to the scene to offer such assistance as is within the realm of the resource's conceivable and determined ability.

- In providing services that require special licensing or certification, care will be taken to assure that the IC is provided necessary technical assistance to determine the best course of action.

- Under no circumstances, will county resources be deployed in any way that goes against the better judgment of the responding technical expert.

Direction and Control

Coordination

Overall coordination of ESF-3 will be initially exercised from the EOC. Primary and support agency representatives will meet on a daily basis (at a minimum) to provide information on current status, problems, and short and long term plans.

Executive Actions

The Baldwin County Commission will be located at the Baldwin County EOC in close proximity to the Unified Command Conference Room and will mutually establish direction and control for public works personnel and equipment during emergencies; the Public Works Officer and city/county Engineers should coordinate operational direction and control of their respective crews.

- The Baldwin County Commission will monitor public works and engineering activities being accomplished and problems encountered to support requests for additional assistance or implement emergency measures.

- The designated Baldwin Director of Public Works will have overall responsibility for ESF-3 and will coordinate public works and engineering services.

Lines of Succession

Lines of succession to ESF-3 Coordinator are according to the Standard Operating Procedures established by the Baldwin County Public Works Director.

Task Assignments

- Determine priorities for inspection of critical facilities.

- The Public Services Coordinator/Engineering Services Coordinator should be responsible for:

    - Debris removal

    - Shelter upgrading

    - Damage assessment

    - Restoring vital services

  - Support evacuation efforts
  - Keeping roads, bridges, and key facilities open

- The ESF-3 Coordinator will be responsible for coordinating with utility companies and other private organizations and agencies to ensure adequate water, gas, electricity, etc. are available to meet increased demands of an evacuation.

- The primary responsibility for coordinating shelter upgrading operations is a joint activity to be completed by ESF-3 (Public Works) and ESF-6 (Mass Care).

  - The massive scope of this task will require a concerted effort on the part of public and private agencies and organizations. Each of those individuals should serve on the EOC staff.

- All State Highway District Office resources will be available for local use during a disaster or catastrophic event.

- County Commissioners should furnish maximum resources in their respective districts to facilitate public congregate care/shelter upgrading.

- The Public Information Officer should disseminate Environmental Protection Information material, as needed, and provide support for soliciting earth-moving equipment and operators from private sources.

- The Emergency Welfare Services personnel and Shelter Managers should assist in obtaining volunteers from the relocated population to assist in shelter upgrading in Baldwin County reception areas.

- Determine whether buildings are habitable and usable for their intended purpose.

- Assign Damage Assessment Teams to determent structural integrity of bridges.

- Inspect public buildings to be used as shelters.

- Inspect commercial and residential properties.

- Issue permits to facilitate essential repairs.

- Provide for on-going inspection of emergency repairs

- Assign damage assessment teams to conduct visual/TV survey on key facilities and special structures related to sanitary sewer and surface water conveyance/treatment systems.

- Prioritize corrective actions for identified defects.
- Provide information to the Public Information Officer to educate public and regulatory agencies of structural failures which compromise permit compliance.
- Restore service, (emergency repairs) insure compliance with state/federal discharge permits.
- Facilitate and monitor permanent repair of damaged system components.
- Record and initiate mitigation opportunities where possible.
- Assist in the analysis of damage to water and sewer systems; analyze financial impact and identify resources to provide alternate systems.
- Serve as primary liaison with public and private utility providers to assure prompt restoration of services.

Actions

- Upon activation of ESF-3, the assigned ESF Coordinator should report to the EOC and accomplish the following tasks
    - Develop a situation analysis establishing communications capabilities and limitations.
    - Assess the need for and obtain telecommunications industry support as required.
    - Prioritize deployment of services based on available resources and critical needs.
    - Coordinate communications support to all government, quasi-government, and volunteer agencies as required
    - Provide timely reports on the status of communications systems
    - Prepare and process reports using established procedures
- Prepare electronic briefings on status of ESF-3 response operations and the status of public works and engineering activities and status of operations
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations. The action list should be revised and reprioritized as the situation changes.

- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.

- Verify inventories of available resources and provide them to ESF-5 (emergency Management), when requested.

- Catalog private contractors and resources and procedures for procurement of these resources

- Establish communication with appropriate field personnel and ensure readiness for timely response

- Pre-position resources, when possible, to ensure response and resources will be adequate to the situation at hand.

- Relocate any resources away from the potential disaster/incident are to the nearest staging area, when possible and appropriate.

- Commit equipment, personnel, and any other necessary resource to the county to be utilized in accordance with response and recovery goals and efforts.

    - Coordinate the location, restoration, and provision of potable water

    - Provide for and properly plan for the need to review strategies for pollutant discharge prevention

    - Coordinate sewage treatment restoration and issue resolution

- Mobilize resources and coordinate response for approved mission assignments.

- Identify ecologically sensitive areas

- Coordinate the location, restoration, and provision of potable water

- Provide for and properly plan for the need to review strategies for pollutant discharge prevention

- Coordinate sewage treatment restoration and issue resolution

Recovery Actions

- Prepare electronic briefings on status of ESF-3 response operations and the status of key resources and critical infrastructure.
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations.
- Prepare ESF-3 After-Action Report to identify lessons learned and improvement plans.

Continuing Actions

- Prepare phase-out schedule for additional resources being applied to mission.
    - Assess needs for recovery teams in the field and for direction and control.
- ESF-3 will begin planning the recovery process based on the following information.
    - Accumulated damage information obtained from those in the field, the incident commander, the local EOC, and other city, county, or state agencies.
- Listing of all local assets available to support a recovery mission
    - Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort
    - Industrial resources may also be considered for availability and effectiveness
        - Furthermore, availability, operational condition, and duration of need must be considered
    - The logistical requirements necessary to obtain critically needed equipment will also be evaluated
- Prepare ESF-4 After-Action Report to identify lessons learned and improvement plans

Responsibilities

ESF- 3 shall coordinate with the primary agency all support agencies in directing public works and prioritizing service and resource needs. There are a number of public, private, and volunteer organizations that may assist in the delivery of public works services. Coordination with public and private organizations, departments, service providers, volunteer programs, and other contract resources may be required.

- If staging or resources is possible before the arrival of the hazard (hurricane, flood, hazardous materials incident, etc.), the ESF-3 Coordinator will plan and deploy public works resources required for the maintenance and repair of essential services, facilities, and systems.

    - This task is time-sensitive and is dependent upon the arrival time of the hazard. A high priority will be given to this task and coordination with local government is essential to identify resource requirements.

- Initially ESF-3 resources working in coordination with equipment and manpower in ESF-1 (Transportation) may be a more effective use of resources to perform tasks such as clearing roads.

- ESF-7 (Logistics Management and Resource Support) and ESF-14 (Long-Term Community Recovery) will supply information to the BCEMA pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local and state resources.

- ESF-3 will use personnel and resources from its coordinator and primary and support agencies to respond to mission assignments related to emergencies.

- ESF-3 will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).

- Additional resources available at other ESFs may be coordinated and mobilized to support ESF-1 mission.

- When requests begin to exceed the county ESFs' capability to respond, additional resources (i.e. state agencies, contractual agreements, and mutual aid agreements) will be mobilized. All personnel and resources mobilized by ESF-3 will remain under the direction of BCEMA, unless otherwise notified.

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
AL Department of Transportation	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
Baldwin Co Highway Dept	Provide resources/assistance as requested/available
Baldwin County Sheriff's Department	Control traffic and support local law enforcement activities Report movement control information to BCEOC
EMS – North Baldwin/Medstar	Provide resources/assistance as requested/available

Administration

Staff support for the EOC and equipment shall be provided by county departments and other emergency service agencies within the county.

Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

EOC Checklist for ESF- 3 (Public Works and Engineering)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Engineer / Highway Department

Actions (Engineering)

- Maintain liaison with all maintenance area barns/supervisors.
- Maintain liaison with all utility service providers.
- Ensure evacuation routes are clearly marked and roads are free from obstruction/road construction debris.
- Provide engineering services and expertise for emergency construction projects.
- Participate in damage assessment efforts.
- Coordinate the use of private sector engineers and other construction materials, equipment, and labor needed for emergency operations.
- Undertake emergency response activities involving roads and provide material and equipment for road closures.
- Maintain and clear streets and bridges for public safety activities.
- Close streets and route evacuation and emergency response traffic (traffic control is the responsibility of law enforcement).
- Participate in debris removal efforts to support public safety activities and recovery efforts.
- Provide heavy equipment, trucks, and personnel to support emergency operations.
- Implement the Debris Management Plan
- Work in conjunction with BCEMA to formulate damage assessment reports into project application worksheets.

Actions (Public Works)

- Coordinate utility support during emergency operations.
- Request unilateral support from all utility companies to assist in restoration operations.
- Identify critical facilities for prioritization in restoration of those operations.
- Prioritize other repairs based on infrastructure needs.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the EOC Operations Chief or designated Branch Director.
- ☐ Clarify any issues you may have regarding your authority and assignments, and what others do in the organization.
- ☐ Obtain a situation briefing.
- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Ensure that the equipment and supplies are in place and are set up properly and are in working order.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase (Public Works & Water)

- ☐ Provide utilities support.
- ☐ Determine which water utility emergency measures are needed:
  - Identification of critical facilities.
  - Identification of service disruptions.
  - Prioritizing of repairs.
- ☐ Utility failure, depending on the time of year and weather conditions, may require immediate emergency measures. Areas of concern that must be coordinated are:
  - Disconnect/disruption of service.
  - Prioritization of returning service.
  - Coordination of returning service.
  - Above, below ground repairs that impact transportation routes.
- ☐ Determine extent of damages to the utility.
- ☐ Obtain status of recovery and current operations.
- ☐ Ensure that all information on system outages is consolidated and provided to the Planning Section.
- ☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- ☐ Determine status and need for distribution and maintenance of the system.
- ☐ Coordinate restoration activities.

- ☐ Provide the Public Information Officer with the following emergency public information details:
  - Area(s) affected.
  - Actions government is taking.
  - Estimate length of time before utility will be restored.
  - Information on alternate resources (electricity/generators).
  - With telephone out, how to get assistance.
  - Provide information on energy conservation measures (conserve water usage plan, burning, fires, etc.).
- ☐ Continue monitoring situation for needs and assistance.
- ☐ Prepare briefings for the Operational Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your work station.

Operational Phase (Engineering)

- ☐ Determine which engineering services/public works emergency measures are needed:
  - Repair to facilities, roads, bridges
  - Debris Clearance
  - Road clearance
  - Coordination with Utilities
  - Flood control/Water over Road
  - Traffic control
  - Damage Assessment
- ☐ Determine the status of all planning, and public works facilities, equipment and forces.
- ☐ Contact the Baldwin County Highway Department to determine status of roadways, equipment and forces.
- ☐ Provide engineering services/public works support.
- ☐ Coordinate and advise on the removal of debris and wreckage to permit vehicular access or movement and on cleanup.
- ☐ Supports traffic control points.
- ☐ Monitor safety issues with utilities.
- ☐ Coordinate with Baldwin County Highway Department Area Supervisors, the Baldwin County Building Department, and the BCEMA on damage assessment.
- ☐ Provide public works assets including equipment, barricades, etc.

- ☐ Provide evacuation support.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief your relief on events and status of actions being taken.
  - Give all logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out on the EOC sign in/out log and make notation on the sign in/out board.

Demobilization

- ☐ Authorize demobilization of organization elements within the Unit when they are no longer required. Ensure that any open actions are handled by the Section or transferred to other EOC elements as appropriate.
- ☐ Deactivate the Public Works / Engineering positions and complete all required forms, reports and other documentation when authorized by the Operations Chief.
- ☐ Forward all forms and position logs need to be submitted to the Operations Chief prior to departure.
- ☐ If another person is supposed to relieve you, ensure that you contact them before you leave your workstation.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-4

Baldwin County Emergency Operations Plan

Emergency Support Function-4

Firefighting Annex

Primary Agencies

- Baldwin County Fire Departments

Support Agencies

- Baldwin County Health Department
- Baldwin County Highway Department
- Baldwin County Sheriff's Office
- Alabama Law Enforcement Agencies
- Alabama Emergency Management Agency
- Alabama Forestry

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), conduct electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF- 15 (Public Information):** provide information to the media and to the public
- **ESF-3 (Public Works and Engineering):** debris removal to open routes for fire apparatus to conduct operations
- **ESF-13 (Law Enforcement):** coordinate access and traffic control

Introduction

Purpose

Coordination of fire and rescue activities is necessary to ensure the safety of life and property during emergency situations. This annex will review the process of and methods for this type of coordination.

Scope

County program assistance under this ESF-4 includes actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, other counties, and established recognized standards of fire-fighting methods. ESF-4 plans and coordinates operations in response to fire emergencies. These operational actions include the following:

- Actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires which have become or threaten to become disasters

- Services will be in accordance with mutual aid compact agreements with local governments, private industry, other counties, and established recognized standards of fire-fighting methods

- Provision of fire suppression assistance under the Stafford Act will be made in accordance with the Federal/State Agreement for Fire Suppression

Situation & Assumptions

Situation

Fire Prevention and Control and Rescue Operations are daily problems faced by fire services personnel. These problems become more significant and more intensified in magnitude during emergency situations and disasters. Several hazards present difficulties with regard to fire protection; including terrorism, conflagration, forest fires, nuclear attack, and hazardous materials accidents. Response development and planning should be undertaken in the following situations:

- Disasters and emergencies vary widely in scope, degree of devastation, and threat to human life

- In situations that involve structural collapse, large numbers of people may require rescue and immediate medical care
    - Because the mortality rate among trapped victims rises dramatically after 72 hours, Urban Search and Rescue procedures must be initiated without delay
- During response rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities
    - Such damage can create environmental safety and health hazards, such as downed power lines, and hazardous material generated from debris
- Terrorism, secondary and tertiary events, and/or other hazards (such as fires, landslides, flooding, and hazardous materials releases), may compound problems and threaten both disaster victims and rescue personnel
- Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel

Assumptions

Response priorities for fire operations within Baldwin County and involving fire response agencies and personnel from within and outside Baldwin county will be to first preserve and protect life, and then to preserve and protect property. When protecting property, special emphasis should be given to the following:

- Protection and preservation of public facilities
- Facilities and materials necessary for survival
- Facilities and materials vital to the wellbeing of the environment
- Storage facilities for fuels supplies

To the extent possible, control over local firefighting resources will remain at the local level. Requests for additional firefighting and search and rescue resources will be made in accordance with existing mutual aid agreements.

Organization

An Emergency / Disaster operation for fire agencies is a function of implementing the Incident Command System. When an emergency/disaster is declared and this plan is implemented and the EOC is activated ESF-4 Coordinator designated representative will report to or be in contact with the EOC; other supervisors will operate from their normally assigned duty areas.

The ESF-4 Coordinator is responsible for coordinating all emergency fire and hazmat responses. Each fire organization will maintain authority within its own jurisdiction. Routine operations will be handled by standard procedures. State and Federal support will be called upon as needed with requests channeled through the Chairman of the County Commission or Mayors of municipalities as appropriate.

Concept of Operations

Emergency fire-fighting operations will be initiated by local fire agencies to the full extent of their resource capabilities, including the use of resources available under the mutual aid agreements. Command of fire operations will be in accordance NIMS and the Incident Command System.

Fire and Rescue departments/divisions should establish inner and outer perimeters of a disaster scene. A strict policy of limited access to the disaster area should be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area should be requested through the established command posts. Additional details concerning response actions required by Fire and Rescue should be located in Department/Agency SOPs independently of the EOP. The following operational concepts are specific to ESF-4:

- The ESF-4 Coordinator will coordinate all wildfire suppression efforts during disaster periods
- Response coordination is conducted from the EOC
- The Mayor/County Commission Chairman may declare a wildfire emergency if a large number of wildfires are occurring and spreading fire from forests to homes and towns and threatening property and human life
- Requests for out-of-state non-fire assistance will be coordinated through the Alabama Emergency Operations Center

The following goals have related objectives, tasks, and procedures specified in this ESF:

- To create a firefighting response which provides for the command, control, and coordination of fire-fighting emergency operations and mutual aid
- To coordinate the dispatch and use of fire-fighting resources and means of coordination with federal and local government.
- To provide a system for receipt and dissemination of emergency information, data, and directives pertaining to activities among fire-fighting organizations.

- To prescribe procedures for the inventory of fire-fighting facilities and equipment
- To collect and disseminate information and intelligence related to fire fighting for disasters or emergencies, either existing or pending.
- To pre-plan distribution and allocation of resources in support of the overall fire-fighting mission.

Emergency fire-fighting and rescue operations may include:

- Rescuing persons threatened by the fire or building collapse
- Controlling and suppressing fire to prevent its spread to surround areas
- Taking immediate action to mitigate fire hazards to prevent ignition
- Determining hazard areas, warning and evacuating the public from hazard areas and assisting in crowd and traffic control at the scene of a hazardous material, major conflagration, or terrorist incident involving chemical, biological, explosive or incendiary incidents
- Response
    - Provide fire control
    - Conduct rescue operations
    - Provide radiological protection support within level of training
    - Provide HAZMAT response within department/division SOPs and level of training
    - Provide backup communications for shelter operations
    - Support other public safety operations
    - Provide traffic and crowd control, if possible and as needed
- Recovery
    - Perform fire inspections when it is the responsibility of the department/division.
    - Decontaminate, as required, within available resources and level of training
    - Continue response operations, if needed

- Assist with / in the damage assessments

Execution of Operations

Response will be based on Level 1 through 4 as follows:

- Level Four: Incident Command System is necessary to direct and control emergency response forces at an incident site. Incident Command Post and staging areas established. Incident Commander able to control emergency without additional assistance or Emergency Operations Centers (EOC). Incidents involving spills, leaks, or fires of small amounts of fuel, oil or other materials that can be managed using equipment available to first responder operations level, such as (Self Contained Breathing Apparatus) SCBA.

- Level Three: Resources that are immediately available to Incident Commander are exhausted. The EOC is activated to manage and coordinate related, multiple, low level emergencies in different locations. Some precautionary evacuation may be necessary. Incidents involving hazardous chemicals require the use of any kind of specialized protective equipment beyond use of SCBA and/or Structural Firefighter's Protective Clothing (SFPC), special tools or knowledge beyond the normal scope of first responders.

- Level Two: The EOC is activated. State response and management resources may be needed to assist local and regional response. Local area evacuation and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at state and local level are coordinating resources. Incidents involving hazardous chemicals are the same as Level Two.

- Level One: The EOC is activated. This is the worst case scenario for a disaster. All local, regional, state, and federal response and management resources are needed to handle a disaster. Wide area evacuation and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at all government levels are coordinating resources.

On-scene fire operations will be carried out using the Incident Command System.

The EOC will serve as the Unified Command Center following the ICS Model for all-Level 1 and Level 2 Emergencies. Fire and rescue staff will coordinate acquisition and deployment of resources from the EOC.

Direction and Control

The ESF-4 Coordinator is responsible for coordinating all emergency fire and hazmat responses. Each fire organization will maintain authority within its own jurisdiction. Emergency &/or disaster fire operations may be directed from the EOC by the ESF-4 Coordinator or his representative in coordination with the on-scene command post. Routine operations will be handled by standard procedures. State and Federal support will be called upon as needed with requests channeled through the Chairman of the Baldwin County Commission or Mayors of municipalities as appropriate. State and Federal support will be called upon as needed with requests channeled through the EOC.

Lines of Succession: Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

Task Assignments

The Emergency Support Function Coordinator will:

- Coordinate fire and rescue service response to address the needs at the scene of the emergency or disaster and further protective fire emergency prevention measures are or will be in place for the remainder of Baldwin County

- Analyze fire and rescue service resource needs and request assistance and provide input into the Incident Action Plan

- Provide information regarding the status of fire operations to other ESF Coordinators

- Assign liaison to work with fire officials from other affected jurisdictions

- Coordinate with County Public Information Officer for dissemination of fire related warning and emergency information

- Coordinate with Emergency Support Function-3 Public Works and Engineering the placement of barricade material

- Coordinate with Emergency Support Function-3 Public works and Engineering the need for debris removal to open routes for fire apparatus to conduct operations

- Coordinate with Law Enforcement for traffic control and access control and warning support

- Determine if there is need for critical incident stress services and coordinate this need with Emergency Support Function-8 Health and Medical Services

- Prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the Incident Record

- Supervise the demobilization of resources and close-out of disaster operations

Actions

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations. The action list should be revised and reprioritized as the situation changes.

- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.

- Verify inventories of available resources and provide them to ESF-5 (emergency Management), when requested.

- Establish communication with appropriate field personnel and ensure readiness for timely response

- Pre-position resources, when possible, to ensure response and resources will be adequate to the situation at hand.

- Relocate any apparatuses and resources away from the potential disaster/incident are to the nearest staging area, when possible and appropriate.

- Commit equipment, personnel, and any other necessary resource to the county to be utilized in accordance with response and recovery goals and efforts

- Mobilize resources and coordinate response for approved mission assignments.

- Identify ecologically sensitive areas

- Coordinate the location, restoration, and provision of potable water

- Provide for and properly plan for the need to review strategies for dealing with potential secondary and tertiary events

Recovery Actions

- Prepare electronic briefings on status of ESF-4 response operations and the status of fire service activities and status of operations
- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations
- Prepare ESF-4 After-Action Report to identify lessons learned and improvement plans

Continuing Actions

- Prepare phase-out schedule for additional resources being applied to mission
    - Assess needs for recovery teams in the field and for direction and control
- ESF-4 will begin planning the recovery process based on the following information:
    - Accumulated casualty and damage information obtained from those in the field, the incident commander, the local EOC, and other city, county, or state agencies
- Compile a list of all assets available to support a recovery mission
    - Other volunteer and local agencies with communications assets may be requested to contribute assets to the response effort
    - Industrial resources may also be considered for availability and effectiveness
        - Furthermore, availability, operational condition, and duration of need must be considered
    - The logistical requirements necessary to obtain critically needed equipment and additional personnel will also be evaluated
- Upon activation of ESF-4, the assigned ESF Coordinator should report to the EOC and accomplish the following tasks:
    - Develop a situation analysis establishing capabilities and limitations
    - Assess the need for and obtain additional resources and support, as required
    - Prioritize deployment of services based on available resources and critical needs

- Coordinate communications support to all government, quasi-government, and volunteer agencies as required
- Provide timely reports on the status of the situation, personnel, and equipment
- Prepare and process reports using established procedures

Responsibilities

ESF-4 shall coordinate with the primary agency and all support agencies in directing resources and prioritizing firefighting service needs. There are a number of public, private, and volunteer organizations that may assist in the delivery of resources to support these services. Coordination with these service providers, volunteer programs, and other contract resources may be required.

- ESF-7 (Logistics Management and Resource Support) and ESF-14 (Long-Term Community Recovery) will supply information to the BCEMA pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local and state resources.
- ESF-1 (Transportation) will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS)
- ESF-4 will use personnel and resources from its coordinator and primary and support agencies to respond to mission assignments related to emergencies.
- Additional resources available at other ESFs may be coordinated and mobilized to support ESF-4 mission.
    - When requests begin to exceed the county ESFs' capability to respond, additional resources (i.e. state agencies, contractual agreements, and mutual aid agreements) will be mobilized.
- Coordinate the activation of the EAS, if needed
- ESF-2 (Communications) will assist with reporting and status updates: this includes the preparation of electronic briefings and Situation Reports (SITREPS).
- If staging or resources is possible before the arrival of the hazard (hurricane, flood, hazardous materials incident, etc.), the ESF-4 Coordinator will plan and deploy firefighting and rescue operations resources required for the preservation of life and protection of property
    - This task is time-sensitive and is dependent upon the arrival time of the hazard

- A high priority will be given to this task and coordination with local government is essential to identify resource requirements

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
Baldwin County Highway Department / ALDOT	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
Baldwin County Health Department	Provide assistance and resources, as needed
Baldwin County Sheriff's Department	Control traffic and support local law enforcement activities Report movement control information to BCEOC
EMS – LifeGuard Ambulance Services/Medstar	Provide resources/assistance as requested/available
Alabama Forestry	Provide resources, personnel, and information

Administration

ESF-4 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

In addition to any other relative and necessary paperwork pertaining to the ESF-4 functions, operations, and activities which will become part of the permanent incident record, Disaster Assistance Agreements/Contracts for Volunteer Services will also be maintained. These documents will be updated on an as-needed basis and kept on file at the EOC.

EOC Checklist for ESF-4 (Firefighting)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Fire Departments

Actions

- To coordinate the dispatch and use of firefighting resources and means of coordination with other firefighting agencies.
- To gather a list of the inventory of firefighting facilities and equipment.
- To plan the distribution and allocation of resources in support of the overall firefighting mission.
- Coordinate evacuation/community needs to the EOC.
- Coordinate rescue operations including extrication from vehicles, confined space rescue, and high angle rescue.
- Provide situational updates to the EOC from area fire departments.
- Coordinate search and rescue operations with the law enforcement representatives as required.
- Assist in coordinating Urban Search and Rescue (USAR) teams.
- Provide support to other emergency operations, evacuations and warning operations if necessary.

Checklist Items

Activation Phase:

- ☐ *EOC Activation*: Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Reports to the Operations Chief or designated Branch Director.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional units / staff if required.
- ☐ Review responsibilities of the Firefighting Services Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Coordinate information and resource requests from county fire departments to the EOC.
- ☐ Based on the situation known or forecasted, determines likely future needs of the Fire Services Representation.

- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (E.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and reviews position responsibilities. (see computer logon procedures)
- ☐ Route reports on conditions / needs, damage assessment and other vital information to include road closures, bridge failures, collapsed buildings, casualty estimates or any other situation which would normally require emergency response to the appropriate EOC position.
- ☐ Coordinate emergency fire and rescue support if needed.
- ☐ Attend Action Planning meetings as appropriate.
- ☐ Coordinate with the Logistics Branch to obtain necessary supplies and equipment to support operations.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- ☐ Determines which "fire" emergency measures are needed:
  - Fire Suppression
  - Light / Medium Rescue
  - Water Rescue
  - Hazardous Materials Response
  - Evacuation
  - Warning
  - Communications
- ☐ Determine the status of all fire department facilities, equipment, and forces.
- ☐ Route reports on conditions / needs, damage assessment and other vital information to include road closures, bridge failures, collapsed buildings, casualty estimates or any other situation which would normally require emergency response to the appropriate EOC position.
- ☐ Coordinate all requests for emergency road clearing and debris removal from FDs through the Highway Department Representative.
- ☐ Review County/Fire Department Disaster Assistance Agreements prior to coordination of debris removal or emergency work.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.

- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Request additional personnel as necessary to maintain 24-hour staffing.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your workstation.

Shift Change Actions

- ☐ Prepares; submits Position Log on the activities.
- ☐ Shift Change:
  - Fully briefs the relief on events and status of actions being taken.
  - Gives the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out on the EOC sign in/out log and make notation on the sign in/out board.

Demobilization

- ☐ Deactivate the Fire Services Representative position and complete all required forms, reports and other documentation when authorized by the Operations Chief
- ☐ Complete all required forms, reports and other documentation. All forms and position logs to submitted through the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

DISASTER ASSISTANCE AGREEMENTS/CONTRACTS FOR VOLUNTEER SERVICES

STATE OF ALABAMA)

COUNTY OF BALDWIN)

DISASTER ASSISTANCE AGREEMENT/CONTRACT FOR VOLUNTEER SERVICES (Volunteer Fire Department)

This DISASTER ASSISTANCE AGREEMENT/CONTRACT FOR VOLUNTEER SERVICES, during and after emergencies affecting the County of Baldwin, Alabama, is made and entered into by and between the County of Baldwin, Alabama, acting by and through its governing body, the Baldwin County Commission, a political subdivision of the State of Alabama (hereinafter referred to as "COUNTY") and _____ Volunteer Fire Department (hereinafter referred to as either "PROVIDER" or "VFD").

WITNESSETH:

WHEREAS, pursuant to Code of Alabama (1975), §31-9-10, the COUNTY has the power and authority to take certain and appropriate actions as it deems necessary to direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies, and has the power and authority to appropriate and expend funds and enter into contracts to implement and carry out said plans and programs; and

WHEREAS, additionally, as authorized by Code of Alabama (1975), §31-9-10, the COUNTY has appointed, interim or otherwise, a director of its local emergency management program (hereinafter referred to as "DIRECTOR") with direct responsibility for the organization, administration, and operation of the local program, subject to the direction and control of the COUNTY; and

WHEREAS, as a part of the above-referenced authority and in anticipation of the possible need for additional assistance in addressing the needs of the COUNTY during and after an emergency, in the event that adequately responding to the emergency is beyond the resources of the COUNTY, the COUNTY, in consultation with the County Emergency Management Agency (hereinafter referred to as "COUNTY EMA), has determined that in order to properly protect and provide for the health and safety of persons and property in the event of such emergency affecting citizens of the COUNTY, it is necessary and appropriate to enter agreements with certain volunteer organizations to provide additional assistance to the COUNTY and the COUNTY EMA as needed during and after an emergency; and

WHEREAS, the _____Volunteer Fire Department (PROVIDER) is a volunteer fire department as defined in Code of Alabama (1975), §9-3-17, which provides fire protection to the citizens in its area, and which, under Code of Alabama (1975), §9-3-18 is deemed by the Alabama Legislature to be public in nature, by protecting the health, safety, and welfare of the public; and

WHEREAS, the VFD has expressed an interest in assisting the COUNTY, and the COUNTY EMA as necessary in the event of an emergency, and the COUNTY desires to retain PROVIDER to provide said services as an independent contractor.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained the sufficiency of which being hereby acknowledged, PROVIDER and COUNTY do hereby agree as follows:

I. Obligations Generally. The COUNTY hereby employs, and the PROVIDER agrees to perform for the COUNTY, those services as herein set forth. This document shall serve as the binding contract for the services of PROVIDER. PROVIDER shall commence performance of the said services as and at the times outlined herein upon full execution of this Contract. All work shall be commenced and completed in a timely manner as, and at the times, herein set out.

II. Recitals Included. The above recitals and statements are incorporated as part of this Agreement, and shall have the effect and enforceability as all other provisions herein.

III. Professional Qualifications. For the purpose of this contract, the PROVIDER represents and warrants to the COUNTY that it is a duly certified Volunteer Fire Department.

IV. No Prohibited Exclusive Franchise. The COUNTY neither perceives nor intends, by this Contract, a granting of an exclusive franchise or violation of Art**.** I, Section 22 of the Alabama Constitution.

V. Insurance. PROVIDER shall maintain a general liability policy of insurance and further maintain workers' compensation insurance as required by law.

VI. Legal Compliance. PROVIDER shall at all times comply with all applicable Federal, State, local and municipal laws and regulations.

VII. Independent Contractor. PROVIDER acknowledges that it is an independent contractor, and PROVIDER shall at all times remain as such in performing the services under this Contract. PROVIDER is not an employee, servant, partner, or agent of the COUNTY and has no authority, whether express or implied, to contract for or bind the COUNTY in any manner. The parties agree that PROVIDER shall be solely responsible for and shall have full and unqualified control over developing and implementing its own means and methods, as it deems necessary and appropriate in providing the aforementioned services, and that the COUNTY's interests herein are expressly limited to the results of said services. PROVIDER is not entitled to unemployment insurance benefits, and

PROVIDER is responsible for and obligated to pay any and all federal and state income tax on any monies paid pursuant to this Contract, if any.

VIII. No Agency Created. It is neither the express nor the implied intent of PROVIDER or COUNTY to create an agency relationship pursuant to this Agreement; therefore, the PROVIDER does not in any manner act on behalf of COUNTY and the creation of such a relationship is prohibited and void.

IX. Unenforceable Provisions. If any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof. This Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

X. Entire Agreement. This agreement represents the entire and integrated agreement between COUNTY and PROVIDER and supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by all parties.

XI. Failure to Strictly Enforce Performance. The failure of the COUNTY to insist upon the strict performance of any of the terms, covenants, agreements and conditions of this Contract shall not constitute, and shall never be asserted by PROVIDER as constituting, a default or be construed as a waiver or relinquishment of the right of the COUNTY to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.

XII. Assignment. This Contract or any interest herein shall not be assigned transferred or otherwise encumbered by PROVIDER without the prior written consent of the COUNTY, which may be withheld or granted in the sole discretion of the COUNTY.

XIII. Notice. Notice required herein shall be in writing, unless otherwise allowed, and said notice shall be deemed effective when received at the following addresses:

PROVIDER:
NAME AND ADDRESS OF
ORGANIZATION PROVIDING SERVICES

COUNTY: Baldwin County Commission
C/O Chairman of County Commission
312 Courthouse Square, Suite 12
Bay Minette, Alabama 36507

XIV. Services to be Rendered and Timing Thereof. PROVIDER is retained by the COUNTY as a professionally-qualified provider of Volunteer Fire Department (PROVIDER) services as defined in Code of Alabama (1975), §9-3-17, which provides fire protection to the citizens in its area.

XV. The parties acknowledge and agree that PROVIDER shall provide the services hereunder upon the request of the DIRECTOR and/or the COUNTY. The general scope of work for the services will encompass:

a. Subject to the conditions set out herein, the VFD shall, upon request of the DIRECTOR, provide the necessary personnel, equipment, and supplies to assist the COUNTY in necessary emergency work during and after an emergency affecting the COUNTY. It is hereby recognized that the VFD has limited resources and such services will be provided as those resources are available.

b. The VFD may, within its discretion, temporarily decline a request for assistance if, at the time the request is made, its personnel, equipment, and supplies are involved in responding to a fire or rescue call in the area served by the VFD, or if conditions are unfit and unsafe for personnel. In the event, the fire chief of VFD shall advise the DIRECTOR whether it will be available to provide assistance at the time, and if so, the approximate time at which assistance will be available.

c. The Fire Chief of VFD shall, within thirty (30) days following execution of this Agreement, provide the DIRECTOR with a complete listing of available personnel, equipment, and supplies he (or she) anticipates will be available in the event of a request for assistance under the terms of this Agreement, and shall revise and update this listing as necessary.

d. PROVIDER will provide ongoing communications with COUNTY regarding this service, including updates, emails and etc. as requested. Additionally, PROVIDER will meet with COUNTY as needed or requested.

e. PROVIDER is responsible for the professional quality, technical accuracy, timely completion and coordination of all services furnished by or in relation to this Contract.

f. PROVIDER represents and warrants that its services shall be performed according to their own standard operating procedures and in a manner consistent with the level of care and skill ordinarily exercised by similar providers of volunteer fire services under similar circumstances at the time the services are performed.

XVI. General Responsibilities of the County.

a. The COUNTY shall provide reasonable notice to PROVIDER whenever the COUNTY actually observes or otherwise actually becomes aware of any development that affects the scope or time of PROVIDER's services hereunder or any defect or nonconformance in the work of PROVIDER.

b. The COUNTY shall pay to PROVIDER the compensation as, and subject to the terms set out below.

XVII. Coordination. Both parties agree that all arrangements regarding assistance shall be coordinated between the DIRECTOR and the Fire Chief of the VFD or their duly appointed representatives, and that neither entity shall be responsible for any activities which are not approved by or coordinated between these individuals.

XVIII. Provider Employees Not County. Both parties agree that the responsibility for personnel lies solely with the VFD and that any personnel of the VFD dispatched to assist the COUNTY during and after an emergency shall be operating under the directions and supervision of the VFD and shall not in any manner be viewed as employees of the COUNTY nor the COUNTY EMA.

XIX. Provider Equipment. Both parties further agree the VFD shall be solely responsible for all equipment and materials utilized by VFD, and that, except for reimbursement for actual costs as provided herein, neither the COUNTY nor the COUNTY EMA shall be responsible for loss or damage to any equipment or materials utilized by the VFD. This provision shall in no way limit such reimbursement from any other source.

XX. Termination of Services. The COUNTY or PROVIDER may terminate this contract, with or without cause or reason, by giving thirty (30) days written notice of such to the other party. Upon receipt of such notices, Provider shall discontinue its work to the extent specified in the notice.

XXI. Compensation Limited. The compensation to be paid to the PROVIDER shall be the full compensation for all work performed by PROVIDER under this Contract. Any and all additional expenditures or expenses of PROVIDER, not listed in full within this Contract, shall not be considered as a part of this Agreement and shall not be demanded by PROVIDER or paid by COUNTY.

XXII. Direct Expenses. When the VFD does provide assistance to the COUNTY EMA under the terms of this agreement, the COUNTY shall reimburse the VFD for its actual costs incurred while providing assistance. Said compensation shall be all inclusive, including without limitation, reimbursement of all cost, incidentals and operating expense associated with those directly engaged in performance of the requested services. In the event of termination, the COUNTY shall pay Provider for all services satisfactorily rendered, and for any expenses deemed by

COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination. The COUNTY will utilize, without limitation, State and Federal EMA guidelines when making the determinations of whether or not expenses are reimbursable.

XXIII. Method of Payment. In order to receive the reimbursement under any terms of this Agreement, the VFD shall provide the COUNTY with an itemized statement of all expenses incurred and any additional or further information requested in the time frame and manner prescribed by the COUNTY. Payment shall be made by the COUNTY within thirty (30) days of the approval of the invoice submitted by the PROVIDER. The COUNTY agrees to review and approve invoices submitted for payment in a timely manner.

XXIV. Effective and Termination Dates. This Contract shall be effective and commence immediately upon the same date as its full execution, and the same shall terminate upon the expiration of thirty-six (36) months or upon a written notification thereof received by either party within the required thirty (30) day period.

XXV. Force Majeure. The Parties hereto shall incur no liability to the other if performance becomes impossible or impracticable by reason on an event or effect that the parties could neither have neither anticipated nor controlled. This allowance shall include both an act of nature and acts of third parties. Any costs that would otherwise be incurred and or necessitated by the provisions herein shall be alleviated for either party by such event or effect.

XXVI. Amendments. Both parties agree that this agreement may be altered or amended only by written consent of both parties, and that in the event of amendment, a new agreement shall be executed between the parties.

XXVII. Hold Harmless. PROVIDER shall fully indemnify and hold the COUNTY, its County Commissioners, departments, employees, supervisors, agents, representatives and attorneys completely harmless from any and all claims, demands, notices, violations, findings, actions or orders of whatsoever kind or character which may arise from, or which are in any way related to, the work done and duties or obligations performed by the COUNTY pursuant to this agreement, including, without limitation, attorney fees and legal expenses and costs incurred as a result of the COUNTY enforcing, defending or complying with this agreement, or otherwise addressing or defending any actions or claims related in any way to this agreement. This provision shall survive the expiration or termination of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the last as written below.

COUNTY OF BALDWIN, ALABAMA,
BALDWIN COUNTY COMMISSION,
A POLITICAL SUBDIVISION OF THE STATE OF ALABAMA **ATTEST:**

_____Chairman of the Baldwin County Commission

_____County Administrator

VOLUNTEER FIRE DEPARTMENT,
PROVIDER, VFD

_____ VFD Date_____

_____ (Signature)

_____Print Name

_____(Authority/Title)

NOTARY PAGE TO FOLLOW

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, _____, a Notary Public in and for said County, in said State, hereby certify that _____, as Chairman, and _____, as County Administrator, of the County of Baldwin, Alabama, the Baldwin County Commission, a political subdivision of the State of Alabama, whose names are known to me, acknowledged before me on this day that, being informed of the contents of the Disaster Assistance Agreement/Contract for Volunteer Services, they, as such officers and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the _____ day of_____, 20__.

_____
Notary Public

My Commission Expires:_____

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, _____, a Notary Public in and for said County, in said State, hereby certify that_____, an individual whose name is known to me, acknowledged before me on this day that, being informed of the contents of the Disaster Assistance Agreement/Contract for Volunteer Services, he/she, as such officer and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the _____ day of_____, 20__.

_____
Notary Public

My Commission Expires: _____

STATE OF ALABAMA)

COUNTY OF BALDWIN)

DISASTER ASSISTANCE AGREEMENT/CONTRACT FOR VOLUNTEER SERVICES
(Volunteer Rescue Squad)

This DISASTER ASSISTANCE AGREEMENT/CONTRACT FOR VOLUNTEER SERVICES, during and after emergencies affecting the County of Baldwin, Alabama, is made and entered into by and between the County of Baldwin, Alabama, acting by and through its governing body, the Baldwin County Commission, a political subdivision of the State of Alabama (hereinafter referred to as "COUNTY") _____ Volunteer Rescue Squad (hereinafter referred to as either "PROVIDER" or "VRS").

WITNESSETH:

WHEREAS, pursuant to Code of Alabama (1975), §31-9-10, the COUNTY has the power and authority to take certain and appropriate actions as it deems necessary to direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies, and has the power and authority to appropriate and expend funds and enter into contracts to implement and carry out said plans and programs; and

WHEREAS, additionally, as authorized by Code of Alabama (1975), §31-9-10, the COUNTY has appointed, interim or otherwise, a director of its local emergency management program (hereinafter referred to as "DIRECTOR") with direct responsibility for the organization, administration, and operation of the local program, subject to the direction and control of the COUNTY; and

WHEREAS, as a part of the above-referenced authority and in anticipation of the possible need for additional assistance in addressing the needs of the COUNTY during and after an emergency, in the event that adequately responding to the emergency is beyond the resources of the COUNTY, the COUNTY, in consultation with the County Emergency Management Agency (hereinafter referred to as "COUNTY EMA), has determined that in order to properly protect and provide for the health and safety of persons and property in the event of such emergency affecting citizens of the COUNTY, it is necessary and appropriate to enter agreements with certain volunteer organizations to provide additional assistance to the COUNTY and the COUNTY EMA as needed during and after an emergency; and

WHEREAS, the _____ Volunteer Rescue Squad (PROVIDER) is a volunteer rescue squad as defined in Code of Alabama (1975), including, but

not limited to, §45-2-142.01, which provides rescue services to the citizens in its area, and which, under Code of Alabama (1975), including, but not limited to, §9-3-18 and §45-2-142.01 is deemed by the Alabama Legislature to be public in nature, by protecting the health, safety, and welfare of the public; and

WHEREAS, the VRS has expressed an interest in assisting the COUNTY, and the COUNTY EMA as necessary in the event of an emergency, and the COUNTY desires to retain PROVIDER to provide said services as an independent contractor.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained the sufficiency of which being hereby acknowledged, PROVIDER and COUNTY do hereby agree as follows:

I. Obligations Generally. The COUNTY hereby employs, and the PROVIDER agrees to perform for the COUNTY, those services as herein set forth. This document shall serve as the binding contract for the services of PROVIDER. PROVIDER shall commence performance of the said services as and at the times outlined herein upon full execution of this Contract. All work shall be commenced and completed in a timely manner as, and at the times, herein set out.

II. Recitals Included. The above recitals and statements are incorporated as part of this Agreement, and shall have the effect and enforceability as all other provisions herein.

III. Professional Qualifications. For the purpose of this contract, the PROVIDER represents and warrants to the COUNTY that it is a duly certified Volunteer Rescue Squad.

IV. No Prohibited Exclusive Franchise. The COUNTY neither perceives nor intends, by this Contract, a granting of an exclusive franchise or violation of Art**.** I, Section 22 of the Alabama Constitution.

V. Insurance. PROVIDER shall maintain a general liability policy of insurance and further maintain workers' compensation insurance as required by law.

VI. Legal Compliance. PROVIDER shall at all times comply with all applicable Federal, State, local and municipal laws and regulations.

VII. Independent Contractor. PROVIDER acknowledges that it is an independent contractor, and PROVIDER shall at all times remain as such in performing the services under this Contract. PROVIDER is not an employee, servant, partner, or agent of the COUNTY and has no authority, whether express or implied, to contract for or bind the COUNTY in any manner. The parties agree that

PROVIDER shall be solely responsible for and shall have full and unqualified control over developing and implementing its own means and methods, as it deems necessary and appropriate in providing the aforementioned services, and that the COUNTY's interests herein are expressly limited to the results of said services. PROVIDER is not entitled to unemployment insurance benefits, and PROVIDER is responsible for and obligated to pay any and all federal and state income tax on any monies paid pursuant to this Contract, if any.

VIII. No Agency Created. It is neither the express nor the implied intent of PROVIDER or COUNTY to create an agency relationship pursuant to this Agreement; therefore, the PROVIDER does not in any manner act on behalf of COUNTY and the creation of such a relationship is prohibited and void.

IX. Unenforceable Provisions. If any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof. This Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

X. Entire Agreement. This agreement represents the entire and integrated agreement between COUNTY and PROVIDER and supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by all parties.

XI. Failure to Strictly Enforce Performance. The failure of the COUNTY to insist upon the strict performance of any of the terms, covenants, agreements and conditions of this Contract shall not constitute, and shall never be asserted by PROVIDER as constituting, a default or be construed as a waiver or relinquishment of the right of the COUNTY to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.

XII. Assignment. This Contract or any interest herein shall not be assigned transferred or otherwise encumbered by PROVIDER without the prior written consent of the COUNTY, which may be withheld or granted in the sole discretion of the COUNTY.

XIII. Notice. Notice required herein shall be in writing, unless otherwise allowed, and said notice shall be deemed effective when received at the following addresses:

PROVIDER:
NAME AND ADDRESS OF
ORGANIZATION PROVIDING SERVICES

COUNTY: Baldwin County Commission
C/O Chairman of County Commission
312 Courthouse Square, Suite 12
Bay Minette, Alabama 36507

XIV. Services to be Rendered and Timing Thereof. PROVIDER is retained by the COUNTY as a professionally-qualified provider of Volunteer Rescue Squad (PROVIDER) services as defined in Code of Alabama (1975), including, but not limited to, §9-3-18 and §45-2-142.01, which provides rescue services to the citizens in its area.

XV. The parties acknowledge and agree that PROVIDER shall provide the services hereunder upon the request of the DIRECTOR and/or the COUNTY. The general scope of work for the services will encompass:

a. Subject to the conditions set out herein, the VRS shall, upon request of the DIRECTOR, provide the necessary personnel, equipment, and supplies to assist the COUNTY in necessary emergency work during and after an emergency affecting the COUNTY. It is hereby recognized that the VRS has limited resources and such services will be provided as those resources are available.

b. The VRS may, within its discretion, temporarily decline a request for assistance if, at the time the request is made, its personnel, equipment, and supplies are involved in responding to a rescue call in the area served by the VRS, or if conditions are unfit and unsafe for personnel. In the event, the Chief of VRS shall advise the DIRECTOR whether it will be available to provide assistance at the time, and if so, the approximate time at which assistance will be available.

c. The Chief of VRS shall, within thirty (30) days following execution of this Agreement, provide the DIRECTOR with a complete listing of available personnel, equipment, and supplies he (or she) anticipates will be available in the event of a request for assistance under the terms of this Agreement, and shall revise and update this listing as necessary.

d. PROVIDER will provide ongoing communications with COUNTY regarding this service, including updates, emails and etc. as requested. Additionally, PROVIDER will meet with COUNTY as needed or requested.

e. PROVIDER is responsible for the professional quality, technical accuracy, timely completion and coordination of all services furnished by or in relation to this Contract.

f. PROVIDER represents and warrants that its services shall be performed according to their own standard operating procedures and in a manner consistent with the level of care and skill ordinarily exercised by similar providers of volunteer rescue services under similar circumstances at the time the services are performed.

XVI. General Responsibilities of the County.

a. The COUNTY shall provide reasonable notice to PROVIDER whenever the COUNTY actually observes or otherwise actually becomes aware of any development that affects the scope or time of PROVIDER's services hereunder or any defect or nonconformance in the work of PROVIDER.

b. The COUNTY shall pay to PROVIDER the compensation as, and subject to the terms set out below.

XVII. Coordination. Both parties agree that all arrangements regarding assistance shall be coordinated between the DIRECTOR and the Chief of the VRS or their duly appointed representatives, and that neither entity shall be responsible for any activities which are not approved by or coordinated between these individuals.

XVIII. Provider Employees Not County. Both parties agree that the responsibility for personnel lies solely with the VRS and that any personnel of the VRS dispatched to assist the COUNTY during and after an emergency shall be operating under the directions and supervision of the VRS and shall not in any manner be viewed as employees of the COUNTY nor the COUNTY EMA.

XIX. Provider Equipment. Both parties further agree the VRS shall be solely responsible for all equipment and materials utilized by VRS, and that, except for reimbursement for actual costs as provided herein, neither the COUNTY nor the COUNTY EMA shall be responsible for loss or damage to any equipment or materials utilized by the VRS. This provision shall in no way limit such reimbursement from any other source.

XX. Termination of Services. The COUNTY or PROVIDER may terminate this contract, with or without cause or reason, by giving thirty (30) days written notice of such to the other party. Upon receipt of such notices, Provider shall discontinue its work to the extent specified in the notice.

XXI. Compensation Limited. The compensation to be paid to the PROVIDER shall be the full compensation for all work performed by PROVIDER under this Contract. Any and all additional expenditures or expenses of PROVIDER, not listed in full within this Contract, shall not be considered as a part of this Agreement and shall not be demanded by PROVIDER or paid by COUNTY.

XXII. Direct Expenses. When the VRS does provide assistance to the COUNTY EMA under the terms of this agreement, the COUNTY shall reimburse the VRS for its actual costs incurred while providing assistance. Said compensation shall be all inclusive, including without limitation, reimbursement of all cost, incidentals and operating expense associated with those directly engaged in performance of the requested services. In the event of termination, the COUNTY shall pay Provider for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination. The COUNTY will utilize, without limitation, State and Federal EMA guidelines when making the determinations of whether or not expenses are reimbursable.

XXIII. Method of Payment. In order to receive the reimbursement under any terms of this Agreement, the VRS shall provide the COUNTY with an itemized statement of all expenses incurred and any additional or further information requested in the time frame and manner prescribed by the COUNTY. Payment shall be made by the COUNTY within thirty (30) days of the approval of the invoice submitted by the PROVIDER. The COUNTY agrees to review and approve invoices submitted for payment in a timely manner.

XXIV. Effective and Termination Dates. This Contract shall be effective and commence immediately upon the same date as its full execution, and the same shall terminate upon the expiration of thirty-six (36) months or upon a written notification thereof received by either party within the required thirty (30) day period.

XXV. Force Majeure. The Parties hereto shall incur no liability to the other if performance becomes impossible or impracticable by reason on an event or effect that the parties could neither have neither anticipated nor controlled. This allowance shall include both an act of nature and acts of third parties. Any costs that would otherwise be incurred and or necessitated by the provisions herein shall be alleviated for either party by such event or effect.

XXVI. Amendments. Both parties agree that this agreement may be altered or amended only by written consent of both parties, and that in the event of amendment, a new agreement shall be executed between the parties.

XXVII. Hold Harmless. PROVIDER shall fully indemnify and hold the COUNTY, its County Commissioners, departments, employees, supervisors, agents, representatives and attorneys completely harmless from any and all claims, demands, notices, violations, findings, actions or orders of whatsoever kind or character which may arise from, or which are in any way related to, the work done and duties or obligations performed by the COUNTY pursuant to this agreement, including, without limitation,

attorney fees and legal expenses and costs incurred as a result of the COUNTY enforcing, defending or complying with this agreement, or otherwise addressing or defending any actions or claims related in any way to this agreement. This provision shall survive the expiration or termination of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the last as written below.

COUNTY OF BALDWIN, ALABAMA,
BALDWIN COUNTY COMMISSION,
A POLITICAL SUBDIVISION OF THE STATE OF ALABAMA **ATTEST:**

_____Chairman of the Baldwin County Commission

_____County Administrator

VOLUNTEER RESCUE SQUAD,
PROVIDER, VRS

_____ VRS Date_____

_____ (Signature)

_____Print Name

_____ (Authority/Title)

NOTARY PAGE TO FOLLOW

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, _____, a Notary Public in and for said County, in said State, hereby certify that _____ as Chairman, and _____, as County Administrator, of the County of Baldwin, Alabama, the Baldwin County Commission, a political subdivision of the State of Alabama, whose names are known to me, acknowledged before me on this day that, being informed of the contents of the Disaster Assistance Agreement/Contract for Volunteer Services, they, as such officers and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the _____ day of_____, 20__.

_____
Notary Public

My Commission Expires: _____

STATE OF ALABAMA)

COUNTY OF BALDWIN)

I, _____, a Notary Public in and for said County, in said State, hereby certify that_____, an individual whose name is known to me, acknowledged before me on this day that, being informed of the contents of the Disaster Assistance Agreement/Contract for Volunteer Services, he/she, as such officer and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the _____ day of_____, 20__.

_____
Notary Public

My Commission Expires: _____

ESF-5

Baldwin County Emergency Operations Plan

Emergency Support Function-5

Emergency Management Annex

Primary Agency

- Baldwin County Emergency Management Agency

Support Agencies

- Alabama Emergency Management Agency
- Any and all agencies whose mission is to collect, process, and/or disseminate pertinent and essential information about an existing or potential disaster situation.

Primary Points of Coordination and Associated Actions

- ESF-5 (Emergency Management) coordinates with ALL other ESFs. The activities listed below support all ESFs.
    - Alert and notify primary ESF team leaders required for operations
    - Develop initial analysis of situation and disseminate the analysis to ESF team leaders and necessary stakeholders
    - Prepare consolidated SITREP and disseminate to all ESFs, stakeholders, legal representatives, AEMA, and FEMA

Introduction

Purpose

The purpose of this annex is to provide a guideline for the collection, processing and dissemination of information about a potential or actual disaster or emergency to facilitate effective and efficient respond to protect life and property.

Scope

The scope of Emergency Management is to facilitate, coordinate, and direct information and planning activities to support the needs of the incident, emergency, or disaster. The consolidation of the overall information and planning activities makes it feasible to support emergency operations coordinated from the County EOC. Activities undertaken in this Annex support the Planning Section established under ICS and include**.** Viable emergency management principles and ideology is essential in overcoming and adapting to unpredictable and potentially volatile emergency and disaster situations.

- Information Processing is the collection and processing of essential elements of information from a variety of sources, dissemination of information for use by response operations, and provision of input for Incident Action Plans, reports, briefings, and displays

- Reports function to consolidate information into documentation and other materials to describe response activities and to keep all emergency agencies informed of the status of the overall response operations.

- Displays function to maintain pertinent information and facilitate briefings using maps, charts, and electronic status displays to include logs, video, live newscast.

- Planning Support is necessary to consolidate information to support the action planning process initiated by leadership in the field and staff in the EOC for development of the Incident Action Plan.

- Technical Services may be required to provide support in areas such as aerial reconnaissance, meteorology, structural engineering, health effects of chemical, biological and radiological releases, legal and law enforcement issues, dam safety, and other areas requiring specific information to support response efforts.

Situation and Assumptions

Situation

Data Collection and analysis is vital to successful operations. Disasters may occur that have sufficient warning time before impact. This will provide an opportunity to mobilize response forces, decide on public protective actions, and disseminate emergency public information. Many disasters occur without warning. These disasters will require rapid assessment of their impact.

Assumptions

- In order to identify response requirements of the disaster or emergency incident, there will be an immediate and continuous demand for information on the impact, magnitude and damages.

- A Biological Weapons of Mass Destruction (WMD) incident may occur but not be discovered for several days.

    - The health care providers of Baldwin County will be the best source of information for discovering and assessing impact of biological WMD incidents.

- For all other incidents local emergency response organizations will be the immediate and best source of vital information regarding damage and initial response.

- There may be delays in establishing full operational capability if communications capability is impacted.

    - Loss of telephone and local broadcasting capability will limit ability to understand the disaster's impact.

    - Within the heaviest damaged area, communications between individuals and organizations using local radio systems may be sporadic or impossible.

- In addition to communications problems, the impact of damages, weather, smoke and other environmental factors may restrict information gathering.

**** Information gathered under this Annex must be provided to other participants to assure that appropriate response actions are being taken, that the public is adequately informed, and that request for assistance from the State or Federal government are supported****

Organization

When the EOC is activated for a major emergency or disaster, a Planning Section Chief / ESF-5 Coordinator will be assigned to manage the Information and Planning function. Individual

assignment will be based on the nature of the emergency, knowledge of emergency operations procedures, and familiarity with the Baldwin County Information Management System.

When the Unified Command is activated the support will be provided by the ESF-5 under the direction of the County Unified Command System. This system will provide a forum for the Municipal and county authorities to develop integrated decisions and operations.

The State's Emergency Operations Center will be the data collection center for situation assessment on a statewide basis. The State EOC will provide information to the Federal Government to support the state and local requests for assistance.

The Federal Emergency Management Agency is the primary agency responsible for Information and Planning under the Federal Response Plan**.** FEMA will coordinate with Federal agencies to provide support to state and local governments to gather information when a Presidential declaration is contemplated.

Concept of Operations

- For disasters without warning (excluding bio-terrorism), the main avenue for the collection of disaster information will be from local sources, such as first responders and health care facilities.

- Critical Information will be used to make public protective action decisions (this should be executed by following existing policies and procedures for public information).

    - For bio-terrorism, the main avenue of collection will most likely be health care facilities.

- For disasters with warning, initial information may come from the National Weather Service, Office of Homeland Security and other state and Federal organizations.

- Data collection and analysis must begin as soon as possible (including before EOC activation occurs and EOC staff begins to report to the EOC for duty).

    - This will be done by checking with dispatch centers, health care facilities, neighboring Emergency Management Agencies and listening or watching the reports of the media.

- As the in incident progresses, data must be constantly updated to review operational priorities, validate request for additional resources, provide initial reports to Alabama Emergency Management Agency, advise the Baldwin County Commission and other public officials; and develop information for the public as required.

- Information and planning requirements will continue throughout the period of response and well into recovery.

- The following goals have related objectives, tasks, and procedures specified in this ESF:

    - To identify emergency response operations requirements to provide for the immediate protection and needs of the affected population.

    - To provide a system for the receipt and dissemination of emergency information, data, and directives across all ESFs.

    - To collect and disseminate information and intelligence relating to disasters or emergencies, either existing or pending.

    - To pre-plan distribution and allocation of resources in support of the overall state mission.

Execution of Operations

In response to an incident, emergency responders at all levels of government will initially assess the situation to identify the need for response operations. Priority will be given to protective action decisions for the responders, the general public; those with functional needs, special facilities, critical facilities and the public works infrastructure. The Planning Section will be responsible for gathering and displaying information in the EOC for use by the Officials in the Unified Command, and providing information to other Emergency Support Functions.

Direction & Control

Coordination

In order to manage their operations, all emergency response agencies will collect and process information. In addition, they must report information of common interest and use to the ESF-5.

Executive Actions

The Planning Section Chief will be assigned by the Incident manager based on the nature of the emergency and the overall impact on the County. The Board of Commissioners will make a decision on the need for a local declaration or request for additional resources based on information provided under this annex.

Lines of Succession

Lines of succession for the ESF-5 Coordinator will be determined by the Baldwin County

Commission.

Task Assignments

The ESF-5 Coordinator will:

- Determine and provide periodic predictions on incident potential
- Compile and display incident status summary information
- Advise general staff of any significant changes in incident status
- Oversee Planning Section activities and status
- Manage the preparation of the Incident Action Plan
- Prepare and distribute information and orders from the Incident Commander
- Instruct Planning Section Units on the distribution of incident information
- Ensure normal agency collection and reporting requirements are being met
- Assemble information on alternate strategies for incident stabilization, response, and resolution
- Identify the needs for any specialized resources
- Prepare recommendations for use of specialized resources
- Prepare recommendations for the demobilization and release of specialized resources (to be submitted to the Incident Commander)

Actions

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations. The action list should be revised and reprioritized as the situation changes.
- Request mission assignments from needed to accomplish objectives.
- Process inventory verifications, as received.

- Catalog private contractors and resources and procedures for procurement of these resources

- Establish communication with appropriate field personnel and ensure readiness for timely response

- Pre-position resources, when possible, to ensure response and resources will be adequate to the situation at hand

- Relocate any resources away from the potential disaster/incident are to the nearest staging area, when possible and appropriate

- List and track equipment, personnel, and any other necessary resource to the county to be utilized in accordance with response and recovery goals and efforts.

    - Provide for and properly plan for the need to address special situations contained within the disaster (the requirements of those with special needs, those located in special care facilities, etc.)

- Coordinate resources and critical elements of response for approved mission assignments

- Improve/revise predictions of potential elements and situations of the disaster, emergency, or incident as information is received making it necessary and/or possible to do so

- Identify ecologically sensitive areas and plan accordingly

- Coordinate the location, restoration, and provision of potable water and other essential life sustaining supplies and resources

Recovery Actions

- Identify needs and potential remedies and solutions to meet those needs

- Monitor capabilities and prepare requests for mutual aid

- Coordinate information and assist in the circulation of essential information to key players and parties with an active role in the recovery efforts

- Remain aware of potential secondary hazards which may impact and/or hinder recovery efforts

- Prepare and disseminate Situation Reports

- Coordinate with the State and Federal levels of government about Long Term Recovery efforts and issues
- Coordinate with all ESFs and collect and process status reports
- Continue to monitor for mitigation opportunities

Continuing Actions

- Continue to identify needs and potential remedies and solutions to meet those needs
- Continue to coordinate with all ESFs and collect and process status reports
- Continue to monitor for mitigation opportunities

Responsibilities

ESF-5 shall coordinate with the primary agency and all support agencies in establishing incident plans and determining needs. There are a number of public, private, and volunteer organizations that may assist in the delivery of supplies, services, and other resources. Coordination with all ESFs, agencies, departments, levels of government and private sector organizations and entities with a vested interest or ability to assist in the overall incident response and resolution is a critical and indispensable aspect of the ESF-5 purpose and mission.

Support Agencies and Functions

Agency	Functions
AEMA	Provide coordination/assistance as needed/requested
Any and all agencies whose mission is to collect, process, and/or disseminate pertinent and essential information about an existing or potential disaster situation	Any information collected will be processed and disseminated as needed and as appropriate to the situation at hand. Any needed actions or resources that are determined to be needed will be procured as soon as possible, or as the events dictate.

Administration

All participating agencies will be responsible for providing information regarding response to an emergency or disaster. In addition, each department will assure that emergency request, actions, polices and information regarding all facets of the emergency are documented, as they will become part of the permanent incident record.

Each department will be responsible for determining the record retention requirement for various emergency records maintained by their department.

County departments will provide support staff to augment the Information and Planning Function at the EOC.

EOC Checklist for ESF- 5 (Emergency Management)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Emergency Management Agency

Actions

- Able to speak on behalf of the AEMA within established policy limits, acting as a liaison between the AEMA and the BCEMA.
- Facilitate requests to or from the AEMA and the BCEMA, processing requests and information through EMITS.
- Responsible for obtaining situation status information and response activities to the AEMA for the BCEMA.
- Provide guidance and instructions as necessary or requested.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Emergency Management Director. Clarify any issues you may have regarding your authority and assignment, and the EOC organization.
- ☐ Establish communications with the AEMA to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Unpack any materials brought with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC.
- ☐ Establishes and maintains a position log, which chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section.

- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep the AEMA Operations Center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the Operations Chief.
- ☐ Facilitate requests to or from the AEMA, process requests and information through EMITS.
- ☐ On a regular basis, inform the AEMA of the BCEMA priorities and actions based on the current Incident Action Plan.
- ☐ Request additional personnel through the AEMA as necessary to maintain 24-hour staffing.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ If leaving the EOC, sign out by the same available means by which you signed in.

<u>Demobilization</u>

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Director (or designee) or when your agency's role in the situation is concluded. All forms and position logs to be submitted to the Planning/Intelligence Section prior to departure.
- ☐ When the BCEMA Director approves Demobilization, contact the AEMA and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Be prepared to provide input to the after-action report.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-6

Baldwin County Emergency Operations Plan

Emergency Support Function-6

Mass Care Annex

Primary Agencies

- Baldwin County Emergency Management Agency
- Baldwin County Department of Human Resources (DHR)

Support Agencies

- American Red Cross
- Volunteer Organizations Active in Disasters (VOAD)
- Salvation Army
- Various faith-based organizations

Primary Points of Coordination and Associated Actions

- **ESF-1 (Transportation):** Provide transportation to and from shelter locations and other support/resources, as needed
- **ESF-2 (Communications):** Provide assistance with information sharing and relay
- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), conduct electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF-8 (Health and Medical Services):** provide medical oversight at shelters and coordinate with Baldwin County Mental Health to address crisis counseling needs
- **ESF-11 (Food and Water):** coordinate food and water requirements at shelters
- **ESF-15 (Public Information):** coordinate announcing the opening and closing of shelters
- **ESF-14 (Volunteers and Donations):** coordinate the requirement for clothing, health and welfare items to support evacuees at shelters

- **Area Hospitals:** Coordinate with local hospitals to ensure proper steps are taken to communicate and coordinate level of response needed to ensure adequate medical care can be provided/arranged during an emergency or disaster.

Introduction

Purpose

Coordinating activities directly related to the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for disaster victims, and disaster welfare information is the intended purpose of this ESF.

Scope

- Coordinate the tasking of all sheltering activities during a disaster to include sheltering of those with special needs.
- Coordinate establishment and operation of mass feeding facilities in areas affected by disasters.
- Coordinate with relief efforts provided by volunteer organizations performing mass care functions.
    - Coordinate with Volunteers and Donations for support of mass care operations.
- Establish, implement, and maintain a system to provide shelter registration data to appropriate authorities.
- Coordinate the provision of emergency first aid in shelters, fixed feeding sites, and emergency first aid stations.
- Coordinate with ESF-8 for providing medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.
- Provide quantitative mass care services data to ESF-5 (Emergency Management), ESF-11 (Food and Water), and others who require accurate data for response planning.
- Coordinate with Law Enforcement Annex for additional ESF-6 facility security resources.

Situation and Assumptions

Situation

A significant disaster will deprive a substantial number of people of shelter or access to shelter. In addition to substantial disruption to commercial food and water supplies and the distribution network, a catastrophic event may partially or totally destroy food products stored in the affected area(s). There may be a near total disruption of energy sources, including electricity and gas. Most commercial cold storage and freezer facilities will be inoperable. Along the fringes of the affected geographic areas, there will be institutions that will be able to house, feed, and care for citizens needing shelter.

Disaster Conditions: ESF-6 addresses two types of disaster conditions: sudden catastrophes and slow developing disasters.

- Sudden Catastrophes: transportation accidents, airplane crashes, flash floods, tornadoes, fires, or technological events may necessitate immediate identifiable mass care to evacuees, victims, and emergency workers involved in the disaster and its aftermath. Shelters and feeding sites may need to be set up quickly and with no advance notice.

- Slowly Developing Disasters: Catastrophic disasters such as hurricanes and slow-rising floods provide warning and evacuation time, but may cause extended displacement and damage to the infrastructure. Shelters may be needed statewide to accommodate evacuees and, in some cases, may be set up in neighboring states. Damage from catastrophic disasters may cause extended displacement that may extend into the recovery phase.

Assumptions

- DHR will use all services and resources at its disposal in an emergency/disaster to meet human needs.

- The county DHR will coordinate delivery of assistance and services according to established policies and procedures.

- The needs of some disasters will exceed DHR’s capabilities; in these cases, DHR must actively coordinate volunteer, state, and private human service resources.

- Long-term mass care is likely to be required until rental assistance and temporary housing programs can begin to be implemented and activated.

- A significant number of disaster resources will strain the resources of the impacted area(s).

- Mobile feeding operations may not be possible in major operations.

- Smooth transition from the ESF-6 Response phase to Individual Assistance Recovery Operations will help ensure the needs of disaster victims are met.

Organization

ESF-6 will organize under the leadership of DHR. DHR personnel assigned to ESF-6 will provide daily direction. This direction is limited to operation of the ESF, assignment of ESF personnel to requests for assistance, and ensuring that requests for assistance are met, documented, and prioritized.

ESF-6 will establish liaisons with other appropriate ESFs and maintain open communications with these ESFs in both the planning and operational phases.

Support agencies will operate under the guidance of the DHR representatives located in the ESF at the EOC. However, each agency represented will be expected to direct its response resources in accordance with its respective agency's operating procedures.

DHR, as the primary agency, will determine the support agencies required for the specific disaster. This determination will result in an organization designed to meet the demands of the event.

Primary and support agencies will provide sufficient personnel to staff the ESF 24 hours per day, seven days per week. The designated staff will be qualified persons able to facilitate decisions for their respective agency. Any agency providing unqualified personnel will be asked to make immediate changes. Higher level managers, skilled professionals with subject knowledge, and operations personnel are preferred.

Concept of Operations

The Baldwin County Emergency Management Agency and Department of Human Resources (DHR) will coordinate closely with the American Red Cross in all shelter and mass care activities to assure services are provided. The Baldwin County Department of Public Health (DPH) will provide guidance on keeping the shelter environment safe for habitation. In addition, the DPH will coordinate medical resources to support the operations of Medical Needs Shelters (MNS) when needed.

During normal times, BCEMA, DHR, DPH, and the Red Cross, and appropriate volunteer agencies will participate as members of the local mass care planning group to facilitate interagency/inter-organizational planning and to promote operational coherence.

This Annex (and any supporting documents) does not supersede the mandated national, state, or organizational regulations or procedures of the local mass care planning agencies/organizations. Each agency/organization will manage its own program(s) and maintain administrative and

financial control over its activities.

All shelter and mass care services will be provided without regard to economic status, racial, religious, political, ethnic, or other affiliation.

When practical, public buildings will be used as shelters. The primary mode of transportation will be private vehicle, supplemented by public transportation. When necessary and if possible, motorized transportation from the reception centers to the designated shelters will be provided by the Transportation Services Officer unless more expedient means are available.

Storm shelter use considers elevation criteria, surrounding topography, and structural integrity.

Chemical and biological hazard shelters consider location of hazard, wind direction, duration of the hazard, and the fact that there are no special chemical and biological shelters available in the community.

Explosion shelters consider evacuation of an area within a 2,000-ft radius of the incident site and additional area if required.

Attack shelters for both conventional and nuclear may be *in-place shelters* or *fallout shelters*. In-place shelters consider structural integrity and location. Space has been allocated on the basis of 10 square feet per person. Fallout shelters (Congregate Care) consider shielding to attenuate the effects of gamma radiation and provide little fallout protection until upgraded into fallout shelters. Congregate care shelter space is 40 square feet per person.

Immediately after the occurrence of an emergency or disaster event, local officials should coordinate with the EMA Director to determine the need for local sheltering.

The primary responsibility for operating and managing local emergency shelters rests with the BCEMA, with support from the Red Cross, DHR, and Baldwin County DPH.

Requests for additional support, such as National Guard assistance in the form of tents, water provisions, food delivery, etc., should be channeled through BCEMA.

Specific Goals

Creating a mass care response that provides for the coordination of mass care operations requires the following actions:

- Coordinate the opening and closing of shelters
- Provide a system for receipt and dissemination of information, data, and directives pertaining to mass care
- Prescribe a procedure for the inventory of mass care shelters in the county / area

- Collect and disseminate information and intelligence relating to mass care for disasters or emergencies, either existing or pending.

- Pre-plan distribution and allocation of Baldwin County and State resources in support of the overall mass care mission

Execution of Operations

ESF-6 Coordinator will prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phases and should include the following information and components:

- A general description of the situation and an analysis of the ESF-6 operational support requirements.

- A prioritized listing of significant actions that the ESF-6 will initiate to provide operational support.

Direction and Control

- The Baldwin County EOC provides information and direction and control for total government emergency operations. While the chain of command for mass care activities is established by individual departmental/agency policy, each mass care agency involved in the response should have a representative in the Baldwin County EOC if possible.

- The Baldwin County EOC will coordinate press releases with the Baldwin County PIO and with the State PIO located in the State EOC.

- The Baldwin County EOC will serve as a conduit of information and can help coordinate press releases.

- Any requests for resources needed and not available in the county should be processed through the Baldwin County EOC to be addressed in conjunction with the State EOC.

- Baldwin County EMA will coordinate shelter openings with the Baldwin County Red Cross and DHR.

- Attack Shelters
    - There are two options for attack sheltering in Baldwin County: relocation and in-place protection.
    - As a part of the National Facility Survey (NFS) (In-Place) shelters have been marked or arrangements have been made for crisis marking. Camera-ready public information materials are kept on file in the EOC for distribution when necessary.

- Natural Hazard Shelters
    - The Baldwin County Chapter of the American Red Cross, in conjunction with the Baldwin County EMA, has designated certain facilities as certified Red Cross shelters for non-attack emergencies/disasters.
    - Red Cross certified shelters will be utilized as needed for major problems created by power outages, severe weather, fires, hazardous material incidents, etc.

Task Assignments

- Prepare status reports for shelters and mass care operations
- Assist in the preparation of Situation Reports during the incident
- Coordinate sheltering and mass care needs at during the emergency or disaster and ensure protective action and preparedness measures are or will be in place for the remainder of the incident
- Analyze resource needs and request assistance and provide input into the Incident Action Plan
- Provide information regarding the status of shelter operations to other ESF Coordinators
- Coordinate with Emergency Support Function-3 Public works and Engineering the need for debris removal to open routes for fire apparatus to conduct operations
- Coordinate with Law Enforcement for traffic control and access control and warning support
- Determine if there is need for medical assistance, or mental health assistance (such as critical incident stress services) and coordinate this need with ESF-8 Health and Medical Services
- Prepare reports required to document decision made, actions taken, and financial costs incurred
    - These documents will become part of the Incident Record
- Supervise the demobilization of resources and close-out of disaster operations

Actions

- Determine the level of response required by ESF-6 to respond to the event. This determination includes identification of the support agencies required to support emergency operations.

- Initiate notification of the required personnel and support organizations to achieve the required level of response.

- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.

- Mobilize resources and coordinate response for approved mission assignments.

- Coordinate the activities of all public shelters that agree to fall under the recommended and approved shelter guidelines.

    - This includes shelters formed before, during, and after the event.

- Monitor evacuation activities to ensure shelters are opened in additional counties as needed.

- Open and close shelters in accordance with public need as assessed by DHR and BCEMA (or multiple County Emergency Management Agencies, if more than one county is involved) and local Red Cross chapters.

- Continuously monitor occupancy levels and ongoing victims' needs and provide ESF-5 (Emergency Management), ESF-8 (Health and Medical Services), and ESF-11 (Food and Water) with a daily listing of open and closed shelters.

- Manage all shelters in accordance with applicable ARC regulations and procedures.

- Work with county DHR, local government, local Red Cross service delivery units, County Emergency Management Agencies, and applicable federal agencies in activities related to surveying the suitability of facilities as shelters following a disaster occurrence.

- Prepare briefings on status of response operations.

- Identify shelters requiring medical services and coordinate with DHR and DPH to meet the needs of those shelters.

    - ESF-8 will be called upon to support any shelter requiring medical services and/or personnel beyond current resource capabilities.

- Coordinate with ESF-5 (Emergency Management) and ESF-11 (Food and Water) to coordinate mass feeding sites established by BCEMA and volunteer agencies.
    - Mass feeding activities will include feeding of disaster victims and workers (when possible).
- ESF-6 will procure and maintain a list of all agencies (public and private) that have a mission to provide mass feeding in times of disaster. The list will provide the following specific information.
    - Number of persons each agency can feed at least two meals a day, and how long this level of feeding can be sustained.
    - Number of staff or volunteers available for cooking and/or serving.
    - Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.
- Coordinate mass feeding locations to ensure optimal logistics for public service. A liaison will be established with ESF-14 (Volunteers and Donations) to ensure continued coordination during an event.
- Coordinate the provision of food and water to mass feeding sites.
    - This will include procuring food from the US Department of Agriculture, donations, and private vendors.
    - Liaisons will be established with ESF-11 (Food and Water) and Volunteers and Donations to ensure continued coordination of mass feeding.
- Regarding the feeding of individuals not located in shelters, ESF-6 will assist the Alabama Commission on Aging in providing food for individuals not in shelters and unable to attend mass feeding sites.
- Coordinate with ESF-7 (Resource Support), ESF-11 (Food and Water), Volunteers and Donations, and local authorities in identifying bulk supply staging areas and distribution sites in the affected area.
- ESF-6 will receive ongoing information from staging areas as to product and quantity that is available for distribution.
- Coordinate with federal personnel to obtain supplies from out of state based on actual needs assessments from the field.
- Coordinate with ESF-14 (Volunteers and Donations) on the activities of volunteers actively engaged in providing mass care assistance. Coordination will include preventing

duplication of goods and services as they relate to mass care, assisting volunteers with logistics, and coordinating delivery of goods and services as they relate to mass care.

- Maintain a listing of all volunteer organizations active in mass care in the disaster area. The list will contain the following information.

    - Type of service(s) being provided by each volunteer agency.
    - Number of volunteers in the area.
    - Resources each agency has available.
    - Names and contact means of key persons in each organization.
    - Logistical abilities of each organization, i.e. self-contained, need transportation, self- quipped, etc.

- Coordinate with ESF-8 (Health and Medical Services) to provide medical services up to advanced first aid and mental health services in shelters, and will ensure that trained and qualified personnel are present in shelters in sufficient numbers to care for people needing assistance.

Recovery Actions

ESF-6 will work with local government, local Red Cross service delivery units, County Emergency Management Agencies, and applicable state and federal agencies to assist in determining the type of services shelter occupants will need to recover from the disaster.

ESF-6 will also work with appropriate agencies such as Commission on Aging, Department of Public Health, Department of Mental Health and Mental Retardation, Military Departments, Department of Education, volunteer agencies, and the American Red Cross to assist shelter occupants in recovering from the disaster.

Continuing Actions

- Coordinate consolidation of shelters, staff, resources (e.g., communications and law enforcement) and supplies as sheltering needs diminish.

- ESF-6 will coordinate with ESF-13 (Public Information) to provide information to shelter residents about how to access disaster assistance program information and services through Red Cross Service Centers, and Individual Assistance Programs through Disaster Recovery Centers (DRCs).

- ESF-6 will plan and conduct closeout of shelter operations. This will involve the following.

    - Coordination with ESF-5 (Emergency Management) to determine when the shelters will be closed

- Coordination with Public Information to announce shelter closings

Responsibilities

This section lists the primary agency and the support agencies for this ESF and their associated responsibilities. The Department of Human Resources is the primary agency for ESF-6. Its responsibilities are as follows:

- Develop and maintain a roster of personnel to staff the ESF.
    - Sufficient staffing will be available for 24 hours per day, seven days per week.
- Ensure the presence of resource materials in sufficient numbers in the ESF location. These materials would include:
    - Shelter listings with names and numbers of each shelter manager, as available.
    - Listings of all bulk food providers and contact personnel and phone numbers as acquired from ESF-11 (Food and Water).
    - Listing of all hospital and ambulance services with contact numbers as required from ESF-8 (Health and Medical Services).
    - Locations of all mass feeding sites and the names of site managers.
    - Listing of all state and federal human services agencies active in the response.
    - Provide a system for recording incoming requests for assistance, which was assigned to respond, and the action taken.
    - Establish a protocol for prioritizing response activities.
    - Coordinate activities with other ESFs.
    - Prepare, at all times, to make status reports.
    - Develop and maintain a plan that details the activities addressed in this document. This SOG will be coordinated with the support agencies.

Support Agencies and Functions

Agency	Functions
Baldwin County Emergency Management Agency	Coordinate shelter operations and needs
Baldwin County Health Department	Provide resources/assistance as needed/requested
AEMA	Provide coordination/assistance as needed/requested
American Red Cross	Provide coordination, resources, and assistance as needed/requested
AL National Guard	Provide resources as requested/available for assistance
Baldwin County Board of Education	Provide transportation and location resources/assistance as requested/available
Municipal Jurisdiction Representatives	Provide coordination, resources, and assistance as needed/requested
Baldwin County Sheriff‘s Department	Control traffic control, coordinate security, and support local law enforcement activities
EMS – Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available

Administration

ESF-6 does not supplant existing plans or existing authorities that have been developed for response incidents under American Red Cross statutory authorities other than the Robert T. Stafford Act. Support agencies which have their own authorities and funding to respond to disaster situations will respond initially under those statutory authorities, which will take precedence over the authorities provided under the Robert T. Stafford Act.

ESF-6 shall be coordinated through the EOC and County Departments will provide staff to the function, as required. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

EOC Checklist for ESF- 6 (Mass Care)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Emergency Management Agency
Baldwin County Department of Human Resources

Actions

- Able to speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the EOC.
- Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agencies for the EOC.
- Implementing mass care, housing activities and human services programs without regard to economic status, racial, religious, political, ethnic, or other affiliation.
- Support county agencies providing response and recovery assistance under independent authorities to local governments, individuals, and the private sector.
- Coordinating recovery and mitigation assistance to provide efficient and effective response and recovery benefits, ensure that duplicate benefits are not awarded and to support local planning efforts.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Reports to the Operations Chief. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ Establishes communications with their home agency to verify communications procedure/ network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Unpack any materials you may have brought with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC.

- ☐ Establishes and maintains a position log, which chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section through the Liaison Officer.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Manager.
- ☐ On a regular basis, inform your agency of the EOC priorities and actions based on the current Incident Action Plan.
- ☐ Request additional personnel through their agency as necessary to maintain 24-hour staffing.
- ☐ Provide the Public Information Officer with the following emergency public information details:
  - Shelter locations
  - Feeding Locations
  - Instructions on how to preserve and/or dispose of food
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare a briefing for the Operations Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.

- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means in which you signed in.

Demobilization

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Operations Chief or when your agency's role in the situation is concluded. All forms and position logs to be submitted to the Planning/Intelligence Section prior to departure.
- ☐ When the EOC Manager approves Demobilization, contact your agency and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-7

Baldwin County Emergency Operations Plan

Emergency Support Function-7

Logistics Management and Resource Support Annex

Primary Agency

- Baldwin County Emergency Management Agency

Support Agencies

- Baldwin County Building Department
- Baldwin County Call Center
- Baldwin County Computer Information Systems (CIS)
- Baldwin County Coroner's Office
- Baldwin County Department of Human Resources
- Baldwin County Fire Departments
- Baldwin County Health Department
- Baldwin County Highway Department
- Baldwin County Mental Health
- Baldwin County Sheriff's Office
- Baldwin Rural Area Transportation (BRATS)
- Baldwin County Board of Education
- Baldwin County E-911
- Civil Air Patrol
- EMS – MedStar/LifeGuard Ambulance Services
- Red Cross
- Municipal Jurisdiction Representative
- Southern Linc
- U.S. Coast Guard
- Utility Providers
- Alabama Department of Transportation

Primary Points of Coordination and Associated Actions

- **ESF-13 (Law Enforcement):** provide personnel for security at warehouses and staging areas

- **ESF-5 (Information and Planning):** send SITREPS, conduct electronic briefings, request mission assignments, and receive consolidated SITREPS
- **ESF-1 (Transportation):** Coordinate with ESF-11 regarding the required transportation of supplies
- **ESF-3 (Public Works and Engineering):** provide personnel and equipment to clear roads and transportation access to routes into the disaster area

Introduction

Purpose

The purpose of ESF-7 is to provide logistical and resource support and coordination to partnering agencies involved in emergency response and recovery efforts for natural and man-made disasters that exceed the local capabilities. This logistical and resource support encompasses supplies, equipment, communications, transportation, and personnel needed to support response and recovery operations. ESF-7 shall plan, coordinate and manage resource support and delivery in response to and recovery from a major disaster or catastrophe. ESF-7 makes provisions for supplies and equipment from local sources as well as donated goods. Procurement of necessary items will be made in accordance with laws and regulations that include emergency procedures.

Scope

ESF-7 is responsible for providing direct and active support to emergency response and recovery efforts during all phases of a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, and transportation of such in coordination with ESF-1.

For preparedness purposes, ESF-7 is responsible for:

- Developing methods and procedures for responding to and complying with requests for resources
- Developing procedures for reimbursing private vendors for services rendered
- Developing lists of vendors and suppliers with available resources
- Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies
- Develop and train ESF-7 personnel on County procurement procedures for acquiring supplies, resources, and equipment
- Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF
- Develop a county-wide logistics plan and coordinate with ESF-1 to support logistics operations
- Ensure ESF personnel integrate NIMS principles in all planning

For response purposes, ESF-7 is responsible for:

- Alert those agencies whose personnel, equipment, or other resources may be used for the response efforts
- Establish a resource tracking and accounting system to include management reports
- Assess initial reports to identify potential resource needs
- Identify procurement resources and potential facility locations in the disaster area of operations.
- Provide information and data to the PIO as requested

- Locate, procure, and issue resources necessary to support emergency operations to include coordination to identify alternate operating facilities available

For recovery purposes, ESF-7 is responsible for:

- Continue to conduct procurement activities as long as necessary to support emergency operations and until needs have been met

For mitigation purposes, ESF-7 is responsible for:

- Support and plan for mitigation measures
- Support requests and directives resulting from the Governor

Situation and Assumptions

Situation

A major disaster will have an immediate impact on local and state resources. Essential necessities and supplies must be procured and provided to the citizens in the affected areas. Supply shortages must be dealt with in a timely manner in order to avoid compromising response efforts. Coordination, communication, and cooperation among partnering agencies are crucial to the success of operations.

Assumptions

The following planning assumptions have been made:

- The county will not have all of the resources, either in type or quantity, which may be required to combat the effects of all potential hazards. If a disaster causes a shortage of essential resources, the county will endeavor to cooperate with other local jurisdictions and with the state in encouraging voluntary controls and to enforce mandatory controls when necessary. Resources outside the affected area will be requested and directed to fulfill the unmet needs.
- Support agencies will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received under the authority of this plan.
- Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and therefore affect the availability and distribution of resources. Transportation of resources will likely require staging areas.
- Some resources of Baldwin County may not be available in the impacted area due to inability to access, debris obstacles, and destroyed buildings.

- The County's initial response will focus on lifesaving and injury reduction activities followed by protection of public property. The protection of private property is the responsibility of the landowner or tenant. Logistical support to save lives will receive a *first priority*.
- Massive demand for resources may be dealt with by following procurement procedures in accordance with an executive order, which would exempt normal procedures for purchasing.
- Departments with lead or support responsibilities as defined in this plan should have the resources needed to fulfill their responsibilities or they should have a plan for procurement of those resources during an emergency.

Organization

- The primary agency for ESF-7 is the Baldwin County Emergency Management Agency, which is vested with the overall responsibility for allocating and coordinating resources and supporting incident activities.
- ESF-7 will provide support staff for procurement of commodities and services, leasing of buildings and facilities, and facilities management.
- In addition, ESF-7 will coordinate and allocate food and equipment made available through the State/Federal Surplus Property Program.
- The Director of BCEMA is responsible for the implementation and administration of procurement activities necessary to support emergency operations.
- ESF-7 will operate under the direction of the BCEMA and will continue to do so throughout the emergency situation.
    - The ESF-7 Emergency Coordinator will maintain liaisons with other ESFs and partnering agencies.

Baldwin County EMA serves as the Regional Distribution Site (RDS) for Public Health Area 9. In the event of a Strategic National Stockpile (SNS) deployment, this designation as RDS provides a mechanism of pharmaceutical/medical supply distribution to the surrounding counties (i.e. Butler, Clarke, Conecuh, Covington, Escambia, Monroe, and Washington Counties). Detailed information regarding RDS can be found in the RDS – SNS specific annex to the Baldwin County EOP.

Concept of Operations

General

This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF will be the mechanism through which it provides support activity to all other ESF's. The Logistics Section is the lead for ESF-7.

The following operational concepts are essential for ESF-7 to accomplish its mission:

- BCEMA is responsible for planning, coordinating, and managing the resource support needed in ESF-7, beyond what is available to state agencies.
- This planning support includes the identification of staging areas and assignment of an ESF Coordinator to manage the staging areas.
    - For staging areas designated for receipt of supplies the assigned ESF Coordinator may be ESF-1 Transportation Coordinator.
        - For staging areas that provide first responder support, the staging area manager will be assigned to the ESF-4 (Firefighting), ESF-3 (Public Works), ESF-8 (Health and Medical) or ESF-13 (Law Enforcement).
- In the event that Federal commodities (water, ice, MRE's) are requested by the county, BCEMA Logistics will coordinate the distribution of these items to disaster victims. The staging areas will be managed using the procedures established in the Incident Command System. The Alabama Forestry Commission Incident Management Team has agreed to serve as the Central Staging Area Commander.
- Designated support agencies will furnish resources to ensure support for these ESF requirements.
    - Support by these agencies will be terminated at the earliest practical time.
- Procurement will be made in accordance with current state and federal laws and regulations, which include emergency procedures under Alabama statute.
- In anticipation of supply shortfalls, BCEMA has identified potential vendors to provide essential supplies such as water, MRE's, ice, and various equipment to serve in disaster response and recovery efforts.
- The free market economy and existing systems will be maintained to the maximum extent possible.
- The public will be encouraged to cooperate with any emergency measures through a public information program.

Execution of Operations

The ESF-7 Coordinator will prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phase and should include the following:

- A general description of the situation as it pertains to ESF-7 and an analysis of the ESF's operational support requirements.
- A prioritized listing of significant actions that the ESF-7 will initiate to provide operational support.
- The level of response required by ESF-7 to respond to the event.
- Information concerning staging areas and site specific information needed to support operations.

Direction and Control

The Baldwin County EOC operates within the scope of the National Incident Management System (NIMS). To understand how direction and control is implemented in the EOC, it is important to understand how the process and organization relates to the NIMS and the protocols and procedures of the Incident Command System (ICS).

Countywide capabilities and resources committed to ESF-7 will be allocated and coordinated by BCEMA. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be provided through commercial sources.

Task Assignments

The ESF-7 Coordinator will be responsible for organizing and disseminating task assignments and will need to coordinate with other ESFs in order to ensure the tasks assigned are agreeable to and realistic to the overall operations and needs of the incident, and response efforts.

Actions

- Initiate notification of the required personnel, support organizations to achieve the required level of response.
- Based upon the situation analysis, prepare a list of objective-based priority actions to perform lifesaving and short-term recovery operations.
    - The action list should be revised as the situation changes.

- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-7 response operations.
- Keep track of all expenditures concerning operations and submit these to ESF-5 after terminating operations.
- Procure and allocate essential resources (personnel and material) to support emergency operations.
- Provide staging area information to other ESFs and Incident Command.
    - In the event of a disaster with a long lead time between discovery and impact, some resources will be staged near the pending emergency areas
- Oversee distribution of commodities and other essential supplies.
- Procure and allocate transportation resources.
- Provide supplies for mass care facilities and medical facilities.
- Identify and assessment of resources available for designation as emergency support (including facilities).

Recovery Actions

- Continue the notification of the required personnel, support organizations to achieve the required to adequately aid in recovery.
- Based upon the situation analysis, prepare a list of objective-based priority actions for recovery.
    - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-7 recovery operations.
- Keep track of all expenditures concerning recovery operations and submit these to ESF-5.
- Buildings will be leased for staging warehouses or to replace damaged or destroyed facilities, as needed.
- Communication resources will be provided in coordination with ESF-2 (Communications).
- Transportation needs will be provided in coordination with ESF-1 (Transportation).
- Office furniture, equipment, and supplies will be provided from existing inventories, or will be procured.
- Food and fuel will be provided with cooperation of ESF-11 (Food and Water).
- Security for staging areas and facilities will be provided by ESF-13 (Law Enforcement and Security).

- The Alabama Emergency Management Agency (AEMA) will maintain records for all properties loaned to ESF-7 for support of the AEOC by the federal government.
- The BCEMA will coordinate contractual services between county and commercial sources.

Continuing Actions

- Assess needs for continuing recovery efforts and identify solutions for these needs.
- Prepare phase-out and demobilization schedules for resources still in use.
- Prepare reports on the current situation, after-action needs and issues, and suggestions for improvements (if any are needed) to assist in logistics and resource management for future incidents.

Responsibilities

ESF-7 will coordinate with the primary agency, other ESFs and Incident Command to provide information about available resources, plan for procurement of additional essential resources, and provide updates concerning this information as the situation evolves.

Support Agencies and Functions

Agency	Responsibilities
Department of Agriculture and Industries	• Provision of nutrition assistance • Control and eradication of an outbreak of highly devastating animal/zoonotic disease, highly infective exotic plant disease, or economically devastating plant infestation • Assurance of food safety and food security • Protection of natural and cultural resources and historic properties resources prior to, during, or after an Incident of National Significance
Department of Economic and Community Affairs	• Fuel, surplus property • Long term recovery
Department of Industrial Relations	• Personnel
Public Service Commission	• Transportation and utilities

Administration

ESF-7 shall be coordinated through the EOC with BCEMA and other County Departments providing staff to the function, as required. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.
Lines of Succession to each department head are according to the Standard Operating Procedures established by each department.

EOC Checklist for ESF-7 (Logistics Management & Resource Support)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Emergency Management Agency

Actions (Human Resources)

- To coordinate provision of supplies for mass care facilities and medical facilities as required.
- Able to speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the EOC.
- Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agencies for the EOC.
- Assist in pre-registration at the Baldwin County Coliseum Shelter location.

Actions (Logistics Management)

- To coordinate provision of supplies for mass care facilities and medical facilities as required.
- To procure and allocate essential resources (personnel and material) to support emergency operations.
- To oversee distribution of shelf stable meals and other essential supplies.
- To coordinate procurement and allocation of supply and commodity transportation resources.
- Coordinate provision of emergency power support for water, electrical, sanitation, and other utility systems and services.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ Establish communications with your home agency to verify communications procedure/ network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief or Branch Director to obtain necessary materials and equipment.

- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Operations Section.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the BCEMA Director.
- ☐ On a regular basis, inform your agency of EOC priorities and actions based on the current Incident Action Plan.
- ☐ Mobilize individuals for pre-event registration at the Coliseum Shelter Facility.
- ☐ Coordinate with the Shelter Manager all information directly related to shelter counts, problems and or staffing concerns.
- ☐ Determine the level of response required by ESF-7 to respond to the event.
- ☐ Initiate notification of the required personnel support organizations to achieve the required level of response.
- ☐ Based upon the situation analysis, prepare a list of objective-based priority actions to perform lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
- ☐ Mobilize resources and coordinate response for approved mission assignments.
- ☐ Prepare briefings on the status of ESF-7 response operations.
- ☐ Keep track of all expenditures concerning logistical operations and submit these after terminating operations.
- ☐ Request additional personnel through your agency as necessary to maintain 24-hour staffing.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare a briefing for the Operations Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.
- ☐ Prepare an After-Action Report to identify lessons learned and improvements.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.

- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same electronic means by which you signed in.

Demobilization

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Operations Chief or when your agency's role in the situation is concluded. All forms and position logs to be submitted to the Planning/Operations Section prior to departure.
- ☐ When the BCEMA Director approves demobilization, contact your agency and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-8

Baldwin County Emergency Operations Plan

Emergency Support Function-8

Public Health and Medical Services Annex

Primary Agency

- Baldwin County Health Department (BCHD)

Support Agencies

- Alabama National Guard
- American Red Cross (ARC)
- Baldwin County Coroner
- Baldwin County Emergency Management Agency (BCEMA)
- Baldwin County Mental Health
- EMS – MedStar / LifeGuard Ambulance Services
- Red Cross

Primary Points of Coordination and Associated Actions

- **ESF-1 (Transportation):** Provide transportation resources for medical supplies

- **ESF-3 (Public Works & Engineering):** Coordinate barriers to support access control

- **ESF-5 (Emergency Management):** send SITREPS, conduct electronic briefings, request mission assignments, and receive consolidated SITREPS

- **ESF-6 (Mass Care):** Provide coordination and support to Family Assistance Centers, and coordinate with ESF-8 to address crisis counseling needs

- **ESF-10 (Hazardous materials):** Identify areas where there are hazardous materials

- **ESF-11 (Food & Water):** Coordinate to ensure the safety of water supply

- **ESF-15 (External Affairs / Public Information):** Provide information concerning the incident to the media and public (information releases should be cleared by the incident commander)

- **Area Hospitals:** Coordinate with local hospitals to ensure proper steps are taken to communicate and coordinate level of response needed to ensure adequate medical care can be provided/arranged during an emergency or disaster.

Introduction

Purpose

ESF-8 provides the mechanism for coordinated assistance to supplement local resources in response to public health and medical care needs for potential or actual disasters and emergencies. It is the responsibility of ESF-8 to plan, mobilize and manage health and medical services during disasters. ESF-8 will coordinate medical care, treatment, and support to disaster victims, response personnel, and the public.

Scope

ESF-8 is intended to provide flexible organizational structure capable of meeting the requirements of all-hazards emergency scenarios when activation of the local EOC is required and the EOP is implemented.

ESF-8 is a functional annex to the Baldwin County EOP. Many agencies involved with ESF-8, medical and health related services, have existing emergency plans, protocols, and procedures. This ESF is not intended to replace these plans, but rather complement and support those existing plans and procedures.

The ESF-8 Lead Agency, Baldwin County Health Department (BCHD), and support agencies will become operational when the Emergency Operations Center (EOC) activates for a major emergency or disaster. The Baldwin County Health Department is responsible for responding to environmental and public health issues. ESF-8 will provide support in the following categories:

- Assessment of health and medical needs
- Disease surveillance, control, and epidemiology
- Health and medical personnel
- Health and medical equipment and supplies
- Patient evacuations
- Coordination of hospital care
- Food and Drug Safety
- Emergency Responder Health and Safety
- Radiological/chemical/biological hazards
- Psychological First Aid
- Vector control/monitoring
- Portability of water, wastewater, and solid waste disposal
- Coordinate resources during mass fatality events
- Coordinated public information and warning

Situation and Assumptions

Disasters

During major emergencies or disasters, casualties and fatalities may be expected. Incidents such as epidemics, natural or man-made disasters, may lead to significant impact to our medical/health community. Resources will likely be overwhelmed or exhausted quickly. Disruptions may occur in the supply chain or shortages of supply may cause altered standards of patient care.

Assumptions

In the event of a large scale disaster, local resources will be inadequate. Additional man-power, equipment, supplies, and/or pharmaceuticals will likely be required for response and recovery. Transportation may be limited due to damage to the local infrastructure. Mass casualty events may prompt mutual aid agreements or activation of regional assets. It is also assumed that the local resources will be utilized and consumed prior to requesting additional assistance through the Emergency Mutual Aid Compact (EMAC) or requesting the Strategic National Stockpile (SNS) stockpile from CDC.

Organization

The Baldwin County Health Dept. (BCHD) will coordinate the medical and health activities within the county. These activities include Emergency Medical Services (EMS), public health, behavioral health, environmental issues and mortuary services. BCHD serves as liaison between those agencies comprising state offices and regional medical facilities. The ESF-8 Coordinator will appoint supporting staff as needed to fulfill responsibilities and assure 24-hr operational capability.

ESF-8 operates under the Operations Section Chief during EOC activations. There is a local Health Department representative available to serve in the EOC during disasters and major emergencies. The EOC representative must have authority to commit resources and make decisions on behalf of the agency. ESF-8 will coordinate with ESF-6 Mass Care, Housing and Human Services to assist the Incident Commander (IC) in identifying the appropriate location, setting up, and staffing a Family Assistance Center (FAC), if the incident demands.

In the event that a Family Assistance Center becomes necessary in the county due to a mass casualty event, American Red Cross (ARC) will facilitate this task with the assistance of ESF-8. A FAC is designed and staffed to take care of those needs of the victims' families and survivors. Depending on the needs of those affected, the FAC should offer the following services: counseling, mental health, crisis intervention, locates, and reunites to family and victims.

Concept of Operations

The Baldwin County Health Department (BCHD) is the primary agency for providing ESF-8 technical assistance, resources and support during response activities. Close coordination is maintained with local, state and federal officials to determine the potential needs for support as well as the most efficient means to acquiring that resource support.

The EOC will serve as the central location for interagency coordination and executive decision making, including all activities related to ESF-8. ESF-8 will identify personnel to be assigned to the Baldwin County EOC during activations. ESF-8 will maintain inventory of available and obtainable assets which may be used as resources for disaster response and recovery.

Execution of Operations

BCHD is responsible for coordinating public health activities under the State Health Officer's statutory responsibility and in coordination with the Alabama Department of Public Health. BCHD makes health related protective action decisions when existing codes and regulations are not applicable to the situation. The BCHD will coordinate and facilitate the appropriate tests to determine the extent of the treatment and contamination from environmental hazards such as chemicals, pathological hazards, and radiological hazards.

Direction and Control

The ESF-8 activities will be coordinated through the Baldwin County EOC.

BCHD has the overall responsibility to ensure vaccine supply, ensure source of drug and antidotes, as well as collaborate with hospitals, pharmacies, and other health care providers. BCHD coordinates distribution and administration of these drugs as well as maintains medical records and data related to immunizations.

Disease surveillance systems are in place to continually collect, analyze, interpret, and disseminate data to prevent and control disease. BCHD used a variety of methods to conduct disease surveillance including Passive Surveillance, Active (Enhanced) Surveillance, and Sentinel sites.

In the event that Mass Prophylaxis Dispensing activities are warranted, Strategic National Stockpile (SNS) and Regional Distribution Site (RDS) Annexes will be activated to provide guidance for these activities. Public Health is responsible for requesting the SNS via the State Health Office, which would then go through the Governor's Office, resulting (if approved by the Governor) in deployment from the Centers for Disease Control (CDC).

The Baldwin County Coroner is responsible for overall coordination of activities related to a mass fatality incident. The Coroner, who also functions as a medical examiner, has an on-call staff of two deputy coroners. The Coroner will rely heavily upon the assistance of various

response agencies, including law enforcement, fire services, emergency medical support and various other coordinating agencies to carry out the responsibilities within this ESF-8.

The guidelines for coordination and function during Baldwin County EOC activation for ESF-8 representatives include:

The procedures for receiving, evaluating, prioritizing, and dispatching health and medical resource requests are as follows:

- The ESF-8 EOC representative receives a request from the Operations Section Chief
- The ESF-8 EOC representative disburses the request for evaluation and prioritization
- ESF-8 prioritizes the request and identify available resources
- ESF-8 will advise the Operation Section Chief of the status of the request
- Should the request exceed obtainable resources, ESF-8 will attempt to locate the resource externally.
- A request will be made to ESF-7 (Resource Management)

Task Assignments

ESF-8 is responsible for coordinating the evacuation of patients from hospitals and nursing homes if an evacuation becomes necessary. Baldwin County Health Department will coordinate with EMS, private and public ambulance services to accomplish this task. ESF-8 will monitor the overall evacuation of residential health care facilities and identifying needs of those facilities for resources to assist in the recovery from a disaster or emergency. ESF-8 will work with Mental Health to ensure that Critical Incident Stress Management (CISM) is implemented. It is the overall responsibility of ESF-8 to review and assess the health and medical needs in the county following a disaster or emergency. After assessment, ESF-8 will make preparations to obtain resources to meet those needs. ESF-8 will also coordinate activities that are beyond medical intervention such as radiological, epidemiological, environmental health, communicable disease, hazardous material contamination, and vector control. Resource support requests will be submitted to the ESF-8 representative whom will in turn task ESF-8 agencies to provide the resource. Should the resource not be obtainable through ESF avenues, a request can be made to ESF-7 (Resource Support).

The Baldwin County Coroner will coordinate with the Baldwin County Sheriff's Office on the cause of death and identification of victims. The Baldwin County EMA, Alabama Department of Public Health, County Coroner, and Baldwin County Sheriff's Office has worked to develop a Mass Fatality Plan outlining this coordinated response.

ESF-8 in cooperation with Environmental Division of the Baldwin County Health Department will be responsible for identification and destruction of contaminated food products related to disasters and major emergencies.

Actions

Preparedness

- Conduct planning with support agencies
- Conduct training
- Develop and refine procedures
- Establish Geographical Information System (GIS) maps for critical facilities and target populations
- Maintain liaison with health and medical volunteer organizations, Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Response Teams (DMORT)
- Develop rapid response mechanism for crisis behavioral health counseling and assist in the development of public health nursing disaster protocols

Response

- Manage field deployed assets
- Conduct field assessments and surveys
- Provide nursing staff for Medical Needs Shelter (MNS)
- Provide staff and services for monitoring public health conditions
- Conduct rapid assessments for immediate response objectives
- Determine needs for health surveillance programs
- Arrange for the provision of medical personnel, equipment and supplies as needed to health and medical facilities
- Assist with patient evacuation and post-event relocation
- Identify hospital and nursing home bed vacancies
- Assist in hazardous materials response through consultations, technical supports or staff deployment
- Arrange for emergency behavioral health services to individuals and communities
- Support response personnel with Critical Incident Stress Management (CISM) debriefing resources
- Arrange for Disaster Mortuary Response Team or victim identification services
- Respond to radiological incidents
- Initiate on-site public education programs on health problems associated with the emergency or disaster

Recovery Actions

Recovery

- Restore essential health and medical components of delivery systems and permanent medical facilities to operational status
- Monitor environmental and epidemiological systems
- Monitor public and private food supplies, water, sewage, and solid waste disposal systems
- Compile health reports

- Support emergency services staff and operations until the local system is self-sustaining and maintain provisions for long-term emergency environmental activities
- Identify populations requiring event-driven health, medical or social services needs
- Provide emergency pharmacy/laboratory services

Continuing Actions

Prevention

- Survey and map all Emergency Medical Services
- Increase use of GIS to identify location of vulnerable sites/populations
- Identify and seek auxiliary power for critical facilities
- Conduct epidemic intelligence, evaluation, and prevention of communicable diseases

Responsibilities

It is the responsibility of ESF-8 to provide coordination for health and medical services during a disaster or major emergency. ESF-8 coordination involves planning with partners to prepare protocols and response mechanisms during disastrous events. ESF-8 is responsible for maintaining emergency contacts for health and medical partners. Baldwin County hosts a Medical Needs Shelter (MNS) during times of emergencies. In the event that the MNS is activated, ESF-8 oversees operation of that facility.

In large scale events, Public Health may request and receive Strategic National Stockpile (SNS) from the Centers for Disease Control (CDC). The SNS is a cache of medical supplies and drugs which can be deployed following a disastrous event. Baldwin County Emergency Management will provide logistical support to execute distribution of the product to the victims in need.

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the assigned functions
- When requested, deploy representatives to the EOC to assist with public health and medical activities
- Provide ongoing status reports as requested by the Public Health and Medical Coordinator
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacements
- Document all costs and expenses associated with the response and recovery activities
- Maintain up-to-date rosters of notifying personnel and 24-hr EOC staffing capabilities
- Perform other emergency responsibilities as assigned

Baldwin County Health Department (BCHD) – Serves as a liaison between those agencies comprising state offices, regional offices, and local providers related to health and medical services. Disease surveillance will be monitored for updates, information and new case reports, and mass prophylaxis dispensing activities. When passive, syndrome, and/or sentinel site surveillance indicates a deviation from the norm, the data will be analyzed for trends or patterns. Any clustering or increase in particular disease or syndrome will be investigated by public health and possibly CDC.

EMS – will coordinate on-scene medial resource requests and allocation, work with public health, behavioral health, environmental issues, and mortuary services. EMS will also establish treatment, staging and transport areas to include prioritization of victims and ration resources as necessary.

American Red Cross (ARC) – will assist in the designation and function of a Family Assistance Center which serves to assist those impacted by the disaster. The Family Assistance Center will serve to provide counseling services, mental health, crisis intervention, locates and reunites families.

Support Agencies and Functions

The Alabama National Guard can serve in various capacities to support operations following a major disaster or emergency.

Agency	Responsibilities
Alabama National Guard	Coordinate medical units deployed Coordinate transportation logistics Provide response personnel Provide patient evacuation support Provide security
Baldwin County Coroner	Victim Identification and death determination Establish temporary morgues Organize survey and recovery teams to locate, catalog, and recover human remains Forensics Notification Resource Management Reporting to the Incident Commander
Baldwin County Emergency Management Agency	Coordinate response activities Request resources to support operations Provide logistical support
Baldwin County Mental Health	Provide psychological first aid Provide assistance with Family Assistance Center
EMS	Provide patient transport services Provide patient evacuation transportation

	assistance to medical/health facilities
ARC – American Red Cross	Provide assistance to victims Establish Family Assistance Center if necessary

Disaster Mortuary Teams (DMORTS)
DMORTs work under the guidance of local authorities by providing technical assistance and personnel to recover, identify and process deceased victims. A team consists of 25 primary responders including medical examiners, coroners, pathologists, anthropologists, medical records technicians, funeral directors, behavioral health professionals, and support personnel.

Administration

ESF-8 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record. The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-8 related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

A local ESF-8 representative from the Baldwin County Health Department will serve in the EOC during activations. This individual shall be capable of making decisions on behalf of the agency and disseminate information appropriately.

Support

Requests for emergency assistance will be resolved at the lowest level of direction and control with appropriate resource capabilities. Unresolved assistance requests will flow upward from city to county and/or field deployed command posts to the responsible representative in the State Emergency Operations Center (SEOC).

EOC Checklist for ESF-8 (Public Health & Medical Services)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Health Department

Actions

- Able to speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the BCEMA.
- Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agencies for the BCEMA.
- Identify and coordinate mental health programs and resources.
- Assess the need for mental health services with the Public Health and Department of Human Resources (DHR) Representatives.
- Ensures that all available disaster medical resources are identified and mobilized as required.
- Determines the status of medical facilities within the affected area.
- Coordinate the transportation of evacuees or injured victims to appropriate facilities.
- Ensure a transportation unit is stationed at each shelter facility.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ **(EMS)** Review responsibilities of the EMS Representative and develop a plan detailing strategies for carrying out objectives as outlined by Shelter Coordinator/Shelter of Last Resort Plan.
- ☐ Establish communications with their home agency to verify communications procedure/ network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Unpack any materials brought with you and set up your assigned station. Request through the Operations Chief or Branch Director to obtain necessary materials and equipment.

- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC.
- ☐ Establishes and maintains a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section through the Liaison Officer.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director.
- ☐ On a regular basis, inform your agency of the EOC priorities and actions based on the current Incident Action Plan.
- ☐ Request additional personnel through their agency as necessary to maintain 24-hour staffing.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.
- ☐ If leaving the EOC, sign out by the same electronic means by which you signed in.

Demobilization

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Deputy Director or when your agency's role in

the situation is concluded. All forms and position logs to be submitted to the Planning/Intelligence Section prior to departure.

- ☐ When the BCEMA Director approves demobilization, contact your agency and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Be prepared to provide input to the after-action report.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-9

Baldwin County Emergency Operations Plan

Emergency Support Function-9

Search and Rescue Annex

Primary Agencies

- Baldwin County Fire Departments
- Baldwin County Sheriff's Office

Support Agencies

- Alabama Law Enforcement Agencies
- Alabama Emergency Management Agency
- Alabama Department of Conservation & Natural Resources
- Alabama National Guard
- Civil Air Patrol
- EMS – MedStar/LifeGuard Ambulance Services
- Red Cross
- U.S. Coast Guard

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** prepare action plans, SITREPS, and electronic briefings - Forward these items to ESF-5

- **ESF-8 (Health and Medical Services):** provide crisis counseling and mortuary services

- **ESF-13 (Law Enforcement & Security):** coordinate on-scene crime scene investigation and Search and Rescue (SAR) operations

Introduction

Purpose

This annex provides information and procedures designed to assist in helping to facilitate search and rescue planning and operations.

Scope

Search includes activities directed toward discovering the location of an individual or individuals missing or reported missing, in jeopardy, or possible jeopardy, of life and limb. Rescue includes activities directed toward and requiring the use of organized and trained personnel to locate and extricate persons trapped in damaged buildings, shelters, vehicles and other enclosures, or from contaminated areas. Search and Rescue (SAR)is the act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or killed as a result of a natural or man-made disaster. A SAR member is an agency affiliated (sworn, non-sworn, or reserve) or civilian member of an organized, trained, and equipped Search and Rescue Unit or Team. There are different types of SAR units and teams:

- SAR Heavy Rescue Unit: A SAR unit organized, equipped, and trained to locate persons trapped in the rubble of structures of any size or construction. In addition to the equipment and skills necessary for light rescue, they must have the ability to determine heavy equipment requirements of a rescue situation and supervise the operation of such equipment. The unit must have a sound working knowledge of structural engineering or immediate access to a technical specialist with such knowledge.

- SAR Light Rescue Team: A SAR unit specially trained and equipped to locate and rescue persons trapped in the rubble of collapsed residential and light commercial structures. The unit uses special equipment such as optical fiber television and infrared detection devices, light hydraulic powered rescue tools, chain saws, metal saws, and tracking dogs. It may also be qualified in heavy rescue techniques.

- SAR Unit/Team: A public agency or non-agency affiliated civilian group organized, trained, and equipped to carry out search and rescue/recovery missions.

Situation and Assumptions

Situation

Search and rescue operations may result from a man-made, technological, natural, or war related incident and may range from extricating trapped victims in an automobile wreck, dragging a river for drowned victims, aerial SAR, or heavy duty rescue after a tornado or a terrorist attack.
SAR emergencies may reach such magnitude as to require resources from adjacent jurisdictions,

state, federal, or private organizations. A substantial number of persons involved in a major disaster may result in life-threatening situations requiring prompt rescue and medical care. Since the first 72 hours are crucial to lessening the mortality rate, SAR must begin immediately. In the event of an act of terrorism, SAR operations may need to be conducted in close coordination with law enforcement crime scene investigation procedures.

Depending upon a disaster's type and magnitude, urban and/or non-urban rapid deployment of SAR resources may be required to conduct life savings operations. SAR personnel will potentially have to deal with extensive damage to buildings, roadways, public works, communications, and utilities. Fires, explosions, flooding, and hazardous materials releases may compound problems and may threaten survivors as well as rescue personnel.

SAR volunteer units with varying capabilities are organized locally and cooperate with emergency management authority. Existing rescue personnel and equipment will be able to handle most local emergencies when additional support is required; assistance can be obtained through existing mutual aid agreements or from state and federal agencies through the State EOC.

Assumptions

The following planning assumptions have been made:

- All available local SAR resources will be committed, and additional help will be needed from the state.
- Coordinating and direction of local efforts, including volunteers, will be required.
- Secondary events or disasters may threaten survivors as well as SAR personnel.

Organization

The Baldwin County EMA will assist fire service personnel and law enforcement personnel in determining the support agencies required for the specific disaster. This determination will result in a collaborative organization designed to meet the demands of the event

Concept of Operations

This section details facilities, equipment, personnel, procedures, and communications necessary to effectively accomplish stated goals in response to an incident. The Baldwin County EMA will provide SAR support to local operations through coordination of county personnel and equipment from support organizations and volunteer agencies.

Goals

- To create a search and rescue response which provides for the command, control, and coordination of SAR emergency operations and mutual aid.

- To provide a system for receipt and dissemination of information, data, and directives pertaining to search and rescue operations.

- To prescribe a procedure for the inventory of search and rescue personnel, facilities, and equipment in the state.

- To collect and disseminate information and intelligence related to search and rescue operations for disasters or emergencies, either existing or pending.

- To pre-plan distribution and allocation of state resources in support of the overall law enforcement mission.

Upon notification of a potential or actual event requiring response, the emergency contact person for the Baldwin County EMA will notify other ESF-9 members by telephone or through the communications facilities at the Baldwin County EOC. Determining who is to be notified will be based on the demands or potential demands of the event. All support agencies notified will be instructed to alert their contacts throughout the county to ensure required available resources are on standby or mobilized and given instructions to report to the affected area.

Execution of Operations

- Local rescue squads normally will conduct their operations in coordination with the sheriff, emergency management and the chief fire official; the SAR response depends upon the nature of the incident.

- During disasters and emergencies, the local emergency management coordinator is responsible for coordinating the SAR resources. The chief of the rescue squad organizations should report to the EOC to help coordinate all local resources.

- Civil Air Patrol (CAP) assistance may be provided for SAR missions. Requests for CAP assistance must originate from the EMA Coordinator/or County Sheriff and be relayed to the State EOC to Langley AFB, Virginia. Langley AFB verifies and authorizes the mission and provides AEMA and the CAP with a mission number.

- Commanders of active duty military units are authorized to provide immediate assistance to prevent loss of life or limb. National Guard resources are also available and can be obtained by contacting the State EOC.

- When volunteer SAR personnel are involved, special precautions should be used to ensure the media and families of victims are properly informed of the situation. All information should be released by the PIO in the EOC to prevent rumors and misinformation.

Direction and Control

The ESF-9 Coordinator is responsible for coordinating all emergency Search and Rescue (SAR) responses. Each SAR organization will maintain authority within its own organization and jurisdiction. Emergency &/or disaster SAR operations may be directed from the EOC by the ESF-9 Coordinator or his representative in coordination with the on-scene command post. Routine operations will be handled by standard procedures. State and Federal support will be called upon as needed with requests channeled through the Chairman of the County Commission or Mayors of municipalities as appropriate. State and Federal support will be called upon as needed with requests channeled through the EOC.

Task Assignments

- Coordinate Search and Rescue (SAR) response to address the needs at the scene of the emergency or disaster.

- Analyze SAR resource needs and request assistance and provide input into the Incident Action Plan

- Provide information regarding the status of SAR operations to other ESF Coordinators

- Assign liaison to work with SAR officials from other affected jurisdictions

- Coordinate with County Public Information Officer for dissemination of SAR related emergency information

- Coordinate with ESF-3 (Public Works and Engineering) for the placement of barricade material

- Coordinate with ESF-3 (Public works and Engineering) on the need for debris removal in order to clear routes for fire apparatus to conduct operations

- Coordinate with Law Enforcement for traffic control and access control and warning support

- Determine if there is need for critical incident stress services and coordinate this need with ESF-8 Health and Medical Services

- Prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the Incident Record

- Supervise the demobilization of resources and close-out of disaster operations

Actions

If activated for a disaster, ESF-9 will prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phase and should include the following. A general description of the situation as it pertains to ESF-9 and an analysis of the ESF-9 operational support requirements will also be necessary for SAR planning.

Recovery Actions

- Determine the level of response required by ESF-9 to respond to the event
    - This determination includes identification of the support agencies required to support emergency operations
- Initiate notification of the required personnel and support organizations to achieve the required level of response
- Based upon the Situation Analysis, determine priority actions to provide support to perform lifesaving and short-term recovery operations.
- Mobilize resources and coordinate response for approved mission assignments
    - Transportation may be provided by the primary agency, if available, or may be the responsibility of the support agency
    - This may require coordination with ESF-1 (Transportation).

Continuing Actions

ESF-9 will perform the following actions continuously through the disaster or emergency situation:

- Track the status of county and other resources committed to support emergency operations.
- Track financial expenditures and keep financial records.
- Reassign SAR resources as needed and as requested.
- Order SAR resources withdrawn.

Responsibilities

The Baldwin County EMA will maintain a database of SAR resources, coordinate training of SAR personnel, and provide for logistical support for ESF-9 at the EOC.

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activies
AEMA	Provide coordination/assistance as needed/requested
AL Dept. of Conservation & Natural Resources	Provide coordination/assistance as needed/requested
Baldwin County Highway Department / ALDOT	Provide traffic information and control / other assistance, as needed
Civil Air Patrol	Provide coordination/assistance as needed/requested
AL National Guard	Provide resources as requested/available for assistance
U.S. Coast Guard	Provide assistance and resources, as needed
BCEMA	Provide coordination/assistance
EMS – Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available
Red Cross	Provide resources, personnel, and information

Administration

ESF-9 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

Each agency / organization will follow the SOGs of their department.

EOC Checklist for ESF-9 (Search & Rescue)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County fire departments
Baldwin County Sheriff's Office

Actions

- Coordination of SAR emergency operations and mutual aid.
- Coordinate the receipt and dissemination of information, data, directives, and intelligence pertaining to search and rescue operations.
- Coordinate the inventory of search and rescue personnel, facilities, and equipment.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or designated Branch Director.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-9 Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Based on the situation known or forecasted, determine likely future needs for search and rescue operations.
- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (E.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC

- ☐ Establishes and maintains a position log, which chronologically describes the actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
  - Evacuation
  - Search & Rescue (SAR)
- ☐ Determine the status of all equipment and forces.
- ☐ Provide search & rescue support.
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operational Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-9 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-9 Representative are transferred to other EOC elements as appropriate.

- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted through the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-10

Baldwin County Emergency Operations Plan

Emergency Support Function-10

Oil and HAZMAT Annex

Primary Agencies

- Baldwin County Fire Departments

Support Agencies

- Alabama Law Enforcement Agencies
- Alabama Emergency Management Agency
- Alabama Department of Environmental Management
- Alabama Forestry
- Alabama Department of Public Health
- Baldwin County Mental Health
- Baldwin County Sheriff's Office
- Civil Air Patrol
- Baldwin County Highway Department / ALDOT
- EMS – MedStar/LifeGuard Ambulance Services
- U.S. Coast Guard

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPS), conduct electronic briefings, request mission assignments, receive consolidated SITREPS
- **ESF-15 (Public Information):** provide information to the media and to the public
- **ESF-3 (Public Works and Engineering):** debris removal to open routes for fire apparatus and HAZMAT Response Teams to conduct operations
- **ESF-13 (Law Enforcement):** coordinate access and traffic control

Introduction

Purpose

The purpose of ESF-10 is to provide for a coordinated response by local government agencies to minimize the adverse effects on man and environment resulting from an uncontrolled release of or exposure to hazardous materials (does not include radiological hazards). Hazmat incidents include incidents involving Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) materials.

Another purpose of this Hazardous Materials Annex is to provide guidance for county operations in response to emergencies resulting from the manufacture, use, storage, and transfer of hazardous materials in and through Baldwin County; to describe the specific roles and responsibilities of first responders utilizing a standardized Incident Command System; and to coordinate the emergency response capabilities of local, state, and federal agencies, adjacent jurisdictions, private industry and volunteers.

Regarding radiological emergencies, ESF-10 is to establish the organization and to assign responsibilities for a preparedness capability in response to radiological hazards incidents caused by nuclear attack, terrorism incident, or peacetime emergencies.

Scope

ESF-10 provides for a coordinated, effective, and efficient response to discharges and releases of hazardous materials by placing human, financial, and material resources into action in the impacted area. This ESF establishes lead coordination roles and division and specification of responsibilities among state agencies that may be brought to bear in response actions. This ESF is applicable to all organizations with responsibilities and assets to support the local response to actual and potential discharges and releases of hazardous materials.

Situation and Assumptions

Situation

Baldwin County is at risk from the transport, use, manufacture and storage of hazardous materials at facilities within the county. A natural, technological, man-made, or adversarial disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities (e.g., chemical plants, tank farms, laboratories, operating hazardous waste sites) which produce, generate, use, store, or dispose hazardous materials could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing

further; this degradation of holding ponds, tanks, and drums. The damage to or rupture of pipelines transporting materials that are hazardous if improperly released will present serious problems.

A hazardous materials incident could be an act of terrorism. Therefore, responders will need to rule terrorism out during the initial size-up of response operations. If terrorism cannot be ruled out, first responders will need to consider secondary incidents. Hazardous materials may be illegally transported, manufactured, or dumped within the County. Due to the criminal nature of such activities, special law enforcement considerations may be necessary, but shall not take precedence over the protection of the general population.

As a side effect of technical advancement in modern society, the transportation and use of chemicals have multiplied. Every day some form of hazardous material is being transported on the roads and railroads in communities throughout the United States. Although accidents involving hazardous materials are infrequent, when they do occur, informed judgment on how to deal with these accidents must be made immediately. Major spills are becoming more probable as the number and frequency of movements increase and such accidents are particularly hazardous when they occur in populated areas. Public exposure must be kept to a minimum. Even though the legal duty for the reporting, containment and cleanup of hazardous materials rests with the party responsible for the material, local government has the primary responsibility for the protection and well-being of the public. Consequently, local government must be prepared to respond to hazardous materials incidents of all types and sizes through the designated response agencies and take appropriate initial protective measures to prevent or minimize injuries, loss of life and property damage.

Title III, Public Law 99-499 requires each state to form a State Emergency Response Commission (SERC) which, in turn, must establish emergency planning districts; the SERC has established Baldwin County as an emergency planning district. The law also requires the SERC through the local government to appoint a Local Emergency Planning Committee (LEPC) and, as a result, the Baldwin County Commission has formed the Baldwin County LEPC to include, as a minimum, representatives from the following:

- State and Local Elected Officials
- Fire and Rescue
- Law Enforcement
- Public Health and Hospitals
- Emergency Management
- Broadcast and Print Media
- Transportation
- Facility (Industry/Business) Owners/Operators
- Local Environmental Group
- Volunteer Organizations
- Others as Desired

Title III mandates facilities owned or operated by government, business, or industry which use, store, manufacture or transport one or more of the Environmental Protection Agency (EPA)

designated extremely hazardous substances (in amounts which exceed EPA threshold quantities) must report certain information to the SERC and LEPC. In addition, the LEPC must plan for protecting its environment and public if such substances are released. To accomplish this planning task, the LEPC must obtain and analyze data concerning hazardous materials within the LEPC's jurisdiction, normally the county.

Title III requires possessors of any of the substances on EPA's list of extremely hazardous substances (in excess of the threshold amount) and/or chemicals in excess of 10,000 pounds to submit a Material Safety Data Sheet (MSDS) to the SERC, LEPC, and to the local fire department. The Chairman of the Baldwin County Commission has designated the Baldwin County Emergency Management Agency as the focal point and repository for MSDSs to be used by the LEPC. The LEPC uses this data as the first part of a hazards analysis process. A hazards analysis has three components, hazards identification, vulnerability analysis and risk analysis. This process is thoroughly explained in the National Response Team Hazardous Materials Emergency Planning Guide (NRT-1) and the EPA/FEMA/DOT "Technical Guidance for Hazards Analysis - Emergency Planning for Extremely Hazardous Substances."

The LEPC should coordinate with fixed sites and processing facilities to determine how Extremely Hazardous Substances (EHSs) are transported to the facility, and if the facility's manufacturing process produces EHSs, then how these substances are transported out of the county. When a transportation route for EHSs precedes into a neighboring county that transportation and route should be coordinated with that county. LEPCs should assume EHSs are carried along interstate highways, major rail lines, and navigable rivers and plan accordingly.

The transportation of hazardous materials within Baldwin County poses a threat to the community. Such materials cannot always be identified precisely in advance. Thousands of materials may be transported, usually on U.S. or State Highways. Although, some types of hazardous materials may be found on any Baldwin County road or railroad, The U.S. Department of Transportation Emergency Response Guidebook (ERG) lists many of the potentially dangerous materials likely to be encountered and general emergency actions to be taken (it should be noted that this book is generally updated every four years).

Some specific hazards can be identified and procedures developed for their control. A useful document to determine risk and vulnerability to transportation hazards is DOT document Risk Assessment Vulnerability Users Manual for Small Communities and Rural Areas. Transportation routes most commonly used to transport hazardous substances within the county are: U.S. and State highways. The potentially most hazardous points in the routes are dangerous intersections, weak bridges, railroad crossings, foggy areas, etc.

Assumptions

- State and federal agencies will respond with technical expertise and resources upon request by the county.

- Emergency services personnel will be trained in hazardous materials control and they will carry in their vehicles emergency response guidebooks and instructions to help control

possible incidents.

- The businesses will provide Material Safety Data Sheets to the appropriate fire department.

- Private agencies involved in the manufacture, use, storage and transport of hazardous materials will cooperate with local governments in preparing for and conducting operations in response to hazardous materials incidents.

- Local government has the primary responsibility for the protection and well-being of the citizens. Consequently, local governments through the designated response agencies will:

    - Respond to hazardous material incidents of all types and sizes.

    - Make initial assessments as to the severity/magnitude of the situation.

    - Take appropriate first responder protection measures to prevent or minimize injuries and property damage.

- Baldwin County emergency response agencies will gear their response to immediate life saving activities during a hazardous materials incident.

- Effective response to a major hazardous materials incident will require assistance for a variety of specialized teams, agencies, and organizations.

- Cleanup is the responsibility of the party responsible for the actual spill. Local, state, and federal agencies shall coordinate recovery activities.

Organization

Disaster operations for HAZMAT incidents necessitate implementing the Incident Command System. When an emergency/disaster is declared and this plan is implemented and the EOC is activated the fire department and its designated representative will report to or be in contact with the EOC; other supervisors will operate from their normally assigned duty areas.

Concept of Operations

A hazardous materials incident may occur that could be a result of terrorism, sabotage or demonstration of civil disobedience that results in a release of hazardous materials. The incident will primarily involve the law enforcement community in taking whatever steps are required to avoid a threat to the population. State and Federal assistance will likely be required to abate the threat.

Baldwin County HAZMAT response, which provides for the command, control, and coordination of hazardous material response operations and mutual aid, will be planned, coordinated, and efficiently executed. The following concepts and tasks will be of assistance in ensuring the adequacy of HAZMAT response in Baldwin County:

- Coordinate the dispatch and use of mutual aid and state hazardous material resources.

- Provide the means of coordination with federal, state and local government.

- Provide a system for the receipt and dissemination of information, data, and directives pertaining to HAZMAT response activities among organizations responsible for hazardous materials incident response.

- Collect and disseminate information and intelligence relating to hazardous materials incidents

The concept of operations described in the Basic Plan also applies to responses to major hazardous materials incidents; however, there are two elements unique to hazardous materials planning. The first is the State Emergency Response Commission (SERC) at the state level and the Local Emergency Planning Committee (LEPC) at the county level.

The SERC is responsible for supervising and coordinating the PL 99-499 ("Title III") activities of the LEPCs and for establishing procedures for receiving and processing public requests for information collected under various sections of Title III and for reviewing local emergency plans.

The LEPC serves as the local focal point for receiving notifications from facilities subject to Title III and for requests for information from the public. The LEPC is also responsible for conducting a hazards analysis which will be used as an initial step in the planning process. The LEPC develops HAZMAT appendices to the local emergency plan and is responsible for other local HAZMAT readiness actions as outlined below:

- Within Baldwin County, EMA has been assigned the focal point for hazardous materials coordination.

- All departments with a first responder mission must train their personnel in recognition of and first-step protection measures for hazardous materials.

- The appropriate fire department will assume overall control of the scene of the incident until relieved by an on-scene commander appointed by the jurisdictional CEO.

- Emergency response teams from state, federal, or private agencies will be supported in their cleanup efforts as appropriate.

- Incident Command procedures should be used in the response phase.

SARA Title III, Section 303, requires the emergency plan to designate a "community emergency coordinator" and "facility emergency coordinators". This is also known as the Emergency Planning and Community Right-to-Know Act (EPCRA). The owner or operator of the facility must notify the LEPC of a facility representative who will participate in the planning process or a facility emergency coordinator. This person should reside locally and not at a distant corporate headquarters. The community emergency coordinator will normally be the jurisdictional fire chief unless the LEPC under the direction of the CEO prefers to select someone else. The facility emergency coordinator should notify the community coordinator whenever a release has occurred.

Execution of Operations

ESF-10 will direct the efforts to support Baldwin County emergency response actions, immediately following a disaster involving hazardous materials. Federal, state, local officials and the private sector must maintain close coordination. For the purpose of standardization of emergency communications and response operations, the following response levels (which correlate with the Baldwin County Tiered Response Framework and State Response Levels) will be used by all Baldwin County responders to hazardous materials incidents in Baldwin County and outside of the county when responding as mutual aid:

- Level Four: Incident Command System is necessary to direct and control emergency response forces at an incident site. Incident Command Post and staging areas established. The Incident Commander is able to control the emergency without additional assistance or Emergency Operations Centers (EOC). This includes incidents involving spills, leaks, or fires of small amounts of fuel, oil or other materials that can be managed using equipment available to first responder operations level, such as SCBA and/or SFPC. The following agencies are to be contacted in a Level 4 response in the order listed below:

    - Fire department
    - Emergency medical services
    - Police department
    - Alabama Department of Environmental Management
    - Alabama Emergency Management Agency
    - NRC for SARA Title III Reportable Releases (See
    - Chemical Transportation Emergency Center (CHEMTREC) at (800) 424-9300

- Level Three: Resources that are immediately available to Incident Commander are exhausted. The local Emergency Operations Center (EOC) is activated to manage and coordinate related, multiple, low level emergencies in different locations. Some precautionary evacuation may be necessary. Incidents involving hazardous chemicals require the use of any kind of specialized protective equipment beyond use of Self Contained Breathing Apparatus (SCBA) and/or Structural Firefighter’s Protective

Clothing (SFPC), special tools or knowledge beyond the normal scope of first responders. Incident Commander may request the activation of Baldwin County EOC. The following agencies in addition to those listed in Level 4 are, or may be, involved:

- HAZMAT teams
- Department of Public Health
- EOC Staff
- Department of Human Resources
- American Red Cross (ARC)
- County Emergency Management Agency (EMA)
- Alabama Law Enforcement Agencies
- Public utilities

- Level Two: State response and management resources may be needed to assist local and regional response. Local area evacuation, other protective actions, and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at state and local level are coordinating resources. Unified Command is activated and located in Baldwin County EOC. The following agencies in addition to those listed in Levels 3 and 4 are, or may be, involved:

  - Environmental Protection Agency
  - United States Coast Guard
  - Federal Regional Response Teams (RRT)
  - Federal On-Scene Coordinator (OSC)

- Level One: This is the worst case scenario for a disaster. All local, regional, state, and federal response and management resources are needed to handle a Level One disaster. Wide area evacuation, other protective actions and mass care activities characterize this level. Hazardous materials may be involved. Emergency Operations Centers at all government levels are coordinating resources. Unified Command System is activated and located in Baldwin County EOC. The following agencies in addition to those listed in Levels 2, 3, and 4 are, or may be, involved:

  - Unified Command Activated and located in Baldwin County EOC
  - Any other applicable or necessary State or Federal Resources deemed essential to the response to and resolution of a HAZMAT involved/related disaster

Direction and Control

On-scene emergency response activates will be directed from an Incident Command Post (ICP) which will be established as soon as possible by the initial responders. Overall coordination of

the emergency/disaster response during a Response Level 1, 2, or 3 incidents will be managed from the EOC

Executive Actions

The local Fire Chief or designee is responsible for emergency operations relating to most hazardous materials incidents. The Fire Chief or his designee may request the activation of the County EOC.

Local law enforcement officers are responsible for emergency operations relating to crimes involving hazardous materials, including drug labs.

The Baldwin County Commission may declare an emergency to access state and federal assistance should a major emergency result for a hazardous materials incident.

Lines of Succession

Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

Task Assignments

- Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs.
    - The Situation Analysis continues throughout the response and short-term recovery phase and should include:
        - A general description of the situation as it pertains to ESF-10 and an analysis of the ESFs operational support requirements.
        - A prioritized listing of significant actions that the ESF-10 will initiate to provide operational support.
- Determine the level of response required by ESF-10 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, prepare a list of objective-based priority actions to perform lifesaving and short-term recovery operations.
    - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.

- Prepare electronic briefings on status of ESF-10 response operations.
- Keep track of all expenditures concerning operations.

Actions

Response - First Responders

- Verify initial information an incident has occurred
- Determine Incident Commander
- Select appropriate objectives and tactics to control the incident
- Identify the substance involved and potential dangers
- Control entry into the danger area by establishing and marking off a security area
- Send a Hazardous Materials Situation Report to the Alabama Emergency Management Agency EOC (EMITS) or the Public Safety Communications Center by the most expeditious means available and request assistance, if needed.
- Contact CHEMTREC or state and federal agencies directly if necessary
- If conditions are serious enough to warrant evacuation of the area, start immediate procedures to evacuate the close in area first.
    - Consider in-place sheltering rather than evacuation if situation negates evacuation option.
- If conditions warrant, activate the EOC and/or establish a command post near the scene to provide communications, coordination and direction and control.
- Keep upwind and uphill as much as possible from the incident
    - Assume until proven otherwise, that it involves toxic chemicals and wear protective clothing, mask, etc., while working in the area.
- Provide and disseminate emergency information to the public and initiate plans that provide for the basic human needs of food, shelter and emergency health and medical services for the population evacuated from the danger area.
- If the area is believed to be contaminated, use caution in moving injured personnel, equipment or materials from the danger area.

- Avoid smoking and control the consumption of food and water in the endangered area.

- Limit emergency operations to the extent of expertise provided by emergency service personnel and available equipment and materials on hand.

    - REMEMBER THAT ON-THE-SCENE OPERATIONS MAY MAKE THE INCIDENT MORE, RATHER THAN LESS, DANGEROUS!

Recovery Actions

Recovery - All Local Government

- Most emergency operations will, in all probability, involve functions that may produce hazardous effects if carried out improperly.

- Operations carried out during containment and clean-up of hazardous materials require proper resources and expert know-how.

    - AGAIN, THE IMPORTANT POINT TO CONSIDER IS THAT EFFORTS TO CONTAIN AND CLEAN UP MAY MAKE THE INCIDENT MORE, RATHER THAN LESS, DANGEROUS.

- Cooperate with response teams, the owner/shipper and/or state and federal environmental personnel during clean up operations.

- Continue to provide area security and prohibit all unauthorized personnel from entering area.

- Terminate clean up operations when all danger is past and the area has been declared safe by responsible personnel and restored to the best condition possible.

- Keep accurate and documented records of all expenditures, money and physical resources of the various local governmental department/agencies involved in emergency operations.

Continuing Actions

Mitigation & Preparedness Operations - LEPC

- Maintain list of local and facility emergency coordinators.

- Conduct a hazards analysis of the community to determine existing hazardous material threats.

- Prepare an inventory of existing threats including:
    - Type, amount and characteristics of materials
    - Site locations and/or potential problem areas
    - Users, owners, manufacturers and/or transporters of hazardous materials
    - Plan for response to hazardous materials incidents.
    - Develop procedures for communications, warning, public information, evacuation, shelter, feeding and health and medical services.

- Ensure County Resource List contains equipment needed for responding to hazardous materials incidents, where it is located, and who should be contacted to obtain the equipment.

- Develop detailed procedures for identification, control and cleanup of hazardous materials.

- Provide or obtain training for response personnel using courses made available by the Alabama Emergency Management Agency, the State Fire College and manufacturers and transporters of hazardous materials.

- Ensure facilities and emergency responders have SOPs which provide procedures and methods to follow in responding to Title III releases and cleanup.

Responsibilities

Local Government

Fire Departments

- Fire Departments will direct and control hazardous materials incidents occurring within their geographical area of responsibility.

- Provide HAZMAT response within department/division SOPs and level of training.

Private Industry

- Develop emergency operations plans for their facilities and for responding to emergency located on their sites.

- Provide technical assistance, expertise and resources to local government to help mitigate the effects of a hazardous materials incident.

- Private cleanup contractors can provide resources, equipment and expertise on the

removal and disposal of contaminated materials.

- Private industry is responsible for cleanup and site restoration, when found to be the responsible part and as required by law.

Road Departments

- Responsible for positioning traffic control devices (I.e., barricades, covers, etc.) as per Fire Services instructions.

Sheriff's Department/Municipal Police Departments

- Assume initial Incident Command in crimes involving hazardous materials
- Provide warning support
- Provide traffic control
- Provide security for key facilities
- Provide crowd control

State Government

The Department of Environmental Management is the primary agency responsible for ESF-10. Its responsibilities are as follows:

- Carry out the prescribed duties of the State Emergency Response Commission (SERC) and in concert with AEMA.
- Maintain jurisdiction over chemical releases as outlined by law.
- Serve as the repository for the lists of chemicals and the hazardous inventory forms.
- Provide public access to the chemical lists, forms or other information as prescribed in Title III.
- Serve as the SOSC for facility related hazardous material incidents.
- Act as the technical advisory agency in identifying and directing the containment, treatment, and removal of hazardous material threatening or affecting water or air quality as authorized by Alabama's environmental laws and regulations.
- Act as the primary operational state agency in the containment and cleanup of hazardous materials spills in state waters.

- Recommend the type of treatment, storage, or disposal facilities for hazardous materials and advise the responsible party on proper disposal methods for hazardous material spills.

- Act, in coordination with other response elements, as the authority on the use of chemical dispersant in combating a hazardous material incident.

- Coordinate HAZMAT-related matters between the state and the EPA or the USCG.

- Act as the primary operational state agency responding to a discharge of oil into waters of the state and coordinate with the EPA and the USCG on all reported discharges.

- Review and or formulate protective action decisions to protect the public, responders, the environment and property.

- Provide representatives on a 24-hour basis to the AEOC to ensure the full deployment and utilization of ADEM resources.

- Commit resources to the disaster area.

- Assess and prioritize response actions necessary to mitigate hazardous materials releases, which include these major actions.

- Review and/or develop protective actions for the public, responders, environment, and property.

- Stabilize the hazardous material site and stage resources.

- Categorize and dispose of hazardous material.

Secondary State Support Agencies

Department of Conservation and Natural Resources

- Provide traffic supervision and control for water transportation routes adversely affected by a hazardous materials incident.

- Provide manpower and logistical support from any state park or recreational area directly affected by a hazardous materials incident.

- Access damage to wildlife populations and habitat resulting from a hazardous materials incident.

- Coordinate with other appropriate federal and state authorities any action deemed necessary or required for the protection of endangered or threatened species.

- Provide support for law enforcement and search and rescue operations.

Alabama Law Enforcement Agencies

- Provide evacuation assistance in coordination with local law enforcement and the EMA.

- Provide on-scene uniform public information function and spokesperson to address media needs at the incident scene in coordination with local government/emergency response organizations.

- Provide or assist in traffic and access control, in coordination with other law enforcement agencies, pertaining to surface transportation, security, warning, and evacuation routes affected by a hazardous materials accident.

- Provide communication support.

- Staff the 1-800 reporting number during non-duty hours (state warning point).

Department of Public Health

- Provide response to all emergencies associated with radioactive materials or ionizing radiation.

- Act as the primary occupational agency in the containment and cleanup of radioactive materials spills.

- Maintain regulatory authority and control over the possession, use, and transfer of radioactive materials in accordance with Rule 420-3-26, Radiation Control, Alabama Administrative Code.

- Coordinate with the US Nuclear Regulatory Commission, the US Department of Energy, and other federal agencies concerning any federal radiological resources to be used to supplement state radiological resources.

- Issue public health orders and provides technical assistance.

Department of Agriculture and Industries

- Assist in identification, containment and disposal of pesticides, insecticides, and herbicides.

- Assist in the identification of possible health hazards related to a hazardous materials incident that may affect a food commodity or the production of that food commodity.

- Render assistance in responding to accidental spills of pesticides and herbicides.

Liquefied Petroleum Gas Board

- Provide a Coordinator/Representative when requested by the AEMA or the on-scene coordinator.

- Provide on-scene technical advice on regarding the State LP Gas Code requirements relative to the transportation, storage, and handling of LP Gas.

- Provide code enforcement for the storage, handling and transportation of LP Gas.

Department of Insurance (State Fire Marshall)

- Provide a coordinator/representative when incidents involve fire or where state fire codes have been violated.

- Serve as the state agency to coordinate augmentation and mutual aid for fire suppression activities at the site of incidents in coordination with the on-scene coordinator (except as identified under Liquefied Petroleum Gas Board above).

- Provide on-scene and follow up information regarding fire code requirements relative to hazardous materials (except as identified under Liquefied Petroleum Gas Board above).

- Provide codes enforcement for storage and handling of hazardous materials.

Federal Agencies

Responsibilities will be consistent with those outlined in the plan of the National Response Team. National Response Teams may include personnel from the Coast Guard, EPA, Health and Human Services or other federal agencies with expertise in dealing with hazardous materials incidents. Federal assistance may be provided under ESF-10 of the Federal Response Plan.

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested, to include maritime security, patrol, and other law enforcement activities
AEMA	Provide coordination/assistance as needed/requested
AL Dept. of Conservation & Natural Resources	Provide resources/assistance as needed/requested
AL National Guard	Provide resources as requested/available for assistance
Civil Air Patrol	Provide assistance and resources, as needed
Red Cross	Provide resources and assistance, as needed
United States Coast Guard	Provide resources and assistance, as needed
EMS–Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available
Alabama Forestry	Provide resources, personnel, and information

Administration

ESF-10 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record.

EOC Checklist for ESF-10 (Oil and Hazmat)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County fire departments

Actions

- Determine the level of response required by ESF-10 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon a situation analysis, prepare a list of objective based priority actions to perform lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-10 response operations.
- Keep track of all expenditures concerning operations.
- Speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the BCEMA.
- Facilitate requests to or from their agencies.
- Responsible for obtaining situation status information and response activities from their agencies for the BCEMA.
- Support county agencies providing response and recovery assistance under independent authorities to local governments, individuals, and the private sector.
- Coordinating recovery and mitigation assistance to provide efficient and effective response and recovery benefits, ensure that duplicate benefits are not awarded and to support local efforts.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or Branch Director. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ Establish communications with your home agency to verify communications procedure/ network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)

- ☐ Unpack any materials you may have brought with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Operations Chief.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director.
- ☐ On a regular basis, inform your agency of BCEMA priorities and actions based on the current Incident Action Plan.
- ☐ Request additional personnel through their agency as necessary to maintain 24-hour staffing.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare a briefing for the Operations Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same electronic means by which you signed in.

Demobilization

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Operations Chief or when your agency's role in the situation is concluded. All forms and position logs to be submitted to the Operations Chief prior to departure.
- ☐ When the BCEMA Director approves demobilization, contact your agency and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-11

Baldwin County Emergency Operations Plan

Emergency Support Function-11

Agriculture and Natural Resources Annex

Primary Agencies

- Alabama Department of Agriculture and Industries
- Alabama Department of Conservation & Natural Resources

Support Agencies

- Alabama Department of Environmental Management
- Environmental Protection Agency
- Alabama Emergency Management Agency
- Baldwin County Department of Human Resources
- Alabama Department of Agriculture and Industry
- Municipal Jurisdiction Representatives
- Center for Disease Control
- Red Cross
- United States Department of Agriculture
    - Animal and Plant Health Inspection Service

Primary Points of Coordination and Associated Actions

- **ESF-1 (Transportation):** coordinate transportation of food and water supplies, and assist in the transportation of animals

- **ESF-5 (Emergency Management):** obtain mission assignments for distribution of food, prepare action plans, prepare SITREPs, prepare electronic briefings, forward to ESF- 5

- **ESF- 6 (Mass Care):** coordinate food and water requirements at shelters

- **ESF- 8 (Health and Medical):** coordinate food and water supply initiatives to ensure the safety of these supplies

- **ESF- 14 (Volunteers and Donations):** coordinate requirements for food and water

- **ESF-5 (Emergency Management):** prepare action plans, SITREPS, and electronic briefings - Forward these items to ESF-5

Introduction

Purpose

ESF-11 Agriculture and Natural Resources supports local and State authorities and other Federal agency efforts to provide nutrition assistance; control and eradicate any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties (NCH) resources; and provide for the safety and well-being of household pets during an emergency response or evacuation situation.

ESF-11 is to identify agricultural and natural resource needs in the aftermath of a disaster. Food, water, and ice are essential resources which will need to be transported to the disaster area. Food supplies obtained by ESF-11 will be dispensed to disaster victims by ESF-6 (Mass Care). Food safety and security must be taken into consideration. The safety and security of the commercial food supply critical to maintain and potentially lethal if compromised in any way.

The control and cessation of animal and diseases (both those transmitted between animals and between animals and humans) that can be widespread, cause illness and/or death, and be devastating economically is also a crucial concern of ESF-11. The safety of and well-being of household pets is key because of the potential for adverse physical and mental health impact on humans. The widespread outbreak of a plant disease or plant pest infestation can also cause potential harm to life, property, and cause substantial economic loss and must be considered.

ESF-11 addresses and organizes resources available to address the aforementioned concerns and issues. ESF-11 also identifies the responsibilities of organizations directing and involved in the functions and services needed to ensure these issues are properly planned for and addressed.

Scope

ESF-11 is to obtain and assist in coordinating the distribution of emergency food and water resources in order to feed disaster victims. These resources must be maintained and properly and securely handled. The following activities will be needed in order to realize the span of ESF-11:

- Identify the number of people without food and safe drinking water
- Inventory food and water supplies and identify sources for replenishing and/or augmenting these supplies
- Ensure adequate warehouse and storage space is available for supplies
- Coordinate the transportation of food shipments to warehouses, feeding sites, and pantry locations
- Coordinate the implementation of emergency food assistance programs, if/when needed

This ESF is also tasked with assisting in the response to and recovery from plant diseases, foreign animal diseases, emerging animal diseases, and other animal diseases that meet one or more of the following criteria:

- It falls outside the parameters of routine response and prevention activities
- It is highly contagious and has potential to rapidly transmit
- It is, or could become, a widespread outbreak
- It has the potential to cause great economic hardship in the agricultural community locally and beyond
- Contiguous and non-contiguous areas could both be affected by the disease/outbreak

This ESF is not activated for all animal and plant disease outbreaks in Baldwin County, or potentially affecting Baldwin County. Many of these types of outbreaks are handled by Veterinarians both those in private practice and employed by the State.

Providing nutrition assistance, responding to animal and plant disease (and pest) outbreaks, ensuring the safety and security of the commercial food supply, and providing for the safety and well-being of household pets are all essential elements of ESF-11.

Situation and Assumptions

Situation

- The major components of agricultural industry in Baldwin County are:
  - Livestock
  - Crops, such as peanuts, cotton, potato, and soy
  - Timber
- Numerous plant and animal diseases exist that could impact Baldwin County through natural, accidental, or intentional introduction.
- A significant emergency may deprive substantial numbers of local residents from access to safe and reliable supplies of food and water.
- An emergency may be caused by or cause the spread of a contagious disease through the food and water supply systems or from animals to people.
- Some animal diseases are very contagious (foot and mouth disease) and would be very difficult to identify, isolate, control, and eradicate. In addition, many agents are zoonotic, affecting animals and people.

- Some plant diseases are very infectious to other plants and can be very difficult to identify, isolate, control and eradicate.

- Disasters and/or major emergencies of any kind could cause unique situations in caring for animals affected by the event.

- When emergency food supplies and assistance are needed, supplies should be in place, organized, and plans for additional needs should be in place and exercised regularly.

- Any displacement or evacuation of people from their homes may cause household pets and livestock to be placed at risk for food, shelter, and care.

Assumptions

- Livestock, wildlife, birds, plants and/or crops may be affected. Plants and/or animals may die of the insect/disease and/or need to be destroyed/depopulated.

- Production capability and/or value may become severely limited. Such an event could greatly impact the economic stability and viability of the county, state, and possibly, the nation.

- The time between the reporting of a disease and its identification as an emergency is critical.

- A highly contagious disease could spread rapidly through a county and state via markets, product movement, people, and vehicles, etc.

- The county's resources would be rapidly depleted if the outbreak involved multiple premises or large areas.

- Positive and prompt actions by local, state, and (possibly) federal authorities will be required in order to stop a highly contagious disease.

- Control and eradication of such a disease will involve many county, state and federal agencies, not just those involved with agricultural activities.

- Some land owners, individuals or groups may strenuously object to depopulation of animals or destroying of plants.

    - Some people may not consider the threat of the disease spread valid and may take actions counterproductive to control and eradication efforts.

First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protection equipment, decontamination, etc.

- Any prolonged power outage will place fresh or frozen food at immediate risk or render it unsafe.
- An earthquake may break water distribution pipes contaminating potable water systems.
- Displaced persons will be cared for in emergency shelters.
    - Food and water inventories of these shelters will be quickly depleted.
- Food banks and other charitable food sources will not have sufficient inventories to meet other food needs.
- Land (truck) delivery of bulk supplies may be cut off.
- Distribution of non-local donated goods may not be possible.
- Emergency shelters will not have the facilities to care for household pets.
- Volunteers will want to help and can make a significant contribution to the effort.

Organization

At the federal level, the United States Department of Agriculture (USDA) and the Food and Drug Administration collectively have the primary responsibility for food safety and security. The USDA is responsible for eggs and meat, while the FDA is responsible for all other types of food. It is possible for other agencies (such as the Environmental Protection Agency) to become involved as the situation evolves and as other factors are discovered during an incident. The Department of Homeland Security (DHS) could also become involved if the incident evolves into one of National significance. If DHS does become involved, the Food Safety and Inspection Services (FSIS) will be activated as part of the federal response activities.

The state level will involve the Alabama Department of Agriculture and Industries and the Alabama Department of Public Health. The Department of Human Resources will also get involved in the distribution of emergency nutritional assistance, when/if needed. The Alabama Department of Environmental Management could also play a role in response in coordination with these agencies, if needed. The Alabama Emergency Management Agency will be responsible for assisting in the coordination and procurement of additional resources and the overall State response to the disaster/incident.

The county and local levels of response will involve the Baldwin County Health Department, Baldwin County DHR, Baldwin County Emergency Management Agency, and the Red Cross. Additional support agencies and organizations may be used and will either be tasked to provide a representative to the Baldwin County EOC or provide a representative who will be immediately

available via mobile device, telephone, etc. Veterinarians, humane societies, and animal control personnel will participate in emergency operations on a regular basis.

Concept of Operations

The Baldwin County Health Department will likely be the initial responders to a food emergency. The Health Department will generally be notified by local healthcare providers when trends, patterns, or unusual/ reportable symptoms are discovered. Emergencies/disasters involving food security, animal disease, plant disease, and pests may be difficult to pinpoint. It may be even more difficult to determine whether or not the cause of this type of emergency/disaster originated from an incidental, accidental, or deliberate act.

There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. The land used for such burials must meet environmental requirements and should be as close as possible to the exposed area. If needed, land purchases may be made to secure adequate disposal.

In any incident involving food that is associated with a food service establishment, such as a restaurant or school cafeteria, the Health Department conducts a standard foodborne illness investigation. If a criminal act is suspected as a result of this investigation, the incident will be referred to local law enforcement. In the event the investigation indicated that the suspect food may have been initially contaminated at the packing or distribution point in the supply chain, the Health Department will alert the Alabama Department of Agriculture and Industry. For an incident involving food sold by a retail establishment such as a grocery or convenience store, the incident would be referred directly to the Alabama Department of Agriculture and Industry for investigation. Based upon the nature of the incident, the USDA and/or FDA may be contacted.

Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues such as potential contamination of the water and/or soil. If the emergency causes damage to cultural sites, the County will work to help ensure appropriate measures are taken to preserve and protect them. Structures registered in the national historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations.

Execution of Operations

Food and Water

- The EOC will work closely with local agencies, including volunteer agencies, to determine the emergency food and water needs of the affected population.

- The EOC should coordinate with local agencies, commercial facilities, volunteer organizations, and appropriate vendors for the supply and distribution of food and water supplies to the affected population.

- Public information regarding food and water storage, contamination/decontamination, and emergency distribution points should be disseminated by ESF-15 (Public Information/External Affairs).

- If the situation dictates, the lead and support agencies in the EOC should work closely with state and federal agencies to ensure the proper coordination of bulk food distribution and the issuance of disaster food assistance programs.

Animal Health Care

- Baldwin County's capability for providing expedient health services to injured pets and livestock is limited.

    - These services may need to be rendered by local veterinary hospitals and animal clinics

- Local veterinarians, local and county animal control officials, and the Humane Society should coordinate with BCEMA and the American Red Cross, to pick up any animals arriving at shelters within Baldwin County in order to arrange for the animals to be taken to temporary holding facilities or kennels.

- Pet owners should be encouraged (before an emergency or disaster event) to plan for emergency pet care.

    - This includes food, water, medication, cages, etc.

- Livestock owners are responsible for preparing for adverse weather conditions.

    - When livestock feeding surpasses the capabilities of the owners, all relative local resources must be exhausted before requesting assistance from the state and federal levels for the maintenance and feeding of these animals.

    - The county fairgrounds may serve as a temporary boarding facility for domestic livestock.

- Local law enforcement may assist veterinarians if the decision is made to utilize euthanasia for critically injured animals.

- Local veterinary personnel and the Baldwin County Health Department will work together to monitor and identify potential and actual animal disease outbreaks and widespread illness and disease.

Natural Resource Protection and Restoration

- Depending on the event, there may be cultural or historic preservation issues to address.

- There may also be issues to consider involving the potential for soil and water contamination.
- If the emergency causes damage to cultural sites, the county will work to any and all possible and appropriate measures are taken to preserve and protect them.
- Structures registered in the National Historic Registries, or those eligible for inclusion in those registries, are subject to special considerations.
- There may be a need to dispose of contaminated carcasses and other materials.
    - This may be done by burial and/or burning
    - The land used for disposal activities must meet environmental requirements
    - The land should also be close to the exposure site
    - Purchases may be made, if needed, to ensure adequate and appropriate disposal procedures are followed

Direction and Control

The Veterinary Liaison Officer (VLO) will coordinate all veterinary, humane society, and animal control activities with the Health Department Representative at the EOC. The Red Cross, law enforcement, municipal jurisdiction representatives, and BCEMA should all work in concert to accomplish the response and recovery goals and support initial responses to the incident/disaster.

This ESF will operate under existing US Department of Agriculture (USDA) authorities and regulations as well as Public Law 93-288 (as amended) and the Alabama Emergency Operations Plan. This ESF will provide disaster food and water supplies to designated disaster staging areas and mass feeding sites and authorize the issuance of disaster food assistance. Following a notification of a major disaster or emergency, this ESF will be staffed at the Baldwin County Emergency Operations Center (EOC) on a 24-hour basis. At that time, requests for food and water will be processed through this ESF.

If possible, this ESF will use damage projection models to calculate the number of affected people to assess the amount of food and water needed to meet the anticipated demand. Warehouse inventories will be tabulated and if additional food supplies are needed, this ESF will obtain and transport such supplies to the disaster or staging areas. Additional information on the number of people in need of food and water will be obtained from the Assessment Teams, ESF - 6 (Mass Care), which is responsible for sheltering and mass feeding, and county officials.

Staff from this ESF will be sent into the disaster area to assess the effectiveness of the food distribution network and to address problems. Staff will coordinate with county officials and ESF-6 (Mass Care) field staff to ensure ample and timely deliveries of food and water supplies. This ESF will coordinate with ESF-3 (Public Works), which is responsible for potable water. If needed, a representative from ESF-3 will be requested to join ESF-11 to help expedite and facilitate the supply and distribution of these supplies.

The Veterinary Liaison Officer (VLO) will coordinate all veterinary, humane society, and animal control activities with the Health Department Representative at the EOC. The Red Cross, law enforcement, municipal jurisdiction representatives, and BCEMA should all work in concert to accomplish the response and recovery goals and support initial responses to the incident/disaster. Food, shelter, and health care considerations will need to be addressed during the response to an incident/disaster involving animals. Rescued animals (wild, livestock, and domestic) will all need to be protected and cared for until more permanent arrangements can be made during the Recovery phase.

Task Assignments

ESF-11 will need to assess the number of people in the community and in shelters within the community who are in need of food and water. These supplies and resources will be dispatched to the appropriate locations for distribution. Food and water safety and the integrity will also need to be considered. Human and animal care will be important when determining the tasks and assignments needed for a particular type of emergency or disaster. Environmental, historical, and cultural considerations will have to be made during the disaster response and recovery phases by ESF-11.

Actions

- Coordinate with ESF-6 (Mass Care) to identify the number of people in shelters and others in need of food and water.
- Monitor power outages for estimated ice needs and quantities.
- Monitor water contamination in the disaster area and estimate water needs and quantities.
- Develop standard Operating Procedures, Guidelines, and checklists to support ESF-11 activities.
- Maintain an accurate roster and activation procedures of personnel assigned to perform ESF-11 duties during a disaster.
- Maintain current food resource directories to include maintaining points of contact.
- Identify likely transportation needs and coordinate with ESF-1.

- Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.

- Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.

- Work with ESF-7 to establish plans and systems for the following:

    - Resource identification, typing, and inventories
    - Ordering procedures
    - Resource mobilization and allocation
    - Resource reimbursement and recovery
    - Staging areas for supplies and personnel
    - Logistical requirements

- Identify and utilize mutual aid agreements, as necessary.

- Immediately after activation ESF-11 will develop a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs.

    - This Situation Analysis continues throughout the response and short term recovery phase and should include the following:

        - A general description of the situation and an analysis of the ESF's operational support requirements.

        - A prioritized listing of significant actions that ESF-11 will initiate to provide operational support.

        - Determine the level of response required by ESF-11 to respond to the event.

        - Initiate notification of the required personnel and support organizations to achieve the required level of response.

        - Mobilize resources and coordinate response for approved mission assignments.

        - Identify the locations of all mass feeding and food distribution sites.

        - Assess warehouse space and needs for staging areas.

        - Coordinate food donations and incorporate into food supply.

        - Monitor and coordinate the flow of food supplies into the disaster area.

        - Assess the need and feasibility of issuing emergency food stamps

Recovery Actions

- Continue to monitor food and water needs.
- Assess special food concerns of the impacted residents.
- Monitor nutritional concerns.
- Establish logistical links with local organizations involved in long-term congregate meal services.
- Assist in decontamination efforts and ensure decontamination is complete.
- Help maintain movement restrictions as required by local, state, and federal authority.
- Assist in issuing and tracking special permits and licensing
- Restore resources to a normal state of readiness.
- Prepare documentation in preparation for reimbursement, if applicable.
- Continue to render support where and when an emergency situation exists.
- Participate in after action reports and meetings.
- Macke changes to plans, procedures, and emergency plans as needed.
    - Lessons learned from the event should prompt any needed changed to be made.
- Coordinate continuing recovery efforts and ensure the necessary resources are in place.

Continuing Actions

- Continue to monitor food and water needs.
- Assess special food concerns of the impacted residents.
- Monitor nutritional concerns.
- Establish logistical links with local organizations involved in long-term congregate meal services.

- Monitor potential long-term effects of any public health emergencies resulting from the incident/event /disaster.
    - Animal Pests and Diseases
    - Plant Pests and Diseases
    - Contamination of any kind
- Provide surveillance assistance to monitor the economic impact of foreign animal diseases, toxins, or animal borne poisons that may impact the agricultural industry.
- Enhance bio-security measures on/in farms, ranches, feedlots, markets, mills, etc.
- Conduct training and awareness campaigns to inform local veterinarians, game wardens, game biologists, and other animal professionals on the basic clinical signs of a highly contagious animal disease, other diseases, or insect concerns.

Responsibilities

The ESF Coordinator works with primary and support agencies to establish and review department roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of the disaster/emergency incident.

Primary Agency

The Alabama Department of Agriculture and Industries and the Alabama Department of Conservation & Natural Resources serve as the primary agencies and will develop applicable SOPs, checklists, and guidance for determining and detailing the accomplishment of goals and tasks on the state level. The Baldwin County Health Department, in coordination with the Baldwin County Emergency Management Agency, will exercise responsibility for the coordination of ESF-11 activities on the local level. The following responsibilities also fall under the parameters of the Alabama Department of Agriculture and Industries and the Alabama Department of Conservation and Natural Resources in coordination with the Baldwin County Health Department:

- Deploy a representative to the EOC, when necessary/requested
- Ensure procedures and guidelines are in place to the food supply and ensure food and water safety
- Provide surveillance for food-borne illness
- Coordinate with the appropriate agencies for emergency food inspections and distribution

- Maintain agricultural surveillance of affected communities in order to quickly identify and address agriculture-related problems
- Advise the EOC of health hazards
- Identify sites and facilities for boarding/quarantining pets, if needed and if possible
- Provide regular information and updates to ESF-15
- Determine resources available for natural, historic, and cultural preservation
- Document all expenses associated with response and recovery activities
    - Clearly separate disaster related work from normal daily work in the event that federal reimbursement becomes a viable option

Support Agencies

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- When requested, deploy a representative to the EOC
- Document all costs and expenses associated with response and recovery activities
    - Clearly separate disaster related work from normal daily work in the event that federal reimbursement becomes a viable option
- Identify sites and facilities for boarding/quarantining pets, if needed and if possible
- Assist in the identification of animals that have been found, or located
- Assist in identifying personnel and resources to support ESF-11

Support Agencies and Functions

Agency	Functions
Alabama Department of Environmental Management	Provide assistance with coordination, resources, assistance and guidance.
Alabama Department of Agriculture and Industry	Provide assistance, information, and resources
Center for Disease Control	Provide assistance with coordination, resources, assistance and guidance.
Alabama Department of Public Health	Provide technical information and guidance, as well as resources
AEMA	Provide assistance and coordinate resources
Baldwin County DHR	Provide assistance and resources, as needed
Red Cross	Provide assistance and resources, as needed
Municipal Jurisdiction Representatives	Provide assistance, information, and resources
Veterinary Professionals (Public and Private Sectors)	Provide technical information and guidance, as well as resources

Administration

ESF-11 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record.

EOC Checklist for ESF-11 (Agriculture & Natural Resources)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Department of Agriculture and Industries
Department of Conservation and Natural Resources

Actions

- Coordinate the emergency response that provides for the emergency coordination of disaster animal operations and support.
- Coordinate the emergency transportation and care of animals in coordination with local government operations.
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to activities related to emergency agriculture responses.
- Coordinate and disseminate information regarding disaster animal shelters, and evacuation routes for disasters or emergencies.
- To coordinate monitoring of existing food stores for contamination.
- Determine the level of response required by ESF-11 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon a situation analysis, prepare a list of objective based priority actions to perform lifesaving and short-term recovery operations. The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-11 response operations.
- Keep track of all expenditures concerning operations.
- Speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the BCEMA.
- Facilitate requests to or from their agencies.
- Responsible for obtaining situation status information and response activities from their agencies for the BCEMA.
- Support county agencies providing response and recovery assistance under independent authorities to local governments, individuals, and the private sector.
- Coordinating recovery and mitigation assistance to provide efficient and effective response and recovery benefits, ensure that duplicate benefits are not awarded and to support local efforts

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Management Group (Logistics Section) upon arrival at the EOC. Use available means to Sign In/Out for arrival and departure from the EOC.
- ☐ Reports to the Operations Chief or Operations Branch. Clarify any issues you may have regarding your authority and assignment, and what others do in the EOC Organization.
- ☐ Establish communication with their home agency to verify communications procedure/ network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activities associated with your agency.
- ☐ Provide appropriate situation information to the Operations Chief.
- ☐ Represent your agency at planning meetings providing updated briefings about your agency's activities and priorities.
- ☐ Keep your agency's operations center and/or executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director.
- ☐ On a regular basis, inform your agency of BCEMA priorities and actions based on the current Incident Action Plan.
- ☐ Request additional personnel through their agency as necessary to maintain 24-hour staffing.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare a briefing for the Operations Chief during operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - – Fully brief the relief on events and status of actions being taken.
  - – Give the Logs and records to your replacement.
- ☐ Conduct detailed shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same electronic means by which you signed in.

Demobilization

- ☐ Deactivate your position and complete all required forms, reports and other documentation when directed by the Operations Chief or when your agency's role in the situation is concluded. All forms and position logs to be submitted to the Operations Chief prior to departure.
- ☐ When the BCEMA Director approves demobilization, contact your agency and advise them of the expected time of EOC deactivation and points of contact for the completion of ongoing actions or new requirements.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-12

Baldwin County Emergency Operations Plan

Emergency Support Function-12

Energy Resources Annex

Primary Agencies

- Baldwin County Utility Providers

Support Agencies

- Alabama National Guard
- Alabama Emergency Management Agency

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** send Situation Reports (SITREPs), conduct electronic briefings, request mission assignments, receive consolidated SITREPs

- **ESF- 7 (Resources):** Coordinate resource requirements

- **ESF-15 (External Affairs/Pubic Information):** coordinate release of public information pertaining to energy shortages and actions to restore the energy supply to affected areas

Introduction

Purpose

The purpose of this ESF is to facilitate restoration of the county's energy systems following a major disaster or other significant event requiring county response assistance. Power and fuel are critical to save lives and protect health, safety, and property, as well as for carrying out other emergency response functions. This ESF coordinates providing emergency power and fuel to support immediate response operations as well as providing power and fuel to stabilize and restore the essential functions of the communities within Baldwin County.

Scope

ESF-12 will work closely with city, county, and state agencies, energy offices, energy suppliers, and distributors. The scope of this ESF includes the following:

- Assess energy system damage, energy supply, demand, and requirements to restore such systems.
- Assist local departments and agencies in obtaining fuel for transportation and emergency operations.
- Administer statutory authorities for energy priorities and allocations as needed.
- Coordinate with ESF support agencies for assistance in helping energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
- Recommend local actions to save fuel.
- Coordinate with local and state agencies to provide energy emergency information, education, and conservation guidance to the public.
- Coordinate information with local and state officials and energy suppliers about available energy supply recovery assistance.
- Provide technical assistance involving energy systems.
- Recommend to the County Coordinating Officer and the State Coordinating Officer priorities to aid restoration of damaged energy systems.
- Process all fuel and power assistance requests from local agencies and ESFs received through the Baldwin County EOC.

- Support *Federal Response Plan* ESF-12 (Energy), which includes producing, refining, transporting, generating, transmitting, conserving, and maintaining energy systems.

- Coordinate providing emergency power and fuel to support immediate response operations as well as providing power and fuel to normalize community living conditions.

- Operate under the statutory authority for preparing energy plans: Code of Alabama 41-6A-1 and 41-23-1, and the Federal Public Law 94-163, Section 362.

- Complement and support the ***State of Alabama Energy Emergency and Assurance Plan,*** which contains a detailed description of contingency measures, procedures, and responsibilities.

Situation and Assumptions

Situation

This section discusses the process of evaluating the severity and consequences of an incident and communicating the results. A minor, major, or catastrophic disaster may severely damage the energy infrastructure. This will require that energy-related decisions be made to facilitate supply of energy to areas without energy supplies.

- Severe weather conditions such as heavy snow, ice storms, heat waves, hurricanes, and tornadoes may cause shortages in energy supplies by disrupting transportation and interfering with delivery of electrical power via transmission lines or by forcing higher than normal usage of energy for heating or cooling.

- Various technological, man-made, or natural incidents, including terrorism, employee strikes, or international conflicts, could cause curtailment of energy supplies.

- A degradation of international relations, especially in the Middle East, could cause an interruption of petroleum resources, forcing rationing or voluntary curtailment of their use.

- Alabama produces:

    - 100 percent of its coal and electricity needs
    - approximately three-fourths of its natural gas needs
    - one-fourth of its oil needs

- The transportation sector will be greatly affected by an oil shortage and have a negative effect on all facets of the state's economy.

- Energy shortage conditions are those in which the supply of electric power to customers could be in jeopardy due to either generation capacity shortages and/or transmission limitations.
    - It is expected that generation capacity shortfalls would be due to extreme weather conditions.
    - They could also be the result of a higher than projected demands for energy during periods when generating units are normally unavailable due to scheduled maintenance or unplanned outages.
- Other energy shortages, such as interruptions in the supply of natural gas or other petroleum fuels for automotive transportation and other industrial uses, may result from extreme weather conditions, strikes, or international embargoes.

Assumptions

The following planning assumptions have been made:

- The Alabama Department of Economic and Community Affairs, Science, Technology, and Energy Division (ADECA-STED) will respond to energy emergencies by implementing the *State of Alabama Energy Emergency and Assurance Plan* when so directed by executive order of the governor and requested by the State EMA and Baldwin County.
- If there is a petroleum disruption or shortage in Baldwin County, there will be lines at many service stations; demand reduction measures will be implemented in accordance with the Baldwin County Energy Emergency Plan.
- If there is a severe petroleum disruption in the United States, the U.S. Department of Energy will activate the Strategic Petroleum Reserve (SPR), a reserve supply of petroleum to be distributed across the country during a severe petroleum shortage.
- During a natural gas and/or electricity emergency, natural gas and electricity companies in Baldwin County and Alabama would implement their own emergency/curtailment plans.
    - Each utility company has its emergency/curtailment plan on file with the Alabama Public Service Commission.
- The ADECA-STED emergency management coordinator will be available in the State EOC to serve as the energy/utilities coordinator for ESF-12.
- The ADECA-STED, in coordination with utilities under the jurisdiction of the Public Service Commission, will control, direct, and coordinate all energy needs and establish

orderly procedures for furnishing emergency preparedness requirements to energy representatives.

  - Issuing regulations under the authority of Act 80-449 (Alabama Emergency Management and Conservation Act of 1980) will do this.

- The energy industry will form a composite organization of adequate size, with a qualified and competent staff, to direct emergency preparedness operations of their respective industries.

- During periods of abnormal weather or in the event of multiple unanticipated generating unit outages, there may be times when generating capacity is limited or falls below customer demand.

- There may be widespread and prolonged electrical power failure.

  - With no electric power, communications will be affected and traffic signals will not operate, causing surface movement gridlock.
  - Such outages will impact other public health and safety services, including the movement of petroleum products for transportation and emergency power generation.

- The lead agencies of this ESF, upon notification of an actual or potential electrical generating capacity shortage or actual or potential fuel shortages, will communicate and coordinate with state and local support agencies when prioritizing emergency support and energy restoration.

- There may be hoarding of fuel in some areas.

  - If the public perceives prolonged fuel scarcities, the hoarding of fuel may increase greatly.

- Water pressure systems may be low or there may be no water pressure at all.

  - This will affect facilities essential to public health and safety, hamper fire-fighting capabilities, and disrupt sewer system functions.

- Coordination and direction of local efforts including volunteers will be required.

- Damaged areas will have restricted access and not readily accessible, except in some cases by air.

Organization

Local

The Baldwin County Emergency Management Agency activates the Baldwin County EOC, issues bulletins and warnings as necessary, and activates the Emergency Alert System (EAS). It also notifies the Alabama Emergency Management Agency of the need for energy emergency support.

State

The Alabama Department of Economic and Community Affairs (ADECA) is comprised of several operating divisions. Energy emergency planning and operations fall under the responsibility of the Science, Technology, and Energy Division (STED). There are many different programs within the STED, some dealing with science and technology issues and others dealing with energy and energy conservation. One energy conservation program sponsored and funded by the U.S. Department of Energy is the State Energy Plan (SEP). It is in the SEP where energy emergency planning and operation takes place.

The Science, Technology, and Energy Division of ADECA staffs the State EOC for coordinating state and federal energy emergency support as requested by AEMA. It also does the following:

- Implements the Energy Emergency Plan as necessary to reduce demand for energy (primarily motor fuels) and to help provide order at service stations.

- Provides assistance to natural gas and/or electricity utility companies as requested.

- Works closely with other state energy offices to ensure capability of actions taken, information disseminated, and emergency measures implemented.

- If a severe petroleum shortage is present or imminent, then the state will request the U.S. Department of Energy to activate the Strategic Petroleum Reserve (SPR).

- Activates the “Emergency Energy Task Force” as necessary to provide guidance and technical assistance.

- Provides department vehicles, the toll-free hotline, the U.S. Department of Energy DIALCOM nationwide electronic mail system, limited personnel support, and state and federal surplus property.

Concept of Operations

When electric utility operating reserves are nearly exhausted and a possibility of curtailment or loss of firm load exists, or when other energy supplies (such as natural gas or automotive transportation fuels) are disrupted, an appraisal of the situation is made by designated authorities and personnel and action is taken in accordance with this ESF. Emergency organization personnel are notified and mobilized to direct and coordinate relief efforts, to communicate with the public and appropriate governmental agencies, and to restore normal service when the emergency is over. These response actions are carried out to maintain energy system integrity and to minimize the impact on Baldwin County citizens and visitors to the degree possible.

This ESF has the following operational goals:

- To create a county emergency energy support response; which provides for the command, control, and coordination of energy planning and operations.
- To coordinate the dispatch and use of county energy resources and provide the means of coordination with local government.
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to activities among energy suppliers.
- To prescribe a procedure for the assessment of energy personnel, facilities, and equipment in the county.
- To collect and disseminate information and intelligence relating to energy supply to the general public.
- To pre-plan distribution and allocation of county resources in support of the overall ESF-12 mission.

Execution of Operations

In the wake of a disaster, many local resources will be unavailable due to damage, inaccessibility, or insufficient supply. This situation will place complex demands on the residents of the County. The situation may be a result of an act of terrorism. The impact of the energy shortage will be county wide. This will require the activation of the EOC and the use of the Unified Command System. The incident commander will be selected at the time of the incident to ensure the most qualified agency/individual is placed in charge of the incident. The IC will identify those support agencies needed for ESF-12 and take necessary steps to ensure that these agencies are activated and assigned to an organizational position within the ICS. The assets available to ESF-12 will be used to assist county and city local responders and other ESFs with their emergency efforts to provide fuel and power and other resources as necessary. The priorities for allocation of these assets will be as follows.

- Coordinate with ESF support agencies in providing sufficient fuel supplies to county agencies, emergency response organizations, and areas along evacuation routes.

- Coordinate providing materials, supplies, and personnel for the support of emergency activities being conducted by local responders as requested through the Baldwin County EOC.

- Maintain communication with utility representatives to determine emergency response and recovery needs.

This ESF will be implemented upon notification of a potential for or occurrence of a major disaster or emergency

Direction and Control

Local leaders should give high priority to being organized and ready to call upon all appropriate social services agencies, both public and private, which can on short notice, provide human needs relief ranging from unemployment cash compensation to in-kind supplies of food, clothing, and shelter.

Local leaders must also be prepared to report (to State officials) quick, complete, and accurate assessments of the kind and severity of local hardships which justify outside help--such as emergency diversion of fuels from non-impacted areas or from State-owned stockpiles or reserve supplies authorized by the Federal Department of Energy, for State deployment. These reserve fuel supplies are called "set asides" or "State reserve".

Local strategies must continually stress long-run conservation by everyone, as well as readiness to deal with fast-breaking crisis like power outages, and heating fuel shortages in winter.

Task Assignments

Local leaders should give high priority to being organized and ready to call upon all appropriate social services agencies, both public and private, who can on short notice provide human needs relief ranging from unemployment cash compensation to in-kind supplies of food, clothing, and shelter.

Local leaders must also be prepared to report (to State officials) quick, complete, and accurate assessments of the kind and severity of local hardships which justify outside help; such as emergency diversion of fuels from non-impacted areas or from State-owned stockpiles or reserve supplies authorized by the Federal Department of Energy, for State deployment. These reserve fuel supplies are called "set asides" or "State reserve".

Local strategies must continually stress long-run conservation by everyone, as well as readiness to deal with fast-breaking crisis like power outages, and heating fuel shortages in winter.

Task assignments must be prioritized in order to accomplish aiding and protecting humans and preserving and protecting public and private property.

Actions

ESF-12 will perform the following initial actions if activated for a disaster:

- Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This situation analysis continues throughout the response and short-term recovery phase and should include:
    - A general description of the situation as it pertains to ESF-12 and an analysis of the ESF's operational support requirements.
    - A prioritized listing of significant actions that ESF-12 will initiate to provide operational support.
- Determine the level of response required by ESF-12 to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, prepare a list of objective-based priority actions to perform lifesaving and short-term recovery operations.
    - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.
- Prepare electronic briefings on status of ESF-12 response operations.
- Keep track of all expenditures concerning operations.
- Prepare an action plan to terminate operations.
- Contact electric, gas, telephone, water, and nuclear utilities serving the emergency area to obtain information about damage and/or assistance needed in their areas of operation.
- Coordinate with ESF-12 support agencies to establish priorities and develop strategies for the initial response.

- Monitor the procedures followed by individual utilities during energy generating capacity shortages to ensure countywide action and communication.

- Assign county and local emergency response and damage assessment teams to disaster areas to determine possible affected areas, industries, and resources needed for energy restoration.

- Determine Baldwin County's generating capacity, expected peak loads, expected duration of emergency event, explanation of utilities and actions, and recommendations of county and local agency actions in support of the utilities.

- Inform appropriate local news organization about generating capacity shortfalls.

Recovery Actions

- Upon request, coordinate the provision for resources to assist local, state, and federal agencies in restoring emergency power and fuel needs.

- Review recovery actions and develop strategies for meeting local and state energy needs.

- Continue to monitor local, state, and utility actions.

- Prepare an ESF-12 After-Action Report to identify lessons learned and improvements.

Continuing Actions

- Communicate with and monitor state, local, and utility response actions.

- Receive and assess requests for aid from local, state, and federal agencies, energy offices, energy suppliers, and distributors.

- Acquire needed resources to repair damaged energy systems. Such resources could include transportation to speed system repair.

    - Work with the State Coordinating Officer (SCO) and other state and local emergency organizations to establish priorities to repair damage to such systems.

- Update state and local news organizations with accurate assessments of energy supply, demand, and requirements to repair or restore energy systems

- Keep accurate logs and other records of emergency responses

- Draft recommendations for after-action reports and other reports as appropriate

Responsibilities

The ADECA-STED, by executive order of the governor and in accordance with the provisions of the *State of Alabama Energy Emergency Plan*, will assist federal, state, and local authorities in providing energy emergency assistance throughout the state. The following steps will be followed during an energy emergency in the order listed below.

- Activate necessary staff to analyze situation.
- Identify type of energy emergency (i.e. type of energy resources) affected, magnitude of emergency, and geographic location.
- Identify business, industry, institutions, and/or government operations and the general public affected.
- Develop a prioritized list of response activities.
- Develop an objective-based action plan to respond and recover from the energy emergency.
- Communicate/coordinate with applicable response agencies to provide assistance, implement response plans, conduct recovery operations, and evaluate.

Local officials need to be prepared for an energy emergency. Energy emergencies could be stand-alone emergencies or emergencies resulting from a previous disaster or emergency. A basic preparation for energy emergencies, as well as for enemy attack, is to establish directories of (and working contacts with) key "energy-oriented" local, state and federal officials in organizations such as:

- Associations of fuel oil dealers
- Gasoline service stations operators' associations
- Utilities
- Media
- Oil companies' regional headquarters
- Oil companies' and pipelines' local terminals
  - (Familiarize yourself with the delivery channels and practices for your area's various fuels)
- Chamber of Commerce
- Labor Council
- Public school board (and superintendent)
- State fuel allocation and rationing offices
- Field offices of Federal agencies who can provide assistance

Other basic preparations include the following:

- Keep the public informed of the supply and demand situation for fuels (including gasoline), and outlook projections. (Keep in contact with state and county fuel allocation officials to obtain updated State-wide supply-demand picture.)
- Know which fuels are the **most** critical to your community's economy, for example, diesel fuel for contractors, heavy equipment, or for farmers.

- Ensure that local operators of vital community services keep full and accurate monthly records of their fuel purchases, especially public safety agencies such as ambulance services, law enforcement agencies, hospitals, and fire protection services. Encourage employers to do the same.

    - REASON: During threatened or actual shortages, a common Federal fuel allocation practice is to base allowable quantity-purchases on some fraction of the purchaser's past history of his monthly and yearly requirements, which he must prove with acceptable records and receipts.

    - The aggregate collection of such true records can help increase the total final volume of product that the Federal government can direct the oil companies to ship into your state.

Responses to fast-developing health and safety hazards include:

- List and plot on maps hospitals, nursing homes, and residential users of iron lungs, shaker beds, kidney machines, and other life-sustaining equipment.

- Identify those who do and those who do not have their own emergency power sources. Inventory local secondary sources such as emergency generators.

- Assist in earmarking such back-up power sources.

    - Local medical associations may have this data.

- Coordinate development of standing readiness to rescue passengers in elevators if stalled by power failure.

- Identify and plan emergency assistance to the local governmental, commercial, and industrial facilities (such as computers, food freezers) whose equipment and stocks could be damaged by voltage reduction, and who do not have their own emergency power generating equipment.

- Develop personnel and material readiness to augment fire and police forces to cope with problems such as inactivated traffic signals, street lights, burglar alarms, stopped elevators in high-rise buildings, and lowered water pressure.

- Be ready to advise householders what to do when home freezers stop (for example,

publicize the instructions in the U.S. Department of Agriculture's leaflet No. 321).

Responses to heating problems include:

- Develop an advance listing of specific apartment buildings and other residential facilities (including nursing homes, hospitals, etc.) which from past experience may be expected to have (or claim to have) heating problems--for example those with no capabilities to switch fuels, poor credit with fuels distributors, or a history of landlord-tenant confrontations.

- Develop contacts and inquiry procedures regarding these buildings that will enable you to quickly assess the validity of their claims of hardship, so that you are always able to back up with solid facts any request you may make of the State Energy Office for fuel "set-aside" or "State Reserve" deployment to your area.

    - In other words, be careful to build good credibility with the State fuel allocation office, because State must depend on those at the local scene to report accurately on which localities are "hurting" most, and therefore most deserve the extra fuels that the State controls when Department of Energy mandatory allocation regulations are in effect.

- Whenever you intend to request the State to allocate "set-aside" or "State Reserves" of fuels to your locality, alert the local heating fuels distributors who customarily serve the buildings in trouble. (NOTE: It is **not** recommended that the local Emergency Management Coordinator get involved in credit matters.)

- Plan for hosting evacuees in case lack of fuel forces householders to evacuate their homes in cold weather.

- To safely delay evacuation as long as possible, arrange with all available local media to urge people to turn down their thermostats to lowest possible levels consistent with safety and the health condition of the individual person.

- Stand ready to (a) advise all evacuating householders and other building operators how to shut down their buildings to avoid property damages, and (b) ensure police surveillance. Use all available media.

- Know the best sources of "back-up" alternate fuels in case the normally-used heating fuels are in short supply; for example, emergency sources of coal and wood.

- When necessary, publicize government regulations and instructions on how needy citizens may cut wood on government lands; also publicize lists of wood-using industrial plants where citizens may obtain scraps for fuel.

    - (NOTE: With respect to gas (natural gas), residential users have the highest Federal civil priority but this priority may be changed by State public utility

commissions. Maintain communications and coordination contact with your State public utility commission.)

- Arrange for stockpiling emergency supplies of local government-owned fuels; ensure compliance with local fire and building codes, also insurance coverage. NOTE: Stocks of heating oil should be "turned over" periodically; it does not keep indefinitely, nor does gasoline.

    - ADDITIONAL NOTE: Insist on wholesale prices from your supplier; even though local government is not normally a "wholesale purchaser-reseller" by Federal definition, it can be classed as a "wholesale purchaser-consumer".

- Encourage hotels, motels, hospitals, nursing homes, etc., to install larger fuel storage tanks than they had before the 1973-74 oil embargo, that is, tank capacities sufficient to sustain operations for the longest heating emergency statistically possible in the area.

- Promote long-range, continuing conservation programs to aid and guide business and home owners to upgrade buildings' insulation and management of heating (and cooling) systems.

    - (Useful references for guidance: Start with your local utilities' publications on "energy audits", etc. as mandated by your State's Public Utilities Commission or equivalent body.)

    - Apply these same principles and tools to government buildings.

- Assist in the coordination of having low-income residents make local contacts for the special services and aid available to them (for example, the local "Community Action Agency" for the emergency fuel, home winterization, etc., authorized under the Federal Community Services Act of 1974, Sec. 222(a), administered by HEW and HUD, and the National Energy Conservation Policy Act, Public Law 99-619, 92 Stat. 3206 et seq.).

Responses to electric power emergencies

- In a multi-jurisdictional area served by one power company, promote enactment of a Council of Governments resolution directing development of interlocking contingency plans by each jurisdiction and the utility, covering the following discrete situations:

    Capacity shortages
    Fuel shortages
    Power outages
    Conservation during normal operation

- Encourage inter-jurisdictional agreements that designate the jurisdiction with best Emergency Operating Center and communications capabilities, as the area central coordination point responsible for disseminating both preparations guidance and

operational information to other jurisdictions and to utilities.

- Review city/county legal powers to impose restrictions and curtailments; initiate required new measures, authorities, etc. (See Electric Power section of your State's Energy Emergency and Assurance Plan for suggested curtailment priorities.)

- Based on the above, ensure that each department of government (especially traffic, water and sewerage) develops and maintains its own departmental plan, as a component that fits into the area's plans--for example, divide equipment-operator work forces into shifts when capacity shortages prevent simultaneous operation of all equipment units; impose curfews during fuel shortages.

- Exercise your city-wide or county-wide plan.

- List the locations and kilowatt ratings of the emergency power generating equipment and "UPS" (uninterruptible power systems) in your jurisdiction.

    - Plan for possible emergency hookups with the hospitals, and other facilities.

- Where "ready-to-use" standby generating equipment may be inadequate, plan to improvise by use of induction motors run as generators, etc.

    - Because this is a comparatively inefficient use of fuel, you should be prepared to justify the priority of the need for the electric power to be generated by this method.

- Arrange with the utility to receive advance confidential notices of areas that will be affected by any load-shedding or rolling-blackout sequences.

- Identify all public and private essential facilities that would be affected, and develop appropriate countermeasures, including provisions for high-rise buildings that might suffer losses of water-life, light, and elevator capabilities.

    - Let the power company do all actual notifying of their customers.

- Maintain a ready selection of draft statements which--when adapted to a specific emergency--can be disseminated via radio, television, print, and social media to the public.
    - *Be careful never to put out any public information that is not fully coordinated with the power company.*

    - Maintain a "rumor control" information center that citizens may call in emergency; publicize its phone numbers daily.

Responses to natural gas emergencies:

- In all gas matters, ensure that you are in full communication and coordination with the appropriate representatives of the gas utility.

- Natural gas shortage problems concern most seriously those companies which consume natural gas in their manufacturing process--such as the fertilizer industry--in contrast to those which consume it as a boiler fuel.

    - All users should be continually urged to conserve gas...to help keep up production of vital products, and to maintain employment in "gas-sensitive" industries.

- The local Director's duties in an actual or threatened natural gas shortage could include involvement in some or all of the following:

    - Assisting local users who have "interruptible" gas supply contracts to prepare to obtain and use substitute fuels, such as fuel oil, where it will suffice.

        - (NOTE: If mandatory petroleum allocation government programs are likely to be imposed, or are already in effect, be ready to inform or remind users of the advisability of (a) establishing a pre-emergency purchase-volume relationship with an oil suppliers; and (b) staying with this supplier.)

    - Assist such local users indirectly by, for example, assisting your State energy office in surveying your area to identify and assist natural gas users whose curtailment by pipeline companies would cause hardships or unemployment.

    - In a multi-jurisdictional area served by one Gas Company, promote interlocking contingency plans in each community.

    - Review city/county/regional powers to impose restrictions and curtailments on gas users; initiate required new measures, enactments of ordinances, etc.

    - Encourage hospitals and nursing homes to install bypass valves and couplings in natural gas supply lines, on owner's side of shutoff valve, so that if his normal pipeline supply is cut off, the local gas company's tank-trucks of compressed gas ("tube trailers") can hook onto the user-buildings' supply lines, in order to fire boilers, etc.

    - Develop gas conservation and emergency plans and SOPs (for example, for imposing curtailments) for local government actions (internal), coordinated with all other metropolitan area natural gas emergency actions that are planned for your area.

    - Ensure communications coordination with the local jurisdiction having the responsibility for alerting and advising others in the local complex.

- Coordinate establishments of local government's internal priorities for gas, among the various departments.

- Be prepared to deal with the news media, as outlined above for electric power, in full and careful coordination with the gas company.

- Promote improved insulation in gas-heated buildings, as outlined for electric power above.

Responses to motor gasoline shortages

- If State government will place pre-designated "set aside" monthly quantities of gasoline under your local government control, arrange with selected service station operators (selected on a rotating basis that assures greatest possible equity amongst operators) to agree to use it to keep open during night hours, and on weekends and holidays, so that workers, travelers, tourists, ambulances, public safety vehicles, etc will have assured sources of motor fuel in event of area shortages, as during the 1973-74 embargo.

    - Be careful to avoid possible "brand mixing" statute violations.

- Give wide publicity to such stations' locations and operating hours.

- Know the oil company terminal operators who will cooperate in delivering less than full tanker (usually 8,000 gal.) loads at a trip, in "tank wagons" or "metering trucks" to these stations, especially the smaller ones.

    - (The significance of these "set-aside" quantities is that they are over and above the operator's regular monthly allocation from his oil company and, during shortages, he might have to close down his pumps without it, thus curtailing service to the public.)

- Promote conservation by all users, both government employees and private citizens.

- Enact local ordinances prohibiting storage in homes, or motor vehicles, of gasoline in quantities over and above minimums needed for power lawn mowers. Provide stiff penalties for violations. Arrange with insurance companies for coordinated enforcement leading also to cancellations of home and auto policies.

Support Agencies and Functions

Agency	Responsibilities
AEMA	Assist in coordinating resources and support
Alabama Department of Economic and Community Affairs	Fuel, surplus property, other assistance and resources
Alabama National Guard	Coordination, resources, and logistics support

Administration

ESF-12 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record.

EOC Checklist for ESF-12 (Energy)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Utility Providers

Actions

- To create an emergency energy support response that provides for the command, control, and coordination of energy planning and operations.
- To coordinate the dispatch and use of energy resources and provide the means of coordination with local government.
- To coordinate a system for the receipt and dissemination of information, data, and directives pertaining to activities among energy suppliers.
- To coordinate the assessment of available energy personnel, facilities, and equipment.
- To collect and disseminate information and intelligence relating to energy supply to the general public.
- Coordinate with ESF support agencies in providing sufficient fuel supplies to local government agencies, emergency response organizations, and areas along evacuation routes.
- Coordinate providing materials, supplies, and personnel for the support of emergency activities being conducted by the BCEMA.
- Maintain communication with utility representatives to determine emergency response and recovery needs.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-11 Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Logistics.
- ☐ Based on the situation known or forecasted, determine likely future needs for search and rescue operations.

- ☐ Establish communication with another department or agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
- ☐ Determine the status of all equipment and forces, including the number of affected utility outages.
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-11 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-11 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted to the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-13

Baldwin County Emergency Operations Plan

Emergency Support Function-13

Public Safety and Security Annex

Primary Agencies

- Baldwin County Sheriff's Office (BCSO)
- Municipal Police Departments

Support Agencies

- Alabama Law Enforcement Agencies
- Alabama National Guard
- Alabama Department of Homeland Security
- Alabama Department of Conservation & Natural Resources
- U.S. Coast Guard

Primary Points of Coordination and Associated Actions

- **ESF-5 (Emergency Management):** provide all evacuation plans (this action is accomplished at the preparedness phase), send SITREPs, conduct electronic briefings, request mission assignments, receive consolidated SITREPs

- **ESF -7 (Resources):** coordination of critical resources into the area to ensure that these resources are directed to the point of use

- **ESF-6 (Mass Care):** for law enforcement support at congregate care and mass care centers

- **ESF-8 (Health and Medical):** Coordination of critical medical supplies into the area to ensure that these resources are directed to the point of use

- **ESF-3 (Public Works and Engineering):** Coordination for barriers to support access control. Also, identification of areas where debris needs to be removed to support law enforcement operations

Introduction

Purpose

The purpose of the Law Enforcement Annex is to establish responsibilities for the provision of law enforcement services including, but not limited to, maintaining law and order, traffic and crowd control, and security to vital facilities. In addition, this annex describes law enforcement system components and task assignments to assure effective response in emergencies.

Scope

This ESF applies to natural or manmade disasters or emergencies whenever a Baldwin County law enforcement organizations require law enforcement assistance in either declared or undeclared emergencies within Baldwin County.

Situation and Assumptions

Situation

Major and catastrophic disasters will result in widespread damage to or total loss of existing civil infrastructure capabilities. Along with a significant loss of dwellings and other structures and widespread displacement of people, state and local authorities will require law enforcement assistance to provide traffic control access control and security at mass care facilities. In order to fully determine the magnitude of a disaster on population and provide an immediate and effective response, an impact/needs assessment will be conducted at the earliest possible time following a major or catastrophic disaster. Law enforcement personnel need to be a part of the assessment process. The assessment will consist of the following.

- Identification of additional traffic control to ensure orderly flow of traffic, coordination of parking at reception and registration centers, and direction to congregate care/shelter facilities.
- The number of law enforcement resources to support the concentration of large numbers of people in congregate care facilities and necessitate additional police patrols to preserve law and order.
- The number of additional law enforcement surveillance needed in the evacuated area to prevent looting.
- The number of law enforcement needed for access control of large areas that have been evacuated and still pose a threat to the public.
- The number of law enforcement resources to support evacuations that require relocation of prisoners. This will require coordination with prison officials and the need for augmentation

of regular law enforcement personnel during such a movement and possibly the creation of a temporary detention center.

- Bombings, bomb threats, arson, terrorist activities, and civil disturbance incidents may require state and federal law enforcement resources to counter these activities and to help restore normal activities at a particular location within the county.
- When confronted with emergency law enforcement activities involving terrorism, civil disturbance, illegal narcotics trafficking, or widespread armed violence, critical law enforcement requirements must be identified; requirements exceeding state/local government capabilities must be prioritized and reported to the federal government.

The number of law enforcement resources to protect key facilities that could be possible targets. Drinking water sources, power facilities, communication facilities, and government direction and control facilities must be protected from potential criminal or terrorist activities during the crisis period.

Assumptions

- Available law enforcement personnel may be insufficient to respond to life threatening emergencies following a major emergency.
- Law enforcement response priorities will be based on the life safety of emergency responders and the public, protection of critical infrastructure and facilities, and arrest and detainment of law breakers.
- Routine responses not directly related to life safety or the emergency condition may be curtailed during major emergencies.
- To the extent possible, control over local law enforcement resources will remain at the local level.
- State law enforcement and Alabama National Guard resources also may be sought by the affected local law enforcement agencies in addition to other requested assistance. Alabama National Guard resources and state law enforcement may be requested by local law enforcement through ESF-15 on a mission basis.
- Law enforcement crime scene investigation may be conducted in coordination with emergency medical and search and rescue operations in the event of a terrorism incident.
- If sufficiently trained law enforcement resources are not available from local government sources, public or private sources within the community will be approached, including reserve elements, industrial security personnel, and volunteer groups. Normally these groups will not be armed nor will they be vested with arrest powers.

Organization

The organization of Law Enforcement agencies facilitates the effective coordination and control of like and complimentary support activities and functions. The Baldwin County Sheriff's Office (BCSO), as the primary agency for ESF-13, will determine the support agencies required for the specific disaster. This determination will result in an organization designed to meet the demands of the event.

Concept of Operations

The LAW ENFORCEMENT Coordinator or his designated representative should report to the EOC, if possible, when an emergency is declared, this plan is implemented, and the Emergency Operations Center is activated; other supervisors should operate from their normally assigned duty areas.

The call-up of law enforcement personnel should be in accordance with prescribed departmental/agency policy. The operational priorities for personnel should be determined by the Police Services Coordinator (PSC), with the assistance of an administrative assistant. All personnel should report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.

Law enforcement agencies should establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area should be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area should be requested through the established command posts. In some cases, access inside the perimeter will be logged at a central entry point. ESF-13 has the following goals:

- To coordinate dispatch and use of law enforcement.
- To provide a system for the receipt and dissemination of information, data, and directives pertaining to response activities among law enforcement agencies.
- To collect and disseminate information and intelligence relating to disasters or emergencies, either existing or pending.
- To pre-plan distribution and allocation of law enforcement resources in support of the overall law enforcement mission.

Execution of Operations

When the EOC is activated, the ESF-13 Coordinator should ensure a law enforcement representative is present in the EOC (if possible) to coordinate field operations with other EOC representatives/agencies. Coordination between law enforcement agencies is necessary to ensure emergency operational readiness. Each department/agency in the county having responsibility

for emergency management should develop operating instructions and resource listings to support this plan. Instructions should include concepts to provide security for vacated hazard area property and population, essential organizations, prisoners, relocated population, and congregate care (shelter) facilities in respective jurisdiction.

Direction and Control

The ESF-13 Coordinator is responsible for coordinating all emergency law enforcement activities from the EOC. The Police Department/ Sheriff's Department/ Department of Public Safety should maintain authority within its own jurisdiction. Routine operations should be handled by standard procedures. Mutual Aid and State and Federal support will be called upon as needed with requests channeled through the EOC to the State EOC.

Task Assignments

The ESF-13 Coordinator will:

- Prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs.
    - This situation analysis continues throughout the response and short term recovery phase and should include the following.
        - A general description of the situation as it pertains to Law Enforcement and an analysis of the operational support requirements.
        - An analysis of the law enforcement resources needed to support operations.
        - Identification of the law enforcement resource short falls.
        - Requests for mutual aid and assistance from the State, if required.
        - A prioritized listing of significant actions that the Law Enforcement will initiate to provide operational support.
- Determine the level of response required by law enforcement to respond to the event.
- Initiate notification of the required personnel and support organizations to achieve the required level of response.
- Based upon the Situation Analysis, prepare a list of objective based priority actions to perform life-saving and short-term recovery operations.
    - The action list should be revised as the situation changes.
- Mobilize resources and coordinate response for approved mission assignments.

- In addition, Law Enforcement will perform these actions:
    - Maintain law and order.
    - Provide mobile units to conduct warning functions as requested by the AEOC.
    - Report damage to AEOC.
    - Determine traffic and access control requirements and coordinate law enforcement resources to support traffic and access control.
    - Patrol evacuated areas.
    - Provide security for key facilities.
    - Perform crime scene investigation.
    - Provide crowd and traffic control in specified areas.
    - Provide security for evacuating prisoners.
    - Prepare electronic briefings on status of law enforcement response operations.
    - Keep track of all expenditures concerning operations.
    - Prepare an Action Plan to terminate operations.
- Prepare a Law Enforcement After-Action Report to identify lessons learned and improvements.

Actions

- Based upon the Situation Analysis, prepare a list of Critical Action Tasks (CATs) to support lifesaving and short-term recovery operations.
    - The action list should be revised and reprioritized as the situation changes.
- Request mission assignments from ESF-5 (Emergency Management) to accomplish objectives.
- Verify inventories of available resources and provide them to ESF-5 (Emergency Management), when requested.
- Establish communication with appropriate field personnel and ensure readiness for timely response.
- Pre-position resources, when possible, to ensure response and resources will be adequate to the situation at hand.
- Relocate any equipment, vehicles and other resources away from the potential disaster/incident are to the nearest staging area, when possible and appropriate.

- Commit equipment, personnel, and any other necessary resource to the county to be utilized in accordance with response and recovery goals and efforts.

- Mobilize resources and coordinate response for approved mission assignments.

- Provide for and properly plan for the need to review strategies for dealing with potential secondary and tertiary events.

Recovery Actions

- Prepare electronic briefings on status of ESF-13 response operations, the status of law enforcement service activities, and status of operations

- Continue to communicate with ESF-5 regarding potential mission assignment additions and changes

- Keep track of all expenditures concerning operations and submit these to Administration and Logistics Section after terminating operations

- Prepare ESF-13 After-Action Report to identify lessons learned and improvement plans

Continuing Actions

- Prepare phase-out schedule for additional resources being applied to mission

- Assess needs for recovery teams in the field and for additional direction and control measures

- ESF-13 will begin planning the recovery process based on the following information:

    - Accumulated casualty, security, and damage information obtained from those in the field, the incident commander, the local EOC, and other city, county, or state agencies

- Compile a list of all assets available to support a recovery mission

    - Other volunteer and local agencies may be requested to contribute assets to the response effort

        - Furthermore, availability, operational condition, and duration of need must be considered

    - The logistical requirements necessary to obtain critically needed equipment and additional personnel will also be evaluated

- Upon activation of ESF-13, the assigned ESF Coordinator should report to the EOC and accomplish the following tasks:
    - Develop a situation analysis establishing capabilities and limitations
    - Assess the need for and obtain additional resources and support, as required
    - Prioritize deployment of services based on available resources and critical needs
    - Coordinate communications support to all government, quasi-government, and volunteer agencies as required
    - Provide timely reports on the status of the situation, personnel, and equipment
    - Prepare and process reports using established procedures

Responsibilities

The following is a list of responsibilities for ESF-13 and its primary agency (BCSO):

- Protect life and property
- Maintain law and order
- Facilitate orderly traffic flow
- Coordinate traffic control tactics and communicate with other law enforcement agencies operating within Baldwin County
- Assist in locating casualties
- Investigate crime scenes
- Coordinate and direct emergency law enforcement services
- Coordinate law enforcement operations during EOC activation periods
- Maintain essential special operations forces and capabilities

Support Agencies and Functions

Agency	Functions
ALEA	Provide resources/assistance as needed/requested to include maritime security, patrol, and other law enforcement agencies
BCEMA	Provide coordination/assistance as needed/requested
AEMA	Provide coordination/assistance as needed/requested
Municipal Jurisdiction Representatives	Provide resources as requested/available for assistance
Baldwin County Highway Department / ALDOT	Control traffic and support / report movement control information to BCEOC
AL National Guard	Provide resources as requested/available for assistance
AL Dept. of Conservation & Natural Resources	Provide assistance and resources and assist with maritime security, patrol, and other law enforcement activities
Baldwin County Coroner's Office	Provide assistance and resources, coordinate casualty reporting and the organization of related activities and information
EMS – Medstar/LifeGuard Ambulance Services	Provide resources/assistance as requested/available
U.S. Coast Guard	Provide assistance and resources and assist with maritime security, patrol, and other law enforcement activities

Administration

ESF-13 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decisions made, actions taken, and financial costs incurred. These documents will become part of the Incident Record.

EOC Checklist for ESF-13 (Public Safety and Security)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Sheriff's Office (BCSO)

Actions

- Coordinates law enforcement support to emergency/disaster operations, to include such tasks as:
  - Security,
  - Traffic control,
  - Crowd control,
  - Evacuation Coordination
  - Communications and warnings

- Identify and coordinate military support programs and resources.
- Speak on behalf of their agency within established policy limits, acting as a liaison between their agency and the EOC.
- Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Responsible for obtaining situation status information and response activities from their agencies for the EOC.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-13 Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Logistics.

- ☐ Based on the situation known or forecasted, determine likely future needs for search and rescue operations.
- ☐ Establish communication with another department or agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
- ☐ Determine the status of all equipment and forces.
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-13 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-11 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted to the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-14

Baldwin County Emergency Operations Plan

Emergency Support Function-14

Long Term Community Recovery Annex

Primary Agencies

- Baldwin County Commission
- Baldwin County Emergency Management Agency

Support Agencies

- Alabama Department of Economic and Community Affairs
- Alabama Emergency Management Agency
- Alabama Department of Agriculture and Industries
- Alabama Department of Human Resources
- Alabama Department of Mental Health
- Alabama Law Enforcement Agencies
- Alabama Finance Department
- Alabama National Guard
- Alabama Volunteer Organizations Active in Disasters
- American Red Cross
- Public Service Commission

Primary Points of Coordination and Associated Actions

- **ESF-5 (Information and Planning):** obtain mission assignments for distribution of supplies, prepare action plans, prepare SITREPs, prepare electronic briefings, forward to ESF-5

- **ESF-13 (Law Enforcement):** provide security and control access points

Introduction

Purpose

ESF-14, Long-Term Community Recovery, provides the framework for coordination of local, state, and federal resources to facilitate long-term community recovery from emergencies and disasters. The agencies referenced and listed in this ESF Annex have coordinating and supportive roles in recovery.

Scope

All recovery operations conducted under ESF-14 will be in concurrence with the National Incident Management System (NIMS). Long-term recovery includes any activities designed to allow and encourage the return to a normal state of operations within Baldwin County and its communities following a disaster. This return to normalcy is to include the restoration of the functioning of schools, businesses, and community events. Economic stimulation resulting from the rebuilding process and from the ability to resume employment is imperative to recovery efforts being adequate and successful.

The actual type and scale of an emergency or disaster will dictate the necessary specific recovery operations. Several federal agencies, state agencies, local agencies, and volunteer organizations may be involved. The extent of involvement on the part of each of these levels of government and voluntary organizations will be dependent upon magnitude of the incident and whether or not is declared a federal disaster.

Recovery activities may begin concurrently with response operations and generally will begin in the EOC. There is no clear line of demarcation between the “response phase” and “recovery phase.” The designated coordinating agency for each recovery support function will manage recovery operations within Baldwin County. Close liaison is maintained with voluntary agencies supporting individual and family recovery needs to share information and to coordinate efforts when appropriate.

Agencies with significant recovery roles have been designated as coordinating and cooperating agencies for ESF-14. Other agencies may be added at the direction of the Baldwin County EMA Director based upon the needs of the disaster event and the long term recovery process. The transfer of command between agencies may occur several times over the course of the recovery.

Situation and Assumptions

Situation

Depending on the size and scope of a disaster, there could be loss of life, extensive and numerous injuries to humans, widespread damage to critical infrastructure and key resources, damage to the economic structure, along with social and psychological issues.

A significant natural or human event may generate an overwhelming response from the public outside the disaster area with items meant to assist victims, necessitate organized use of volunteers and donations.

This response will require:

- An assessment of the needs of the disaster victims
- An assessment of the resources currently available to meet these needs
- Identification of the unmet needs of the disaster victims
- An aggressive media campaign to communicate the unmet needs to potential providers
- A centralized location to receive and distribute the supplies
- A staff to operate the facility
- A system to inventory and account for all supplies received and distributed
- A plan to close down the facility and to distribute unused supplies.

Assumptions

- Once emergency conditions subside, individuals and relief organizations from outside the disaster area will begin to collect materials and supplies to assist the devastated region.
- More than one county may be affected by the disaster and needs may differ from one county to the next.
- There may be multiple Donation Reception Centers in place requiring coordination among these centers.
- Individuals and organizations will feel compelled to go to the area to offer assistance.
- When these situations occur, a need for an organized response is imperative.
- Local volunteer groups will experience a deficit in some, if not all, areas. This will necessitate state and possibly federal assistance.
- Resources may be needed during a major catastrophic event for at least six months.
- Alabama Emergency Management Agency will develop a standard database to inventory and track supplies.
    - BCEMA and AEMA will coordinate with one another regarding the database and the information contained therein as it applies to Baldwin County.
- The procedures for international donations will be managed by AEMA and FEMA.

Organization

Baldwin County EMA in coordination with AEMA will determine the need to activate this annex and designate the locations of the Donations Reception Centers, Volunteer Reception Centers, Local Distribution Centers, and Donations Staging Areas.

The state volunteer coordinator will act as liaison between ESF-14, local coordinators, and the federal donations coordinator. ESF-14 will coordinate with other ESFs and serve as an informational group as to availability and coordination of resources.

There can be as many as 300 or more private volunteer organizations (PVOs) active in a single disaster. Each PVO has its own method of operations in disaster response and means of receiving donations. While these methods vary, PVOs generally work well together and are self-sufficient and reliable. Donations are vital to each PVO and all of them should be 501 (c) 3 registered agencies. Each PVO must account for receipt, use, and disposition of funds and gifts-in-kind or donations of goods and services it directly receives.

Resources include funds and volunteers to be provided before and during a disaster and during the recovery period. Individual national organizations will generally supply responding units in the disaster area with specific goods and services as required. If such goods and services are available, they will use them as well. Many of the PVOs are members of the Alabama or National Voluntary Organizations Active in Disaster (ALVOAD or NVOAD). VOAD representation in the Disaster Field Office can assist in the identification of and coordination with the PVOs active in the disaster

Concept of Operations

The goals associated with this annex are as follows:

- To provide a method to manage donations in a major or catastrophic disaster and a means to discourage the shipment of unsolicited goods directly to the disaster area(s).
- To provide a source of resources to the private voluntary organizations involved in the disaster response and recovery operations.
- To provide a mechanism for maintaining an official record of the community response to a disaster.
- To provide a means to publicize items that may be needed during disaster response and recovery and a system for receiving and recording offers of assistance in response to the needs.
- To provide a means to manage, train, track, and verify volunteers for disaster recovery efforts.

This annex will be implemented if two conditions exist:

- There is sufficient national media coverage of the disaster which causes significant donated funds, supplies, and volunteers to be sent Baldwin County.

- There is a need for specific supplies and skills that can be obtained through donations and the use of volunteers.

If the Donations Reception Center is established in Baldwin County, Baldwin County will establish a hotline for receiving calls related to provision of donated funds, goods and services.

If a Volunteer Reception Center (VRC) is established in Baldwin County, Baldwin County EMA and VOAD will coordinate to identify a location and facilitate volunteer disaster activity and recovery efforts.

Execution of Operations

ESF-14 Coordinator will prepare a Situation Analysis by reviewing reports, video, message traffic, status boards, and logs. This Situation Analysis continues throughout the response and short-term recovery phases and should include the following information and components:

- A general description of the situation and an analysis of the ESF-14 operational support requirements.

- A prioritized listing of significant actions that the ESF-14 will initiate to provide operational support.

- Any additional need for information to be disseminated to the public will be coordinated with ESF-15.

The procedures regarding non-designated cash donations will include:

- Cash received but not designated for a specified organization will be deposited in a Disaster Donation Fund (DDF) Account.

    - This account will be established and maintained by the Baldwin County Commission for Donors who do not wish to specify a recipient organization. Donors will make the check payable to the Baldwin County Disaster Donation Fund.

    - A Board of Directors, appointed by the Baldwin County Commission in coordination with BCEMA and AEMA, will be charged with the responsibility for authorizing expenditures and approving/disapproving applications for grants from DDF.

- Churches volunteer and other 501(c)(3) nonprofit organizations may apply for grants from DDF if the proceeds are:
    - Used for disaster related needs and expenses
    - Not used for administrative purposes
    - Documentation and expenditures are submitted to the Board of Directors

- Non-designated cash donations will be used only for needs/expenses resulting from declared disasters.

- Donors will be advised that cash donations remaining in DDF after all current disaster needs/expenses have been met, will be used for future declared disasters.

The procedures for corporate donations will include:

- Bulk items will be accepted if the items can be used in disaster response/relief efforts.

- Information concerning offers of bulk items will be entered in the resource database.
- Information concerning the proper use of items being donated and expiration dates will be entered in the resource data base.

- Advising donors to label all goods and provide detailed inventory lists with all shipments.

- Information on these resources to be made available to all private volunteer organizations, emergency responders and ESF agencies, through the resource database.

- Tax deductible status for charitable contributions, Section 170 of the Internal Revenue Code states that donations made to nonprofit, tax exempt organizations can be deducted on tax returns, to the extent allowed by law. Rules in effect as of January 1, 1994, place the burden on the nonprofit, tax exempt organizations for reporting contributions and providing the individual/ corporation with a receipt showing the amount and type of donation.

The procedures for volunteer services will include:

- Encouraging interested individuals to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief efforts

- Discouraging unaffiliated volunteers from going directly to any disaster site

- Encouraging organizations to give volunteers easily recognizable identification

  Requesting public volunteers for the Reception Centers and Distribution Centers

- Having disaster affected area(s) submit their requests for volunteers to the Volunteer Reception Center where coordinated efforts for volunteer registration, credentialing, placement, and tracking will be conducted.

- Coordinating volunteers received through the VRC with VOAD.

Direction and Control

- The Baldwin County EOC provides information and direction and control for total government emergency operations.
    - While the chain of command for VOAD activities is established by individual organization policy, each VOAD involved in the response should have a representative in the Baldwin County EOC if possible.
- The Baldwin County EOC will coordinate ESF-14 related press releases with the Baldwin County PIO and with the State PIO at the State EOC.
- The Baldwin County EOC will serve as a conduit of information and can help coordinate the information to be processed and disseminated.
- Any requests for resources needed and not available in the county should be processed through the Baldwin County EOC to be addressed in conjunction with the State EOC.
- ESF-14 recognizes the local government, private sectors, and volunteer organizations to manage risk-reduction and long-term recovery activities and set priorities for these activities.
- Long-term recovery efforts are forward-looking and focused on the permanent restoration of infrastructure, housing, and the economy.
    - Mitigation and increased resiliency in the event of probable future disasters will also be key components of effective and all-encompassing long-term recovery efforts.
- ESF-14 assists in facilitating the application of loss-reduction building science expertise in the rebuilding and repair of CIKR.

Task Assignments

ESF-14 task assignments will be coordinated from the EOC and will be determined by the needs of the community and the availability or resources from local, state, and federal entities. Resources from the private sector and VOADs will also be taken into consideration and utilized to augment those from the public sector.

Actions

- BCEMA will notify AEMA when this annex is activated
- BCEMA will activate a toll-free number for receiving donation inquiries
    - A standard database will be utilized for documenting donated resources
- Donation information will be made available to participating agencies, volunteer organizations, emergency responders, and the public
- Information regarding individuals and businesses soliciting contracts for relief goods or services will be recorded separately from donated goods and services
- Facilities will be identified as Donations Reception Centers (DRCs), Local Distribution Centers (LDCs), Volunteer Reception Centers (VRCs) and Donations Staging Areas (DSAs)
    - LDCs may be operated by churches, community-based organizations, volunteer agencies and local government to provide donated goods directly to disaster victims
    - Twenty-four-hour security will be provided for Donations Management facilities and personnel
        - Coordination for security will be provided through BCEMA, in cooperation with local law enforcement agencies.
    - Public health and sanitation facilities for volunteers, staff and the public will be available at facilities
- Information regarding the request for donations will be coordinated in advance by the participating agencies before being distributed to the public
- VOAD agencies will operate independent facilities for controlling donations that are specifically solicited by their organizations

Recovery Actions

- All inquiries concerning donations for a specified organization will be referred to that organization.
    - Organizations accepting/receiving designated donations will follow their own policies.

- Donors will be discouraged from sending unsolicited in-kind donations directly to the disaster site.
    - Donors who insist on donating unsolicited or unwanted goods will be advised that the goods cannot be accepted.
    - The information regarding these goods will be entered into the database and made available to federal/state/county/volunteer agencies.
        - Should a need arise for the goods; the requesting agency will contact the donor directly.
- Goods not requested, which could be utilized, will be made available to participating volunteer 501(c)(3) nonprofit organizations (i.e., Goodwill Industries or community food banks).
- Unneeded goods, such as clothing, will be recycled/redistributed to others in need.
    - Guidelines will be established for tracking the receipt and distribution of unsolicited and non-designated goods.
- Coordination and communication between ESF-14 and its support agencies and organizations will remain a top priority in determining the needs of the community in regards to long-term recovery.

Continuing Actions

- Continued coordination and communication between ESF-14 and its support agencies and organizations will remain a top priority in determining the needs of the community in regards to long-term recovery.
- ESF-5, especially, will remain in close contact with ESF-14 to assist in coordinating needed resources during the long-term recovery process.

Responsibilities

- Notify AEMA that this function has been activated.
- Coordinate with AEMA on the location of all support facilities to include Donation Reception Centers, Volunteer Reception Centers, Local Distribution Centers, and Donations Staging Areas.

- Work with Baldwin County Commission to establish a Board of Directors to oversee donated disaster relief funds.

- Coordinate with local volunteer radio operator organizations, such as those involved in amateur radio operations, to provide communications with truck drivers transporting donated goods and to provide communications to DRCs, VRCs, LDCs, and DSAs.

    - Note: Volunteer radio operators could be stationed at weigh stations or rest areas on major highways to establish communications with drivers transporting donated goods and direct them to the appropriate staging areas.

- Publish a roster of the donors that have contributed to the relief efforts.

    - Public recognition of in-kind gifts, donations and services will probably be the only method that can be utilized to thank the donors.

- Providing administrative and logistical support to the preliminary damage assessment process and completing and documenting damage assessment.

Support Agencies and Functions

Agency	Functions
AEMA	Provide assistance with coordination of resources and the tracking of donations and related issues and information
Baldwin County Building Department	Provide coordination/assistance as needed/requested
Baldwin County Department of Human Resources	Provide coordination/assistance as needed/requested
Baldwin County Health Department	Provide resources as requested/available for assistance
Baldwin County Highway Department	Provide assistance and resources, as needed
Baldwin County Sheriff‘s Department	Provide coordination and assistance with gathering information, securing facilities and areas with special needs and vulnerabilities, and traffic control
ALDOT	Control traffic and support local law enforcement activities
Red Cross	Provide resources, personnel, and information
Municipal Jurisdiction Representatives	Provide coordination/assistance as needed/requested

Administration

ESF-14 shall be coordinated through the EOC. Each primary and support agency will prepare reports required to document decision made, actions taken, and financial costs incurred. These documents will become part of the permanent Incident Record. Lines of succession to each department head are according to the Standard Operating Procedures established by each department.

EOC Checklist for ESF-14
(Long Term Community Recovery)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Emergency Management Agency

Actions

Long-Term Pre-Incident Planning and Operations:

- Meets regularly at the State level to ensure procedures and program/contact information are up to date, discuss lessons learned from incidents and exercises, and explore ways to leverage available resources by creatively packaging State and Federal assistance.
- Develops coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
- Involves, as appropriate, local and tribal government representatives, local planning and building science organizations, nongovernmental organizations, and private-sector organizations in the pre-event planning activities.
- Establishes procedures for integration of pre-incident planning and risk assessment with the post-incident recovery and mitigation efforts.
- Takes into account the differing technical needs for risk assessment and statutory responsibilities by hazards and develops template action plans delineating appropriate agency participation and resources available.
- Plans include scaling to appropriate levels of staffing and coordination based on the nature and size of event.

Immediately Prior to Incident (where notice is available, e.g., hurricane, flood):

- In coordination with other ESFs as appropriate, uses predictive modeling, such as the HAZUS loss estimation methodology, to ascertain vulnerable critical facilities as a basis for identifying recovery priorities.
- Provides early identification of projects to be quickly implemented, especially those relating to critical facilities based on existing local and state plans.
- In collaboration with other State agencies, assigns County and State staff for Preliminary Damage Assessment (PDA) teams, if feasible, to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in the incident-affected area.

Post-Event Planning and Operations:

- Gathers reports from State departments and agencies, and impacted County, local, and tribal governments, assessing the scope and magnitude of the socioeconomic impacts on the affected area(s). Convenes interagency meetings to:
    - Develop an incident-specific action plan to delineate specific agency participation and specific community recovery and mitigation activities, using pre-incident State, local, and tribal plans, to the extent appropriate; and take actions to avoid duplication of benefits to assistance recipients; and
    - Facilitate sharing of information and identification of issues among agencies and ESFs, and coordinate early resolution of issues and the delivery of State and/or Federal assistance to minimize delays for assistance recipients.
- Coordinates identification of appropriate State and/or Federal programs to support implementation of long-term recovery plans and gaps under current authorities and funding. This process identifies appropriate programs, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address identified program gaps.
- Coordinates implementation of the recommendations for long-term recovery with the appropriate State and Federal departments and agencies if the recommendations include program waivers, supplemental funding requests, and/or legislative initiatives, within the affected area, coordinates assessment and recalibration of existing risk analysis, evacuation plans, and modeling for use by all ESFs.
- Facilitates recovery decision-making across ESFs. Also facilitates cognizance of post-incident digital mapping and pre-incident State, local and tribal hazard mitigation and recovery planning across ESFs.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign-In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Chief or Branch Director.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-14 Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from the Operations Chief or Branch Director.
- ☐ Based on the situation known or forecasted, determine likely future needs.
- ☐ Establish communications with another department or agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)

- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
- ☐ Establishes and maintains a position log, which chronologically describes your actions taken during your shift.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services / emergency measures are needed:
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief or Branch Director if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-14 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-14 Representative are transferred to other EOC elements as appropriate.

- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted through the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

ESF-15

Baldwin County Emergency Operations Plan

Emergency Support Function-15

External Affairs Annex

Primary Agencies

- Baldwin County Emergency Management Agency
- Baldwin County Public Information Coordinator

Support Agencies

- Alabama Emergency Management Agency
- Baldwin County Call Center
- Baldwin County Emergency Communications E-911
- Municipal Jurisdiction Representatives
- Gulf Shores & Orange Beach Tourism
- Southern Linc

Primary Points of Coordination and Associated Actions

- **News Media:** provide timely and pertinent information to the news media via various communication methods

- **Public Relations Staff/PIO for Agencies and Departments Involved in Response and Recovery Missions:** develop messages and information for release to the public, responders and government officials

- **Baldwin County Call Center:** provide messaging and public information to keep the call center running efficiently with the most current, accurate information available related to the event

- **ESF #5 (Emergency Management):** send Situation Reports (SITREPs), electronic briefings, request mission assignments, receive consolidated SITREPs

Introduction

Purpose

The purpose of ESF-15 is to establish a mechanism that efficiently provides and disseminates information to the general public in the event of a disaster.

Scope

This Annex establishes policies and procedures for disseminating official information and instructions to local government officials and to the citizens of Baldwin County through all available communications outlets before, during and after a natural, technological, adversarial or human-caused disaster.

Situation and Assumptions

Situation

Public information is subject to rapid change during the threat of and the actual occurrence of a disaster; therefore, all news media and other resources for disseminating public information should be prepared for such occasions. The public is prone to accept rumors and word-of-mouth as valid information which may cause panic, fear and confusion. This will be considered and the various forms of communication outlets (broadcast and print media, social media, news scrolls, newspaper blogs, etc.) will be monitored as official information is issued in an actual emergency. Unlike general information, emergency information directs actions, gives instruction and transmits direct orders from existing authority aimed at saving lives and minimizing damage.

Assumptions

- The demand for public information both inside and outside of the disaster area may surpass the capabilities of the Baldwin County public information staff.
    - Additional support may be requested from the State and local agencies.
    - The Alabama Emergency Management Agency and local agencies will provide responsive public information staff support.
- During the aftermath of a disaster, information may be incomplete, erroneous, difficult to confirm and incongruous.
- The network of facilities and infrastructure needed for public information officials and the media to communicate and disseminate information may be partially or completely compromised as a result of damage from the disaster.

  - The need for redundancy and adaptability must be recognized and alternatives pre-planned.

- In the aftermath of a disaster, there will be significant demand to know what volunteer resources are needed.

- Resources needed for PIO staff to work at locations outside the EOC, including command posts and joint information centers, will be made available when the need arises.

- The Federal Emergency Management Agency's materials on disaster preparedness and safety, at www.ready.gov, along with other government-sponsored and reputable internet resources can be used to provide baseline disaster safety information to the public.

- The National Response Team Guide – Joint Information Center Model will be used as a reference in operating a Joint Information Center (JIC). The Joint Information System provides framework for organizing, incorporating and coordinating the delivery of public information.

- A Joint Information Center will be established to release systematic, timely and comprehensive information related to multiple affected jurisdictions and organizations to the public during a disaster.

Organization

An emergency information center will be established in the EOC. The PIO should function as a member of the EOC staff under the direction and guidance of the Baldwin County Emergency Management Agency Director. For disasters involving state and federal response support, a Joint Information Center may be designated at a location to be determined at the time of the disaster.

Concept of Operations

A Baldwin County public information response system, which provides for the coordination of public information among all ESFs and affected jurisdictions, must be established, implemented and exercised prior to a disaster or emergency to ensure adequacy and durability. This public information system will serve to do the following:

- To coordinate the use of public information resources.

- To provide a system for the receipt and dissemination of public information, data and directives pertaining to activities among ESFs and affected jurisdictions.

Emergency Public Information efforts will focus on specific incident-related information. This information will focus on such things as warnings, shelters and evacuation. A special effort will be made to report positive information regarding emergency response to reassure the public that

the situation is being addressed and is under control. Public feedback will be used in the determination of the effectiveness of the overall response to an incident and the effectiveness of the public information program during all phases of the disaster.

It is important to keep the public informed about the general progress of events in a timely manner. This will help reduce the need for the public to search for alternative sources of information which are often times inaccurate. Correcting inaccurate information requires more involved action on the part of the county public information staff in order to neutralize and correct the public responses and resulting behaviors from poorly organized and incomplete information. Rumor control will be an essential task for public information staff and officials.

The Prevention, Preparedness, Response, Recovery and Mitigation phases of emergency management should be kept in mind and should be addressed when formulating public information plans for all situations, including disasters. Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and educational efforts will rely heavily on the cooperation of media organizations and the efficient use of social media and other communication resources. Educational efforts should be in progress before a disaster and should be woven into the fabric of the information being disseminated as the response phase of the disaster begins to transition into the recovery phase. Mitigation information should be presented to the public, as appropriate, when the recovery phase begins. Any situational-appropriate opportunity available to provide reliable, productive and advantageous information to the public should be seized.

Execution of Operations

Emergency public information guidance and subsequent documents will be created and maintained during normal periods of readiness and will be ready for immediate publication and dissemination. When evacuation is imminent, the public information office will expand its capabilities to answer public inquiries and prepare new or modified public announcements. The public information program will be conducted during all readiness periods and will address all elements of the population. Messages and information disseminated should take into consideration population with special needs and encompass such considerations.

During the disaster period, all elements of the news media will be used to publish, broadcast and disseminate information including evacuation and shelter information (including in-place sheltering), as appropriate.

Direction and Control

Public information releases will be done in accordance with the Incident Command System. The following precepts will be followed during the incident/disaster:

- Obtain a briefing from the Incident Commander.
- Communicate with the ESF Coordinators to harmonize public information activities.

- Establish a Joint Information Center if needed.
- Arrange for necessary work space, materials, telephones and adequate staffing.
- Obtain copies of current Situation Reports.
- Prepare initial information summary as soon as possible after arrival.
- Observe and adhere to any restriction placed on the release of any information by the Incident Commander.
- Obtain approval from the Incident Commander/Unified Command for the release of any information.
- Release information to the media, post information in the command post, EOC and any other appropriate locations.
- Arrange for meetings between the media and incident personnel (press conferences, interviews with designated spokespersons, etc.).
- Attend meetings to update information released.
- Provide escort service to the media and VIPs.
- Provide personnel safety guidelines for media and VIPs (establish media boundaries, etc.).
- Respond to special requests for information.
- Maintain a log of information released, sources and contacts made during the incident (formal public information requests made will follow proper procedure through the Baldwin County Commission Records Manager).

Task Assignments

This section lists actions to be performed by the Public Information Officer in response to a disaster, during the recovery phase of a disaster and in preparation for potential future disasters.

The Emergency Support Function Coordinator will:

- Analyze public information resource requirements and request assistance for unmet needs.
- Coordinate emergency public information to support the emergency command post and the general public in Baldwin County.
- Provide input into the Incident Action Plan.

- Provide information regarding the status of public information to other ESF Coordinators.
- Assign a liaison to support the Incident Commander if needed.
- Prepare reports required to document decisions made, actions taken and financial cost incurred by the public information function.
- Prepare news releases, social networking messages, website updates and Call Center messages for both internal and external audiences.
- Brief the media spokesperson and prepare talking points.
- Establish the initial press briefing.
- Periodically prepare briefings on the status of the incident.
- Determine the level of response by public information staff that is needed for the situation.

Actions

The PIO will perform the following initial actions in the event of a disaster:

- Staff ESF #15 of the EOC adequately for the size and scope of the event.
- Brief and instruct media spokesperson for damage assessment teams.
- Coordinate with Volunteer Goods and Services to determine what volunteer goods and services are most needed in the disaster area.
- Gather, process, and disseminate information relevant to the safety of the public and propagate essential information as soon as possible.

Recovery Actions

- Monitor the disaster situation and communicate with EOC staff, ESF Coordinators, Incident Commander, Incident Command staff and the media to maintain a realistic operational picture of the events surrounding and subsequently created by the disaster.
- Monitor print, broadcast, social media and other communication outlets information and coverage of the disaster and its phases.
- Correct any misinformation as soon as possible.

- Disseminate reliable information as soon as possible to avoid confusion and people looking to unreliable and inaccurate alternate sources of information.

- Coordinate emergency public information dissemination with responders, officials and EOC representatives to ensure target audiences receive pertinent information that is precise and applicable to their present and/or potential situation.

Continuing Actions

Continuing actions for PIO include those mentioned previously, as well as the following:

- Provide updates to the media concerning disaster conditions and state actions taken pursuant to those conditions.

- Regularly disseminate information from summary reports to the media.

- Provide trained public information staff in support roles to assist local response and recovery efforts.

- Provide information to assist the Baldwin County Call Center in staffing the citizen public information lines.

- Coordinate press releases and press conferences with the media and incident spokesperson(s).

Responsibilities

The Public Information Officer will perform the following initial actions if activated for a disaster:

- Analyze the current situation as it pertains to public information and conduct an analysis of the public information operational support requirements that are needed.

- Prepare a prioritized listing of significant actions that the PIO will initiate to provide operational support.

- Determine the level of response required by the PIO to respond to the event.

    - Initiate notification of the required personnel and support organizations to achieve the required level of response.

- Provide information to the Baldwin County Call Center so they can handle phone calls from individuals attempting to contact the Baldwin County Commission for information.

- Provide updates to the news media and public concerning disaster conditions and state actions taken pursuant to those conditions.
- Prepare priority actions based upon the Situation Analysis and revise as the situation changes.
- Mobilize resources and coordinate response.
- Prepare an After-Action Report to identify lessons learned and improvements.

Support Agencies and Functions

Agency	Functions
AEMA	Provide coordination/assistance as needed/requested
Baldwin County Call Center	Provide information, assistance, resources and support as needed/requested
Baldwin County Emergency Communications E-911	Provide information, assistance, resources and support as needed/requested
Gulf Shores & Orange Beach Tourism	Provide personnel staffing in PIO office, assistance, resources and support as needed/requested
Municipal Jurisdiction Representatives	Provide assistance with information collaboration and coordination, resources and assistance as needed/requested
Any and all agencies whose mission is to collect, process and/or disseminate pertinent and essential information about an existing or potential disaster situation	Any information collected will be processed and disseminated as needed and as appropriate to the situation at hand. Any needed actions or resources that are determined to be needed will be procured as soon as possible, or as the events dictate.

Administration

Public Information activities and services shall be managed by the Baldwin County Commission and coordinated by the Baldwin County Emergency Management Agency in close coordination with the designated public information officials of municipalities within Baldwin County. Each primary and support agency will prepare reports required to document decisions made, actions taken and financial costs incurred. These documents will become part of the Incident Record.

EOC Checklist for ESF-15 (External Affairs Recovery Annex)

******* Read This Entire Position Checklist Before Taking Action*******

Primary Agencies: Baldwin County Emergency Management Agency

Actions

- Develop external affairs responses that provide for the coordination of public information among all ESFs and affected agencies.
- Coordinate the use of public information resources.
- Coordinate a system for the receipt and dissemination of public information, data, and directives pertaining to activities among ESFs and affected agencies.

Checklist Items

Activation Phase:

- ☐ Check in with the Personnel Coordinator Group (Logistics Section) upon arrival at the EOC. Use available means to Sign In/Out for arrival and departure from the EOC.
- ☐ Report to the Operations Officer.
- ☐ Obtain a situation briefing. Based on that briefing, activate additional staff if required.
- ☐ Review the responsibilities of the ESF-15 Representative; develop a plan detailing strategies for carrying out objectives as outlined by the Operations Chief.
- ☐ Obtain a current communications status briefing from Operations Chief.
- ☐ Based on the situation known or forecasted, determine likely future needs for the dissemination of information.
- ☐ Establish communication with another department or agency to verify communications procedure/network is operational. (e.g. land line telephone, cellular phone, two – way radio etc.)
- ☐ Activate workstation and review your position responsibilities. (See Computer Logon procedures)
- ☐ Unpack any materials with you and set up your assigned station. Request through the Operations Chief to obtain necessary materials and equipment.
- ☐ Contact EOC Sections, Branches and/or Units that are appropriate to your responsibility and advise them of your presence and assigned work station in the EOC
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift.

- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Determine which services are needed:
- ☐ Monitor safety issues.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Logistics Branch.
- ☐ Reinforce the use of proper procedures for media contacts. Refer all contacts with the media to the Public Information Officer.
- ☐ Prepare briefings for the Operations Chief at operational benchmarks or as requested.
- ☐ Notify the Operations Chief if you must briefly leave your work station.

Shift Change Actions

- ☐ Prepare and submit Position Log on the activities.
- ☐ Shift Change:
  - Fully brief the relief on events and status of actions being taken.
  - Give the Logs and records to your replacement.
- ☐ Conduct shift change briefings at shift change. Ensure that in-progress activities are identified and follow-on requirements are known.
- ☐ If leaving the EOC, sign out by the same means by which you signed in.

Demobilization

- ☐ Deactivate the ESF-15 Representative position when authorized by the Operations Chief.
- ☐ Ensure that any open actions handled by the ESF-15 Representative are transferred to other EOC elements as appropriate.
- ☐ Complete all required forms, reports and other documentation. All forms and position logs are to be submitted through the Operations Chief prior to your departure.
- ☐ If another person is supposed to relieve you, contact them before you leave the EOC.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If you are issued a laptop, secure the computer. Do not shut the computer down – just log off and shut the lid. Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Incident/Event Annex

Active Aggressor

General Information

Agencies and departments at all levels of government, churches, educational institutions, medical facilities, businesses, and any other place where people gather or congregate, should prepare, implement, and maintain their own active aggressor plans. In the event an active aggressor incident occurs, Baldwin County Emergency Management Agency (BCEMA) will assist in coordinating the response and recovery efforts by communicating with other local and county-level departments and agencies, and those at the state level to help in obtaining the resources necessary to adequately respond to and recover from this type of violent incident.

Due to recent events in the United States over the past 10-15 years, the need for active aggressor preparedness and response planning has become an essential component to the overall completeness of emergency planning efforts. According to the U.S. Department of Homeland Security (DHS) an active aggressor is an individual actively engaged in killing or attempting to kill people in a confined and populated area. DHS also states that in most cases, active aggressors use firearms and there is no distinguishable pattern or method to their selection of victims.

Event Description

According to the U.S. Department of Homeland Security (DHS) an active aggressor is an individual actively engaged in killing or attempting to kill people in a confined and populated area. DHS also states that in most cases, active aggressors use firearms and there is no distinguishable pattern or method to their selection of victims.

Active aggressor situations are impossible to predict in regards to actual possible events and potential outcomes. These incidents evolve rapidly and leave no time for a lengthy decision-making process. This is why it is critical to stress the importance of preparedness, mitigation, and prevention relating to this type of incident.

Active aggressor incidents typically last only a short period of time and are usually over in 10-15 minutes. The immediate involvement, deployment, and rapid response of law enforcement personnel is essential in stopping the active aggressor and mitigating further harm to victims. People must be prepared and instructed about how to deal with an active aggressor situation prior to the arrival of law enforcement. This is to ensure the safety of victims, bystanders, and law enforcement personnel, as well as allowing for efficient response activities.

Responsibilities

The Baldwin County Sheriff's Office and Municipal Police Departments will be the lead agencies involved in directing the initial response efforts for active aggressor incidents. BCEMA will provide assistance with the coordination and procurement of resources necessary to handle the incident. BCEMA will also provide assistance with the processing and dissemination of necessary and relevant information to local, state, federal and non-governmental partners.

Direction and Control

Educating the Public before an Active Aggressor Incident

BCEMA will assist other emergency service personnel and agencies, such as local and state law enforcement and the Alabama Department of Homeland Security (AL-DHS), in educating the citizens, visitors, and general public in Baldwin County about what they should do when faced with an active aggressor situation. Public outreach in the form of pamphlets, web-based information dissemination, informative training videos and public speaking will be used in order to promote preparedness. BCEMA will also assist in conducting and reinforcing lessons learned from active aggressor situational awareness and training.

During an Active Aggressor Incident

Law enforcement will take the lead in the initial response. Fire, rescue, and EMS services and personnel will coordinate with law enforcement to preserve life and meet the needs of the overall incident. BCEMA will communicate and coordinate with municipal representatives, local government, the Alabama Emergency Management Agency (AEMA), AL-DHS, and other state- and federal-level agencies and departments needed for the response and recovery from an active aggressor incident. This will ensure the needs of the incident and the responders to the incident are met.

Depending on the magnitude of the incident, religious groups and organizations and volunteers (those sponsored by an organization and individuals) may be needed or may respond in some way to the incident. The primary agency (whether it be BCSO or a Municipal Police Department) will likely need help in coordinating and organizing the response to the influx of volunteers. BCEMA will assist, as needed, in the organization of, and response to, the offering of volunteer services.

Preparedness and Prevention

Response and recovery efforts can be greatly impacted by the level of preparedness and the amount of effort put forth into activities designed to promote prevention. There is a great

opportunity to put into place community outreach and education activities that will strengthen the resiliency of the community when faced with an active aggressor event.

Training Individuals to Handle and Active Aggressor Incident

In order to prepare the public for an active aggressor incident, the following general information should be included when conducting outreach and education programs:

- Always know your location
- Be aware of situations and surroundings
    - Get into the habit of noticing details about people and places
- Note emergency exits
- Know emergency numbers and how to properly use them
    - Remember to remain calm and speak clearly when calling 911

BCEMA will follow guidelines and examples set forth by the U.S. Department of Homeland Security (DHS), Alabama Department of Homeland Security (AL-DHS), and the Baldwin County Commission when conducting community outreach, education, and training.

Digital and print materials, electronic messaging boards, social media, radio and television avenues all provide platforms for incident information dissemination; as well as excellent tools to utilize when conducting education and outreach programs within the communities of Baldwin County.

DHS recommends the following procedures for individuals to use in response to an active aggressor incident:

Quickly determine the best way to preserve your own life. Remember that customer, clients, and visitors are likely to follow the lead of employees and managers during an active aggressor situation.

1. ***EVACUATE*** – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

    - Have an escape route and a plan in mind
    - Evacuate regardless of whether others agree to follow
    - Leave your belongings behind
    - Help others escape, if possible
    - Prevent individuals from entering an area the aggressor might be
    - Keep your hands visible

- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. ***HIDE OUT*** – If evacuation is possible, find a place to hide where the active aggressor is less likely to find you. Your hiding place should:

- Be out of the active aggressor's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door &/or pieces of office equipment, etc.)
- Not trap you or restrict your options for movement

To prevent an active aggressor from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active aggressor is nearby:

- Lock the door
- Silence (*both audible ringer and vibrate mode*) your cell phone/pager/etc.
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain QUIET

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active aggressor's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

*Information to provide to a 911 operators, law enforcement dispatcher, or officer:

- Location of the active aggressor
- Number of aggressors
- Physical and clothing description of aggressor/s
- Number and type of weapons the aggressors have/possess/hold
- Number of potential victims at the locating

3. ***TAKE ACTION AGAINST THE ACTIVE AGGRESSOR –*** As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active aggressor by:

- Acting as aggressively possible towards him/her

- Throwing items and using improvising weapons
- Yelling and screaming
- Committing to your actions

4. ***HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES*** **–** Law enforcement's purpose is to stop the active aggressor as soon as possible.

   Officers will proceed directly to the area in which the last shots were heard.

   - Officers usually arrive in teams of four
   - Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
   - Officers may be armed with handguns, shotguns, &/or rifles
   - Officer may use tear gas or pepper spray to control the situation
   - Officers may shout commands and may push individuals to the ground for their safety

   How to react when law enforcement arrives:

   - Remain calm and follow the officers' instructions
   - Immediately put down any items in your hands (i.e., bags, jackets)
   - Raise hands and spread fingers apart
   - Keep hands visible at all times
   - Avoid making quick movements towards officers and do NOT attempt to hold on to them for safety
   - Avoid pointing, screaming, or and/or yelling
   - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises or toward the nearest exit

   The first officers to arrive will not stop to help those who are injured. Expect rescue team comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon any able-bodied individuals to assist in removing the wounded individuals from the premises.

   Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do NOT leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

The preceding information are recommended procedures for individuals to use in response to an active aggressor incident and will not supersede any policies or procedures prescribed by the Baldwin County Commission, the Baldwin County Sheriff's Office, or any other Baldwin County Commission Department or Agency.

It should also be noted that one of the tools BCEMA will be using in active aggressor outreach and education programs is the Ready Houston Active Aggressor video. The video teaches “Run, Hide, Fight” and is compatible with the recommendations regarding active aggressor incidents set forth by DHS. BCEMA has obtained permission from the City of Houston and the approval of the Baldwin County Commission to use this video for training and educational purposes.

Lessons learned from the 2008 Baldwin County School Shooting Full Scale Exercise have been used to revise active aggressor response planning on the local law enforcement level within Baldwin County. Lessons learned from this exercise will also be used when planning future active aggressor exercises and training within Baldwin County.

Training with law enforcement and other emergency response personnel in a controlled setting will be promoted and encouraged. This will help to ensure an optimum state of preparedness for real-time active aggressor events and a more resilient community overall.

Hurricane

General Information

The Hurricane Plan Annex is an integral part of the Baldwin County Emergency Operations Plan (EOP). All activities described herein are intended for the sole purpose of carrying out hurricane evacuation and response in order to save lives and protect property, and in no way subrogates the Authority of Municipal Governments.

When a natural disaster occurs, it is the responsibility first of the local community and then the State to respond. Oftentimes a combined effort is not sufficient to effectively cope with the direct results of the disaster. It is this situation that calls for Federal assistance to supplement the State and local efforts. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, (Stafford Act) was designed to provide the necessary framework for assistance. The Stafford Act authorizes the President to provide assistance to individuals and to State and local governments to help them respond to and recover from a disaster.

In the State of Alabama, Public Law 31-9, Act 47, the Alabama Emergency Management Act of 1955 and its amendments as passed in House Bill 107 as attached, provide the authority to administer disaster and emergency assistance. The Chief advisor for the execution of all state requests and assistance resides in the Governor for the State of Alabama and the Director of AEMA.

Locally, BCEMA by Resolution of 1980 has established and effective Emergency Management program and has by official adoption created an EOP to provide a framework for emergency operations. In emergency situations, the chief advisors for the EMA are the County Commission Chairman and/or the Commission in its entirety and the BCEMA Director.

Event Description

A hurricane is a severe tropical storm, that forms in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico or in the eastern Pacific Ocean. Hurricanes need warm tropical oceans, moisture and light winds above them. If the right conditions last long enough, a hurricane can produce violent winds, incredible waves, torrential rains and floods.

Hurricanes rotate in a counterclockwise direction around an "eye." Hurricanes have winds at least 74 miles per hour. There are on average six Atlantic hurricanes each year; over a 3-year period, approximately five hurricanes strike the United States coastline from Texas to Maine.

When hurricanes move onto land, the heavy rain, strong winds and heavy waves can damage buildings, trees and cars. The heavy waves are called a storm surge. Storm surge is very

dangerous and a major reason why the public MUST stay away from the ocean during a hurricane warning or hurricane.

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage. Category 1 and 2 storms are still dangerous, however, and require preventative measures. In the western North Pacific, the term "super typhoon" is used for tropical cyclones with sustained winds exceeding 150 mph.

Watches and warnings may be issued by the National Weather Service to notify emergency managers and the public of potential tropical storm and hurricane events. This process differs from warnings and watches issued for other severe weather and potential natural disaster events in that the time frames for hurricanes and tropical storms have more room for preparedness activities and protective measures to be implemented. It should be stressed, however, that any and all necessary actions to protect life and property must be executed immediately to allow for safe and orderly evacuations, and proper safeguarding of property. Civil authorities and the public should not tarry once these emergency messages are issued.

A "*Tropical Storm Watch*" is issued when tropical storm conditions, including winds from 39 to 73 mph (35 to 64 knots, 63 to 117 km/h) pose a possible threat to a specified coastal area within 48 hours. Maritime flags indicate this with a single square red flag.

A "*Tropical Storm Warning*" is issued when tropical storm conditions (as above) are expected in a specified coastal area within 36 hours or less. Maritime flags indicate this with a single square red flag with a black square in the middle.

A "*Hurricane Watch*" means that a hurricane has become a threat to coastal areas. Hurricane watches are issued when the onset of tropical storm conditions appear possible within the warning area within 48 hours. Residents and businesses in those areas should monitor the situation and be prepared to take precautionary measures if a hurricane warning is issued. Maritime flags indicate this with two square red flags.

A "Hurricane Warning" indicates that hurricane force winds, dangerously high water, and rough seas are expected in a specific coastal area within 24 hours and precautionary measures should begin immediately. When a hurricane with sustained winds of 74 mph (65 knots, 118 km/h) or higher is expected, a hurricane warning will be issued. The National Hurricane Center will issue the hurricane warning when tropical storm conditions are likely in the warned area within the next 36 hours. Maritime flags indicate this with two square red flags with a black square in the middle of each.

Where the intensity or track of a forecast cyclone are uncertain (such as a tropical storm bordering hurricane intensity or on the edge of a track), a Tropical Storm Warning and a Hurricane Watch are often in effect at the same time on parts of the coast. Maritime flags indicate this with two square red flags with a black square in the middle on only one of them.

A hurricane's intensity, speed, and direction can change rapidly, so the threat to particular coastal areas can change very quickly. It is essential that people in coastal areas of Baldwin County regularly monitor radio and television newscasts for emergency information and instructions.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	**Very dangerous winds will produce some damage:** Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	**Extremely dangerous winds will cause extensive damage:** Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	**Devastating damage will occur:** Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	**Catastrophic damage will occur:** Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	**Catastrophic damage will occur:** A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Several facilities have been designated as hurricane shelters within Baldwin County. The complete list is maintained in the site/facility specific annex of the EOP. The Baldwin County Coliseum is designated as the Mass Care Shelter collocated with the Medical Needs Shelter (MNS). Public Health assists with the operation of the MNS, and provides limited nursing staff to mass care shelters, if staff is available.

Purpose

The Baldwin County Hurricane Incident Annex Plan has been developed to provide a coordinated and orderly plan of operations to minimize the effects of hurricanes on residents and visitors. This plan shall serve as a working document and is subject to revision when new or critical information would enhance the plan.

The Baldwin County Hurricane Incident Annex Plan establishes procedures for the coordination, activation and response to a tropical cyclone in the Gulf of Mexico that may pose an imminent or serious threat to Baldwin County.

This plan provides information for communicating and alerting key staff and elected officials, activation of the EOC, evacuations zones and routes, and designation of shelters of last resort for evacuees. This plan provides information on re-entry plans and recovery in the damaged areas.

Scope

This plan is for use in hurricane and tropical storm situations. It is an integral part of the Baldwin County EOP. This plan relies on the supporting ESF & Incident Annexes of the Baldwin EOP and is not complete without such. All activities described herein are intended for the sole purpose of carrying out the intent of hurricane evacuation and in no way subrogates the authority of municipal governments.

There are basically three phases to Hurricane Response:

- **Pre-Landfall**
  - Evacuation
    - Evacuations can be voluntary or mandatory, depending on the magnitude of the situation and the perceived threat to human life.
    - Evacuation routes and plans will be reviewed and incident-specific plans will be formed on order to inform the public and give instructions suitable to the hurricane/tropical storm event at hand.
- **Landfall**
  - Sheltering
    - Some facilities – particularly those of health care and government entities – will have internal sheltering plans and facilities physically capable of serving employees, patients, etc., as hurricane/storm shelters.

        - Shelters of last resort are for emergency responders and those who are unable to evacuate because of illness, injuries, who are unable to travel, etc.

- **Post-Landfall**
    - Re-Entry presents several challenges to emergency service personnel and to the public who have been evacuated.
    - Damaged property, infrastructure, and roadways will cause hindrances and could make the re-entry process incredibly difficult.
    - Identification with a Baldwin County address and other documentation may be required to re-enter Baldwin County after a tropical storm or hurricane has made landfall.
    - Re-entry passes may be utilized and disseminated in order to provide a more organized and coordinated re-entry process, depending on the extent of damages resulting from the storm.
        - The specific plans for the use of these passes will be determined for each incident
    - Re-entry stages may be determined in order to further organize and categorize re-entry activities.

Re-entry activities may be further organized by establishing levels of priority. The following guidelines will generally be used in order to assist in establishing a timeline for re-entry permissions and activities:

- Priority One – essential personnel
    - Utilities, government, medical, and damage assessment personnel
- Priority Two – essential personnel for critical businesses and permanent residents
    - Permanent residents
    - Food service, supply, pharmacy, bank, gas station, property management, building supply, and hotel personnel
- Priority Three – non-resident property owners and non-resident employees of non-critical businesses
- Priority Four – general public and visitors

Situation and Assumptions

Situation

Baldwin County is a coastal county of Alabama that is a well-known tourist destination. The proximity to the Gulf of Mexico also contributes to the county's vulnerability to high winds, surge, and flooding associated with tropical cyclones. Baldwin County contends with numerous variables associated with the complexity of evacuation of residents due to the high influx of tourists during peak season or during high profile events, such as festivals.

Efforts to promote education and awareness of hurricane preparedness are in effect year round.

Communication channels will be established to provide the public with timely and accurate information with directions for their response to the emergency. Coordination with media and pre-disaster education and planning should enable the public to understand and respond to the emergency information related to the evacuation. The public will act in its own interest and evacuate dangerous areas when advised by local authorities. If necessary, the governor will issue a mandatory evacuation.

Assumptions

- Evacuation measures will be taken in a potentially dangerous hurricane landfall
    - Local municipal governments may indicate that their resources have become overwhelmed and request for county assistance
    - In catastrophic incidents when municipal governments are incapacitated, the evacuation support may be required.
- The incident may cause significant disruption of the area's critical transportation infrastructure, hampering evacuation operations. County assistance is supplied in conjunction with a mandated evacuation.
- Local jurisdictions have the up to date Baldwin County Emergency Operations Plans (EOP) that contains integrated information on transportation operations, debris and vehicle clearance, points of assembly, shelters, and other components of a mass evacuation and have ensured that these plans are shared.
- Municipal governments in affected areas, in conjunction with County authorities, will decide on the destinations for evacuees and will regulate the flow of transportation assets accordingly.
- Local governments recognize there is a substantial need to coordinate with County and State support agencies on population movement.
- Planners are aware that individuals may choose to not evacuate if forced to leave their animals behind and State policies and guidelines governing companion animal evacuations are utilized when incorporating companion animal issues into evacuations.
- Agencies coordinate with local authorities to ensure synchronization between County actions and local emergency evacuation plans and requirements.
- Residents of the evacuated area will need to return to the area post-event.
- Members of the special/functional needs population may require additional support or

assistance in certain functional areas.

Organization

Baldwin County shall utilize ICS to manage emergencies and disasters that affect the community. BCEMA will coordinate response efforts among partnering agencies and ESF Representatives in the EOC during hurricane situations. BCEMA maintains the overall responsibility of allocating and coordinating resources to support incident activities. In the event of EOC activation, the BCEMA director will contact EOC representatives and stakeholders using the designated notification procedure. The magnitude of the hurricane or tropical storm event along with the time of expected landfall of an approaching storm dictates the level at which the EOC is activated. Activation and tiered response levels increase to coincide with the intensity of the event.

During times of severe weather, BCEMA is in close contact with NWS-Mobile. NWS provides pertinent information on hazardous weather conditions to assist with decision making activities such as evacuations, flooding, and issuing watches and warnings associated with severe weather.

BCEMA will also remain in contact with and coordinate with AEMA in order to facilitate efficient wide-range response and recovery actions and ensure mutual-aid and resource-sharing measures and planning are in place, realistic to the situation, and adequate.

Concept of Operations

Local Responsibility

When disaster is imminent or has occurred, local government has primary responsibility to respond to preserve life and protect property. Local officials implement plans/statutes and declare a Local State of Emergency which permits commitment of emergency resources. When local resources cannot meet the needs created by the emergency event, officials will evoke mutual aid and request assistance from the Alabama Emergency Management Agency.

State Support

The Governor of Alabama directs and controls all state activities in response to the effects of disasters. The director of the Alabama Emergency Management Agency (AEMA) appointed by the Governor, is responsible for administering the programs for emergency management of the state at the request of the Governor all state agencies are responsible for providing personnel and equipment to support disaster mitigation, preparedness, response and recovery. The head of the state agency with disaster responsibilities or capabilities appoints an emergency management director, and alternate, to coordinate with the AEMA in the development of agency disaster-related standards of operating guidelines to most effectively utilize agency resources.

When disaster conditions exceed combined capabilities of local jurisdictions, local officials may request state support. *Requests will originate and be coordinated through BCEMA (local level) to AEMA (state level).* AEMA evaluates the request for assistance, and then confirms the need for the state to supplement local assets. When the Governor of Alabama determines that local assets have been fully utilized the State Emergency Management (AEMA) staff will coordinate with state agencies that are able to support the requests. The Governor may proclaim a "State of Emergency" which authorizes commitment of state resources and formation of State Emergency Response Teams. State disaster relief can be provided to local government without a state Declaration of Emergency when state resources are needed for life saving operations or to relieve suffering and hardship.

Federal Assistance

When the disaster conditions exceed the combination capabilities of local jurisdictions and state government, the Governor of Alabama can request federal disaster/emergency assistance.

Hurricane/Tropical Storm Application

The above responsibilities and authorities, echoed from the Basic Plan, establish the framework for the procurement of additional resources and assistance available to augment those Baldwin County has in place. Pre-determined Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), and Mutual-Aid Agreements will be essential to the successful response to and recovery from a hurricane disaster. The documents will be maintained by the Baldwin County Commission and BCEMA and will be modified on an as-needed basis.

Responsibilities

Local governments, organizations and agencies with roles in implementing this annex will revise and update their responsibilities, duties and operating procedures associated with the EOP, available resources, notification and EOC staffing lists, and specific needs on an annual basis.

Through this plan, local governments will use available resources to protect against the threatening situation. When local resources are overwhelmed, requests can be made through the EOC. *All local requests must be routed through the Baldwin County Emergency Operations Center.* Upon the occurrence of a large-scale disaster (such as a hurricane) beyond local and state response and recovery capabilities, the Governor may request assistance from the Federal level.

Direction and Control

Baldwin County Hurricane Incident Annex involves areas under both County and municipal jurisdictions. Therefore, since joint action will be required of county and municipal governments, a joint organization for coordination and use of resources is needed.

The Direction and Control function provides staff, facilities, and the procedures for coordination of local, state, and federal government; volunteer agencies; and private sector organizations. The Baldwin County EOC serves as the Focal Point for providing direction and control for a well coordinated and controlled operational response and recovery to an imminently threatening emergency situation or to a developing disastrous event

The National Hurricane Center (NHC) is responsible for forecasting the movements and intensities of tropical disturbances in the Atlantic, Caribbean, and the Gulf of Mexico. The NHC closely coordinates with NWS-Mobile which in turn communicates closely with BCEMA Director on the evolving situation. All reports and decisions that will be made by BCEMA will be based on the official weather forecast reports and products derived from NWS-Mobile, NHC, and NOAA.

Forecast advisories are released every 6 hours with intermediate advisories issued as needed. When threat of a tropical disturbance or hurricane is identified, BCEMA will issue storm briefings to elected officials and municipal leaders.

Coordination of Evacuation

The recommended evacuation guidance is taken from the Alabama Hurricane Evacuation Study (HES) conducted in 2012 by the AEMA and the Army Corps of Engineers. The category and scope of the forecasted hurricane will dictate the scope of evacuation in Baldwin County. Many considerations are made in determining the need for an evacuation. There are many dangerous effects related to a hurricane, including:

- Storm Surge
- High Winds
- Flooding

Storm Surge is the movement of mass quantities of ocean water as the hurricane approaches landfall. Areas that may not typically flood could experience rising waters of unprecedented levels. Storm surge is exceptionally dangerous because surge approaches as a wall of water pushing over land and everything in its path.

Low lying areas near water ways are very susceptible as the storm approaches land. These low lying areas have been identified in Baldwin County and residents will be encouraged to evacuate for every category storm.

Table: Maximum Surge Elevations (feet)

MAXIMUM SURGE ELEVATIONS – BALDWIN COUNTY					
Location	**CAT 1**	**CAT 2**	**CAT 3**	**CAT 4**	**CAT 5**
Hurricane	4.0	7.0	11.3	16.5	21.5
Blakeley	4.9	9.0	13.3	17.6	22.0
Daphne	6.0	10.2	14.6	18.9	23.1
Montrose	5.6	9.6	13.9	18.3	22.8
Fairhope Pier	5.2	9.0	13.1	17.8	22.5
Point Clear	4.8	8.7	12.6	17.1	21.8
Bon Secour	5.0	9.7	13.6	15.0	19.0
Fort Morgan	4.2	7.4	10.8	14.4	17.8
Gulf Shores	4.8	8.0	11.0	14.7	17.6
Orange Beach	4.6	7.8	11.0	15.0	18.0
Ono Island	2.6	4.3	9.2	15.0	18.2
Perdido Beach	2.6	4.5	8.7	16.6	20.4
Lillian Hwy 98	2.7	4.6	7.8	15.8	22.5
Mouth Perdido River	3.1	5.2	7.3	11.3	15.9

Voluntary Evacuation

A voluntary evacuation will be coordinated with the municipal jurisdictions and should be used in conjunction with a Local State of Emergency. The purpose of a Voluntary Evacuation is to assist in evacuating all tourists (non-residents), all residents in flood-prone and surge areas, and those needing special care. The voluntary evacuation is used in conjunction with the anticipated mandatory evacuation in order to provide additional time to clear threatened populations and areas.

Mandatory Evacuation

(Refer to House Bill 107-Public Safety)

No local governing body of a political subdivision shall have the authority to provide for and compel evacuation of an area except by the direction and under the supervision of the Governor or the State Emergency Management Agency or both. Any action taken by the Governing Body of the Political Subdivision shall remain in full force and effect unless revoked by Proclamation of the Governor issued as provided in section 31-9-8

County and local authorities can only issue recommended voluntary evacuations. The Governor of Alabama has the sole authority to issue “Mandatory Evacuations”. At the Governor’s discretion any and all evacuation zones may be modified in order to protect life and property.

EVACUATION ZONE DESCRIPTIONS

Evacuation Zone	Storm	Description
1	Category 1	All areas of Pleasure Island along with individuals living in manufactured homes, and those living in low lying flood prone areas countywide. (Pleasure Island consists of all areas south of the Intra-Coastal Canal to include Fort Morgan, Gulf Shores, Orange Beach and Ono Island.)
2	Category 2	All areas south of State Hwy 98 and the area on the Eastern Shore that is South of Interstate 10 and West of State Hwy 98. Also all individuals living in proximity to the Fish, Styx, Blackwater and Perdido Rivers and all individuals living in manufactured homes, and those living in low lying flood prone areas countywide.
3	Category 3	All areas south of State Hwy 98 and the area on the Eastern Shore west of State Hwy 98, State Hwy. 225 and Hwy 59 North of Stockton to the Baldwin/Monroe County line. Also all individuals living in proximity to the Fish, Styx, Blackwater and Perdido Rivers and all individuals living in manufactured homes, and those living in low lying flood prone areas countywide.
4	Category 4	All areas south of Interstate 10 and the area on the Eastern Shore west of State Hwy. 225 and Hwy 59 North of Stockton to the Baldwin/Monroe County line. Also all individuals living in manufactured homes, and those living in low lying flood prone areas countywide should evacuate.
5	Category 5	Entire county should evacuate.

Vulnerable Populations

The identification of vulnerable populations is a critical component of hurricane evacuations. Vulnerable population is defined as persons residing within the evacuation zones and all those subject to storm surge and/or hurricane force winds, all mobile home residents countywide and all tourists within the county.

BALDWIN COUNTY VULNERABLE POPULATION			
	TOTAL POPULATION	MOBILE HOME POPULATION	TOURIST POPULATION
EVAC ZONE			
1	15,765	1,292	44,120
2	47,491	16,077	21,976
3	4,760	3,115	968
4	82,329	10,359	5,208
5	33,852	5,926	1,712
TOTAL	**184,197**	**36,769**	**73,984**

US Census Data for 2015 estimates Baldwin County's total population at 203,709. The rate of growth for Baldwin County is a consideration in planning for evacuations and clearance times.

Clearance Time

Clearance time is the time in which it takes for all vehicles to make their evacuation movement. The table below indicates the clearance times as reflected in the Hurricane Evacuation Study (HES). Clearance times are based on behavioral parameter developed in the HES. These parameters include: participation rates, destination, vehicle usages, and severity of situation. Several factors must be considered in planning for evacuation. Magnitude, intensity, speed of onset, and duration are significant elements of consideration. The HES has been determined that *Baldwin County requires 24-28 hours to adequately evacuate the threatened population for a Category 3 storm or higher.* More time should be allotted if special events or high tourist occupancy exists.

BALDWIN COUNTY CLEARANCE TIMES	
CATEGORY	Clearance Times
STORM SCENARIO	HOURS
1 - 2	14.7 hours
3	20.3 hours
4	23.3 hours
5	24.5 hours

Sheltering

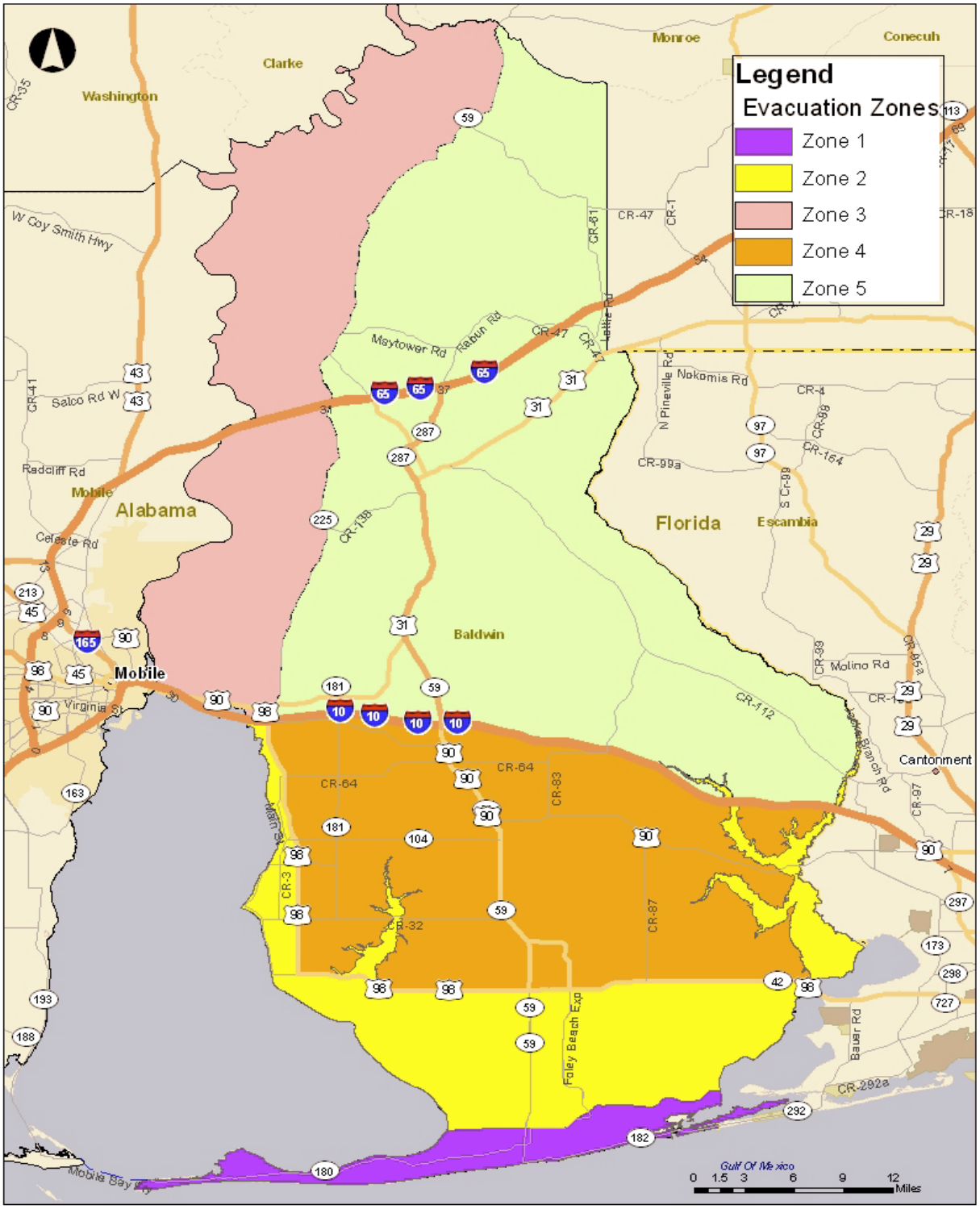
Public shelter demand is the number of evacuees expected to seek public shelter in a given hurricane evacuation event. Generally speaking, public shelter demand increases as the storm intensifies. Also, residents in mobile homes and less secure structures typically have a greater propensity to use a public shelter. The decision to open a shelter is made by the Baldwin County Commission in conjunction with BCEMA Director. Specific circumstances surrounding the impending disaster, dictates. Potential shelter locations have been pre-identified within Baldwin County.

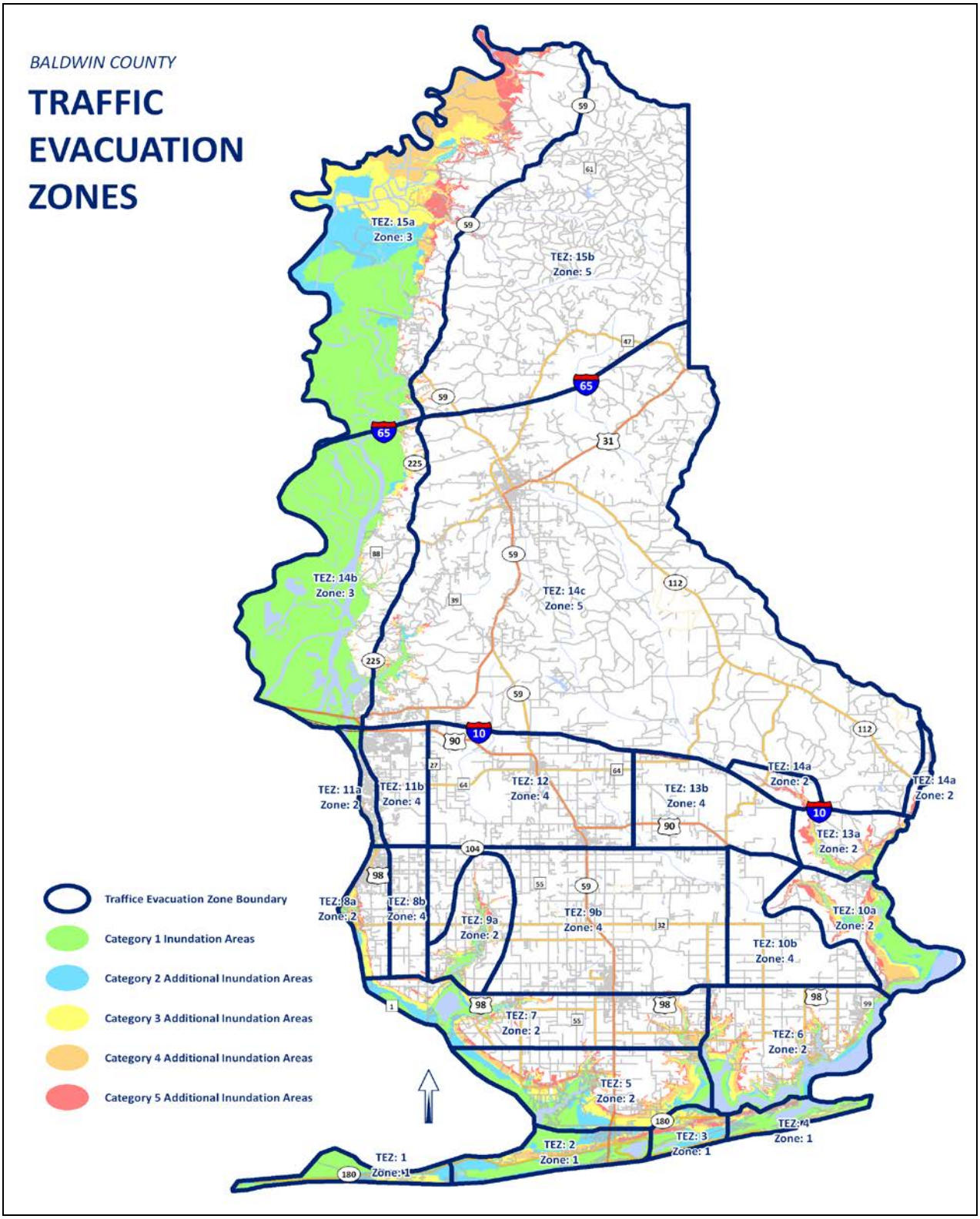
Coordination

Coordination among all levels of partnering agencies will be critical to execute the Hurricane Incident Annex. Planning and response coordination at the local level will be imperative for safe and timely evacuation of residents. All coordination efforts will be choreographed through the Baldwin County EOC under the supervision and guidance of the BCEMA Director.

Appendices

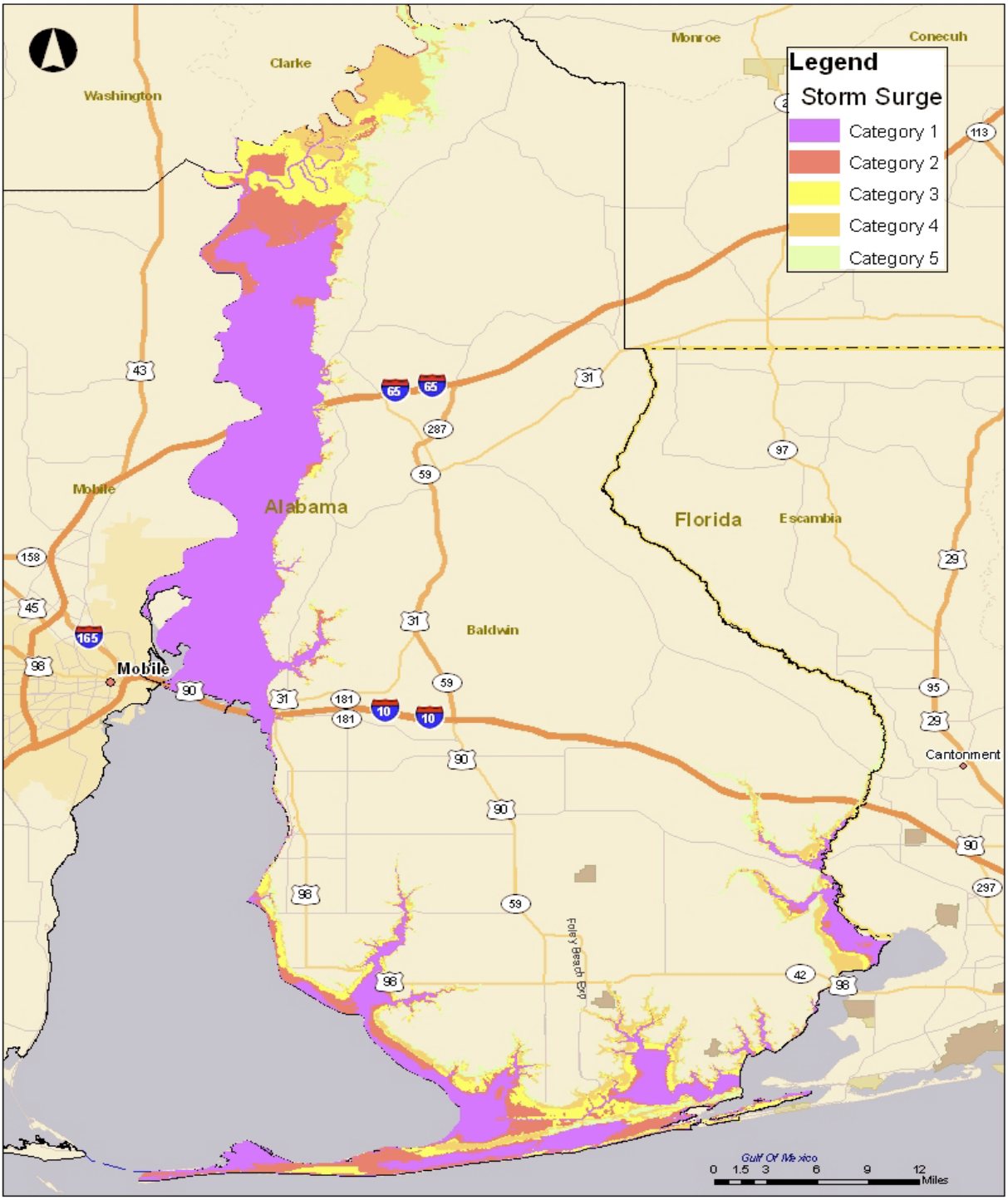
Evacuation Zones




BALDWIN COUNTY
TRAFFIC EVACUATION ZONES
TEZ: 15a Zone: 3
TEZ: 15b Zone: 5
TEZ: 14b Zone: 3
TEZ: 14c Zone: 5
TEZ: 11a Zone: 2
TEZ: 11b Zone: 4
TEZ: 12 Zone: 4
TEZ: 13b Zone: 4
TEZ: 14a Zone: 2
TEZ: 14a Zone: 2
TEZ: 13a Zone: 2
TEZ: 8a Zone: 2
TEZ: 8b Zone: 4
TEZ: 9a Zone: 2
TEZ: 9b Zone: 4
TEZ: 10a Zone: 2
TEZ: 10b Zone: 4
TEZ: 7 Zone: 2
TEZ: 6 Zone: 2
TEZ: 5 Zone: 2
TEZ: 1 Zone: 1
TEZ: 2 Zone: 1
TEZ: 3 Zone: 1
TEZ: 4 Zone: 1
Traffice Evacuation Zone Boundary
Category 1 Inundation Areas
Category 2 Additional Inundation Areas
Category 3 Additional Inundation Areas
Category 4 Additional Inundation Areas
Category 5 Additional Inundation Areas

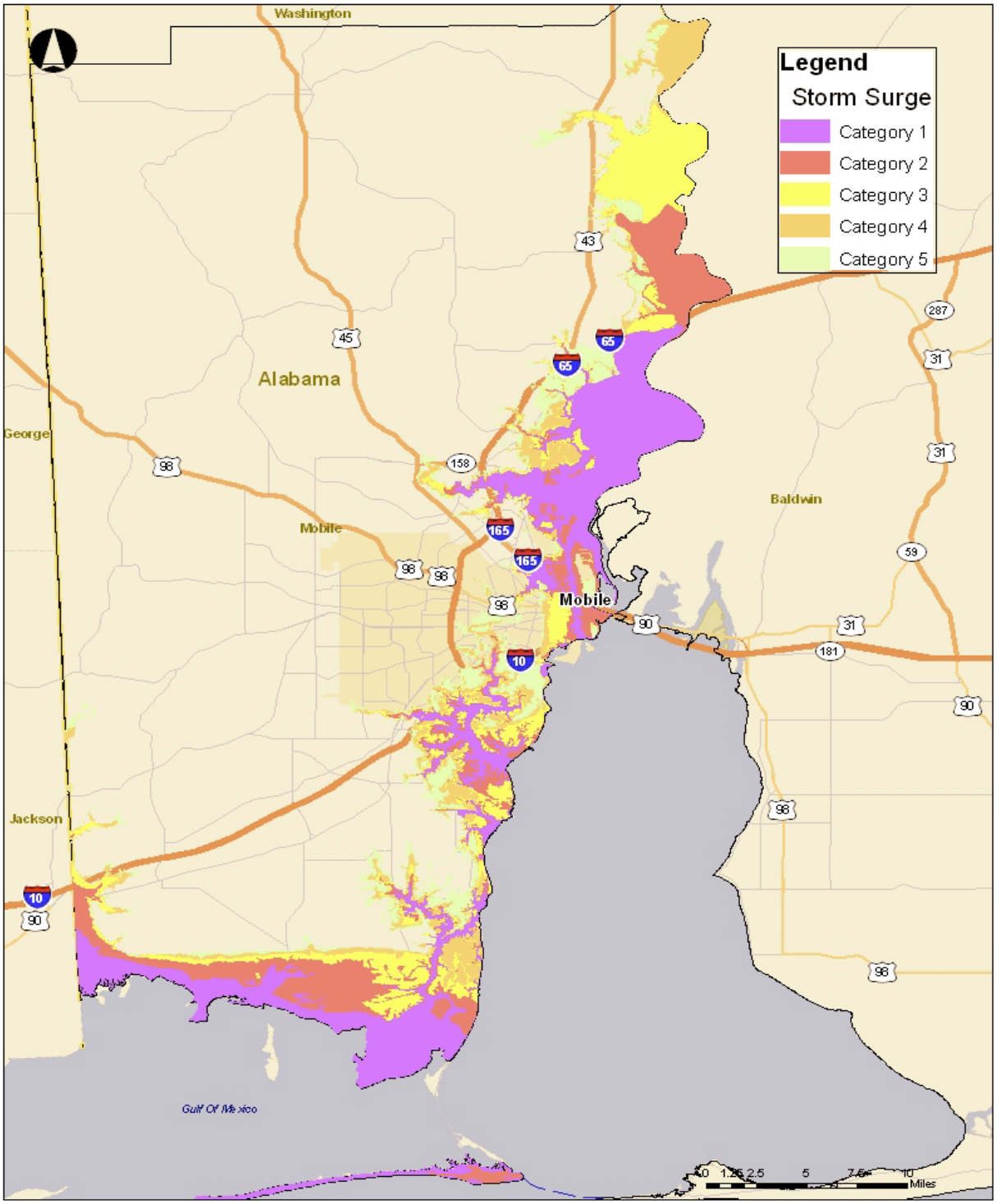
Storm Surge

Baldwin County Storm Surge



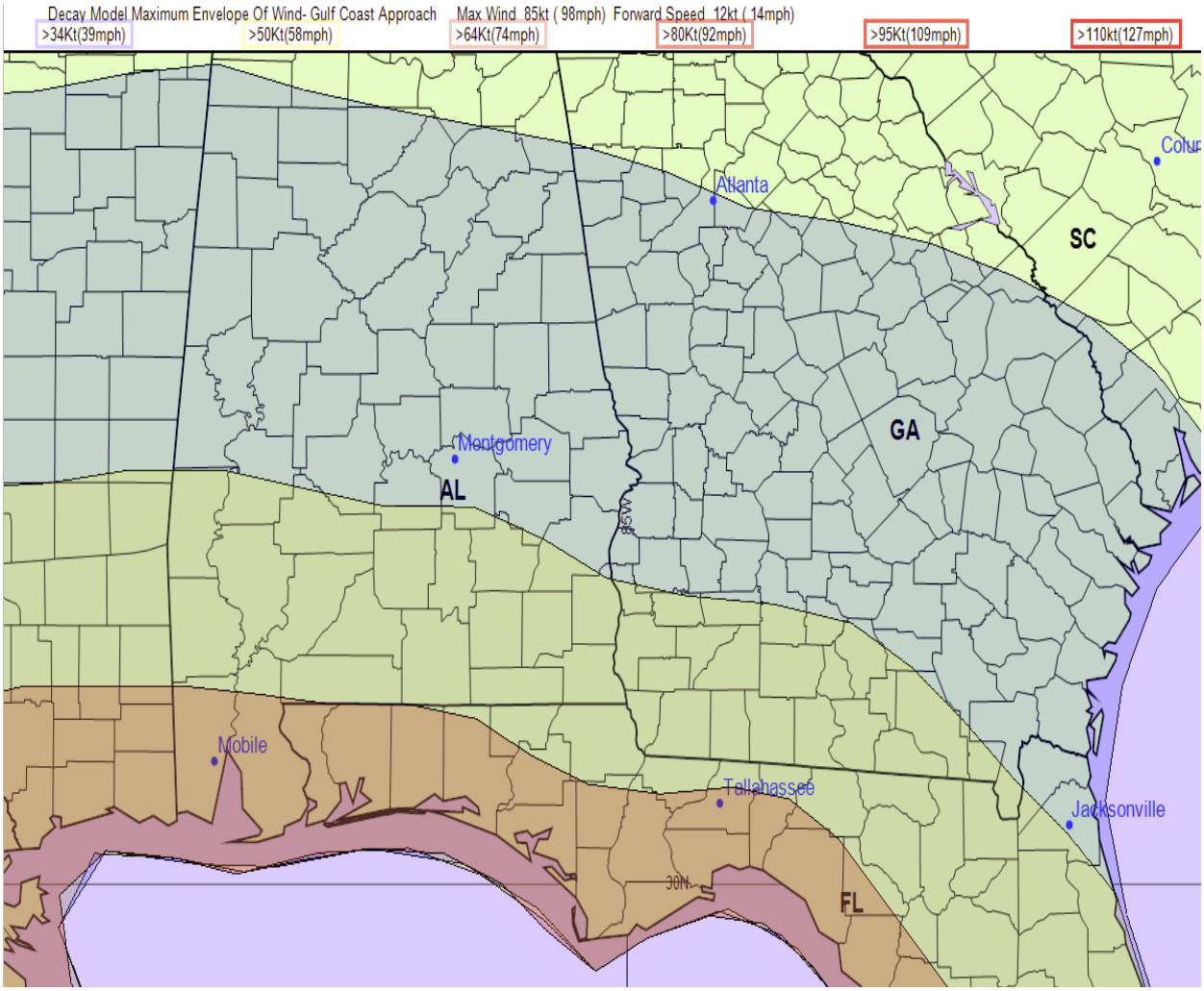
Mobile County Storm Surge

(Shown due to the impact of this information being directly relatable and relative to the Baldwin County storm surge information and data)



Inland Wind Decay

Inland Wind Decay results from HURREVAC



Additional data can be found in the 2012 Baldwin County, Alabama Hurricane Evacuation Study.

Large Event

General Information

A large event may also be termed a special event. A Special Event is defined as a preplanned, non-routine activity held at a specific location for a defined period of time that strains planning and response resources. This could include sporting events, concerts, fairs and festivals, conventions and conferences, political rallies, religious gatherings, and more. Emphasis is not placed on the total number of people attending, but rather the impact on the community's ability to respond to a large-scale emergency or disaster or the exceptional demands that the activity places on response services and infrastructure.

Mass gatherings are a subset of a special event. Mass gatherings are usually found at special events that attract large numbers of spectators or participants. Both special events and mass gatherings require additional planning. A mass gathering does not imply that the event is a special event.

Special events require additional planning, preparedness, and mitigation efforts of local agencies. Special event/mass gatherings will require considerations for the following increases and demands on resources:

- Increase the demand on existing services
- Increase the potential for public health events due to changes in population dynamics, changes in services, and changes in behaviors
- Provide a target for terrorist events
- Attract media attention

Mass gatherings pose special challenges for public safety, health and infrastructure. The greater number of people associated with mass gatherings can place a severe strain on the public service system. When public service systems are overwhelmed, the ability to detect, investigate, and respond to a problem is compromised. Major anticipated health risks during mass gatherings include:

- Heat- or cold- related illness
- Food borne and waterborne illness
- Communicable diseases
- Accidents and injuries
- Illness, injuries, and panic related to intentional explosive, biological, or chemical attacks
- Natural events (storms, earthquakes, floods, hurricanes)

Within Baldwin County common special events include:

- Fairs / Expos
- Sporting events and activities

- Festivals
- Community celebrations

Responsibilities

Large events and mass gatherings present particular challenges for preventing or minimizing harm to participants, spectators, and event staff, especially when the event is held at a temporary venue. Ensuring health, safety and security of the public are interrelated and require that the public and private sector interact and support one another in complex ways. Event stakeholders must be aware of each other's roles and responsibilities, and knowledge of the potential and actual public safety issues.

Planning for the provision of medical care and public safety for both spectators and participants is essential, for both humanitarian and legal reasons. Event organizers should conduct a pre-event assessment for any venue that involves a mass gathering. Organizers should consult appropriate health authorities to ascertain the availability of:

- Running water (particularly for hand washing by food service and medical personnel)
- Sufficient public toilets and hand washing stations in or adjacent to toilets (with provision for pump-out of portables and servicing as necessary during the event)
- Adequate refrigeration for perishable foodstuffs
- Recognized, approved vendors of bulk food items delivered to the site's food providers
- Sufficient number of covered containers for the storage of food and solid waste, including removal during the event
- Appropriate storage and removal of liquid waste

Planning should include considerations such as:

- Level of care and provider source at, and in support of, the event
- Consulting medical personnel with experience in similar events to determine the appropriate levels of care to provide
- Considering the distance to, and accessibility of, the nearest hospital and its capability
- Pre-establishing the coordination between venue medical services and those of the local community emergency medical service responders (that is, establish how they will provide mutual aid if required)
- Preparation to treat patients after a CBRNE incident

Local planners, working with their respective stakeholders, will develop plans which address these issues.

There are a multitude of incidents and events which, if they occur during a large event, can cause an emergency or disaster to occur. BCEMA will coordinate with event planners and emergency responders to help ensure preventative measures are taken and adequate resources are available to support the emergency response to potential large event emergencies and disasters.

Direction and Control

In general, direction, control, and coordination of operations in support of large events or mass gathering will be in accordance with the procedures outlined in the basic plan. Event sponsors will work with local and regional agencies and facilities to coordinate resources.

All agencies and organizations involved in large events and the emergency response to emergencies and disasters will follow their SOPs and SOGs. BCEMA will assist in facilitating coordination and processing information. The EOC may be activated during an emergency situation, depending on the size and scope of the incident. Additional resources and assistance, if needed, will be requested by utilizing EMITS to contact the State EOC and by activating mutual aid resources, as pre-determined and agreed upon.

Initial Incident Objectives

The following are some of the most prominent initial incident objectives:

- Responder safety
- Incident size-up
- Incident stabilization
- Protection and preservation of life
- Protection of property
- Crowd control
- Dissemination of pertinent information to responders, the media, and the public
- Processing information received from various sources about the incident

Terrorism, other violent acts, natural disasters, public health emergencies (including disease outbreaks), and technological emergencies/disasters are all among the list of potential causes for disasters; the actual and perceived physiological and psychological effects of which would be magnified by their occurrence during a special event.

Coordination

Special events will require coordination between government officials, emergency responders, non-governmental organizations, private industry, the media, and the public. Integrated planning and response capabilities will be essential in establishing necessary systems and networks for adequate response and recovery from a disaster. NIMS principles for incident management will be useful in pre-establishing incident control before there is an emergency or a disaster. Although, this structure will evolve and change as the parameters of the incident expand and contract.

Due to the varying nature and degree of incidents, emergencies, and disasters, there will be the potential for resources to be stretched to capacity. Secondary and tertiary events will also be

possible, depending on the type of special event, the location(s) of the special event, and the type and number of audience/attendees.

Utilities providers, facility owners/managers, private security personnel, hired talent and their representatives, government officials, event management and planning staff, emergency response agencies, public information officers and coordinators, the media, etc., will all be involved in pre-planning and emergency/disaster response.

Strategic National Stockpile

General Information

In the event of a terrorist attack or a major natural disaster, supplies of critical medical items in Baldwin County will be rapidly depleted. In anticipation, the Federal Government established the Strategic National Stockpile (SNS) to augment local supplies of critical medical supplies. The SNS is managed by the Centers for Disease Control and Prevention (CDC) and contains large quantities of medicines, antidotes, and medical supplies needed to respond to a wide range of expected problems or scenarios. Potential scenarios include attacks using nerve agents, such as sarin, and biological agents, such as anthrax, plague, and tularemia. The objective of this annex is to describe how Baldwin County will request, receive, manage, repackage, and distribute the SNS to those who need it.

The SNS has two major components: 12-hour Push Packages and Managed Inventory (MI). The State Health Officer will request a 12-hour Push-Package from the CDC which when approved, will arrive within 12 hours after CDC approval. The MI will follow the 12-hour Push Package and will provide additional specific drugs or medical supplies tailored to support the event, if necessary.

Baldwin County will request deployment of the SNS 12-hour Push Package from CDC through the Alabama Department of Public Health (ADPH) as soon as local officials (in consultation with state officials) determine that it is necessary to do so to protect the public health. Within the State of Alabama, only the Governor or the State Public Health Officer may formally request the deployment of the SNS 12-hour Push Package from the CDC.

Nothing in this plan should be construed as independent of or as bypassing regular emergency management procedures.

Situations that may necessitate request of SNS are as follows:

1. Medical emergency caused by a natural disaster
2. Overt occurrence of a chemical, biological, radiological, nuclear, or explosive event
3. Assessment of data collected through epidemiological surveillance systems
4. Rapid influx of contaminated or ill patients
5. Large number of ill persons with similar disease or symptoms
6. Large number of unexplained disease, syndrome, or deaths
7. Unusual illness in a population
8. Higher than normal morbidity or mortality from a common disease or syndrome.
9. Single case of disease from an uncommon agent.
10. Death or illnesses among animals that proceed or accompany human death.
11. Unexplained increase in antibiotic prescriptions filled or over-the counter

medication consultations occurring from community pharmacies.

12. Unusually high increase in request for Emergency Management Services (EMS) or from emergency room visits.

Responsibilities

An Official from the ADPH will have overall responsibility for the SNS program. The Coordinator from the Baldwin County EMA will be in support to provide those logistic arrangements that are not unique to the health/medical community. Security, storage, processing area, and transportation to in county POD sites will be coordinated by the Baldwin County EMA. Baldwin County is designated as a Regional Distribution Site (RDS) for Public Health Area 9 (PHA 9) which includes the following counties: Baldwin, Butler, Clarke, Conecuh, Covington, Escambia, Monroe, and Washington. As the RDS, Baldwin County will be responsible for receiving, re-packaging, and coordinating pick-up of the SNS materials for all the counties within PHA 9. An ADPH representative will be in site for receiving and signing for SNS materials at the RDS as well as the individual designated POD sites.

Alabama Department of Public Health (ADPH)

- Request the SNS, as the Governor's designee.
- Manage the overall event
- Provide guidance for all health-related issues during an SNS event
- Determine appropriate RSS site to open
- Apportion SNS products
- Provide assistance with obtaining statewide health personnel

Alabama Emergency Management Agency (AEMA)

- Survey unmet needs from impacted area.
- Request assistance from neighboring counties
- Completes and submits Action Request Form(s), if applicable.

Baldwin County Emergency Management Agency

- Selects primary receiving site(s) and staging areas, and determines which dispensing and treatments sites are to be opened.
- Establish the appropriate lines for rumor control
- Assure security of materiel and personnel.
- Develop plan for distribution of product.
- Responsible for coordinating a declaration of a Local State of Emergency.
- Will activate and operate the EOC.
- Responsible for activating required personnel to support the deployment of the SNS 12-hour Push Package.
- Will coordinate with the Alabama Emergency Management Agency and other state agencies.

- Will coordinate support requirements as requested from the Public Health Branch Coordinator.
- Will coordinate as appropriate; all support requirements for the SNS 12-hour Push Package through the Public Health Branch Coordinator.
- Planning activities in support of the SNS 12-hour Push Package will be conducted at the EOC with input from the SNS Distribution Center Manager and the Public Health Branch Coordinator. This will include but is not limited to: personnel, distribution, treatment, monitoring, Managed Inventory (MI), and termination of operations.
- Assists health and medical response and recovery operations by providing support with personnel, equipment, food, and supplies.

Law Enforcement Agencies

- Provide escorts for push packages being delivered to POD designated sites in Baldwin County.
- Provide escorts for delivery vehicles traveling to dispensing sites.
- Provide additional law enforcement resources to support the deployment of the SNS 12-hour Push Package.
- Provide security for the dispensing site, staging area, and all dispensing sites.

Direction and Control

In general, direction, control, and coordination of operations in support of a SNS incident will be in accordance with the procedures outlined in the basic plan. More specific information and operating guidance can be found in the Baldwin County RDS/SNS Guide.

Coordination

A response to an incident requiring a SNS deployment will require coordination between public officials, emergency responders, NGOs, private industry, media, and the public. Integrated planning and response capabilities will be essential in establishing necessary systems and networks for adequate response and recovery.

Site, Facility, & Support Annex

Shelters of Last Resort

General Information

Shelters of Last Resort are facilities made available by the Baldwin County Commission, or County, during emergencies for sheltering, although the structural integrity of the facilities cannot be "guaranteed". A *Baldwin County Shelter of Last Resort Operations Plan (Ops Plan)* has been created and is maintained by the Shelter Coordinator of BCEMA. It was established for the purposes of:

- Providing Shelters of Last Resort to residents seeking refuge from hurricanes and other emergencies
- Establishing a framework for the delivery of resources and support available (both pre- and post- landfall in the event of a hurricane)
- Defining the roles and responsibilities of agencies involved in the sheltering initiative

The *Ops Plan* contains specific contact information and SOGs for shelters and is kept in the EOC. The *Ops Plan* was designed to augment the EOP and in no way replaces or supersedes the EOP.

Policy

Whenever a disaster is imminent, local government has the primary responsibility to preserve life and property. Baldwin County Emergency Management Agency (BCEMA) is the focal point within County government for mitigation, preparedness, response and recovery. When disaster conditions appear likely, the BCEMA Director will make recommendations to local elected officials (Baldwin County Commission) whether to declare a Local State of Emergency for Baldwin County. A Local State of Emergency permits the mobilization of emergency assets and resources to manage and contain emergencies and disasters. The Shelter *Ops Plan* will be executed immediately upon declaration of a Local State of Emergency.

Facility Coordinators will be contacted to report on the availability of facilities for use as shelters. Shelter Managers will be contacted so they may activate their shelter teams. Support agencies will be contacted to active their personnel for deployment to the Baldwin County Emergency Operations Center (BCEOC) and shelters. BCEMA will contact Municipal Emergency Management (EM) Coordinators so they may activate and coordinate their administrative, police, and fire department personnel response and deploy personnel to the EOC.

BCEMA will also notify other agencies which provide pertinent information to the public. The County's Public Information Officer (PIO) will inform the public about shelter openings and evacuations via radio and television public service announcements (PSAs). When possible, PSAs will be conducted in English and Spanish. Citizens may also contact the numbers and sites which will be set up to disseminate information and answer questions and handle general shelter

information inquiries. During evacuations, the County's PIO will collaborate with Baldwin County's Emergency 911 Director to release pertinent evacuation information to the public via:

- Reverse 911
- TDD (Telecommunication Devices for the Deaf)

Responsibilities

Whenever a disaster is imminent, local government has the primary responsibility to preserve life and property. Baldwin County Emergency Management Agency (BCEMA) is the focal point within County government for mitigation, preparedness, response and recovery. When disaster conditions appear likely, the BCEMA Director will make recommendations to local elected officials (Baldwin County Commission) whether to declare a Local State of Emergency for Baldwin County. A Local State of Emergency permits the mobilization of emergency assets and resources to manage and contain emergencies and disasters. This *Ops Plan* will be executed immediately upon declaration of a Local State of Emergency.

Notifications

BCEMA will contact the appropriate agencies and personnel to provide notification on the activation of *The Ops* plan. The following will be among those contacted:

Primary Agencies

BOE Superintendent
BOE Assistant-Superintendent
Baldwin County High Shelter Manager
Bay Minette Middle Shelter Manager
Daphne East Elementary Shelter Manager
Foley High School Principal
Foley High Shelter Manager
Baldwin County Coliseum Fairgrounds Manager/Site Coordinator
Baldwin County Coliseum Shelter Manager
Baldwin County Level II Shelter Manager
Baldwin County Level II Shelter
Fairhope Satellite Courthouse Coordinator
Foley Satellite Courthouse Shelter Manager

Support Agencies

Alabama Criminal Justice Information Center (ACJIC)
AL Dept of Human Resources
AL Dept of Public Health
AL Emergency Management Agency
American Red Cross
Assn of Retarded Citizens of Baldwin County
Baldwin County Commission CIS Dept
Baldwin County District Attorney's Office
Baldwin County Commission PIO
Baldwin County Commission Maintenance
Baldwin County Sheriff's Office
Baldwin Rural Area Transportation Systems
AL-EOC via EMITS - *Request ADPH assistance to open/operate Medical Needs Shelters and request shelter security support*
Ham Operator Coordinator
Interpreter Coordinator
MedStar EMS
North Baldwin EMS
Long's Human Resource Services
Wood Fruitticher

Municipalities

Bay Minette, EM Coordinator
Daphne, EM Coordinator
Elberta, Mayor/EM Coordinator
Fairhope, EM Coordinator
Foley, EM Coordinator
Gulf Shores, Police Chief/EM Coordinator
Lillian, EM Coordinator
Loxley, EM Coordinator
Magnolia Springs, EM Coordinator
Ono Island, EM Coordinator
Orange Beach, EM Coordinator
Perdido Beach, EM Coordinator
Robertsdale, EM Coordinator
Silverhill, EM Coordinator
Spanish Fort, EM Coordinator
Summerdale, EM Coordinator

Additional Agencies/Organizations

Baldwin County Call Center, Shannon Spivey
Baldwin County Emergency 911, Chris Heger
VOAD, Bill Stephens

Public Service Announcements (PSAs)

The County's Public Information Officer (PIO) will inform the public about shelter openings and evacuations via radio and television public service announcements (PSAs). When possible, PSAs will be conducted in English and Spanish. The public will also be given contact information for BCEMA, the Baldwin County Call Center, 211 information lines, and the BCC/BCEMA website.

During evacuations BCEMA, Baldwin County E-911, and the Baldwin County PIO will collaborate with each other in order to facilitate the timely release of accurate and essential evacuation information.

Direction and Control

Facilities/Locations

Tornado Shelters will be opened as mass care or general public shelters. They will however, collocate individuals requiring electricity to sustain life support functions as well as individuals having physical or mental conditions that require limited medical or nursing oversight.

Hurricane Shelters will be broken down further by designating different facilities (although some collocation can and will occur) for electrical support, medical needs, mass care, and emergency responders. Special consideration will be made for the inclusion of facilities and staffing to aid in the sheltering of special needs populations.

Admission

Individuals entering Shelters of Last Resort and Electrical Support Shelters must:

- ✓ Present photo identification
- ✓ Complete registration and waiver of liability forms
- ✓ Obey all shelter rules
- ✓ Be subject to a criminal background check

Individuals entering Medical Needs Shelters must have the following items in addition to those listed above:

- ✓ One adult caregiver

- ✓ Medical supplies and equipment needed
- ✓ Special dietary supplies, if needed

Shelter Workers

Enrollment of ALL shelters workers must be coordinated through, and with prior approval of, BCEMA's Shelter Coordinator. BCEMA's Shelter Coordinator will coordinate with Long's Human Resource Services and the County Personnel Department to enroll workers and conduct criminal background checks and drug tests. Costs for drug tests and criminal background checks will be paid by Baldwin County, pursuant to a contract entered into by the Baldwin County Commission and Long's Human Resource Services.

Specific deadlines for potential staff members to sign up will be set and will fall sometime during the early Spring before each Hurricane Season begins.

Salaries

All non-County personnel hired to perform the roles, listed below, will be paid as described in the *Shelter Management Fee Structure* approved by the BCC. Quantity of personnel may vary according to the size of facility.

County employees will be paid based upon their assigned salaries and in accordance with *Baldwin County Employee Handbook Policies and Procedures.*

Volunteer unpaid workers are not allowed to work in shelters without prior approval by BCEMA.

Ambulance services will be paid at the rate agreed upon pursuant to the *Contract for Professional Emergency Medical & Ambulatory Services* entered into between Baldwin County, and the service providers. MedStar Emergency Medical Services and North Baldwin Emergency Medical Services will be the primary providers for ambulance services.

Initial Incident Objectives

The following summarizes the initial incident objectives and related needs and tasks for these objectives.

Evacuation and Transportation

Evacuation Pick-up Points (PUPs)

Following the execution of a Mandatory Evacuation Order by the Governor of Alabama, BRATS will begin picking up residents from their homes and transporting them to local shelters and Evacuation Pick-up Points (PUPs) where they will board BOE school buses. The school buses will transport them to Baldwin County High School, also known as the Contingency Vehicle

Transfer Location (CVTL) or Hub in Bay Minette, where citizens will offload school buses and board Transportation Management Services (TMS) motor coach buses on Baldwin County Board of Education (BOE) school buses for transport to other County state shelters.

Motor Coach/School Bus Evacuations

Following the execution of a Mandatory Evacuation Order by the Governor of Alabama, BCEMA, through AEMA, will request motor coach operational support from FEMA. FEMA will issue a task order to TMS to activate the *TMS Motor Coach Evacuation Operations Plan* (not included herein). Upon receipt of the task order from FEMA, TMS will begin dispatching buses for both Baldwin and Mobile Counties to Hank Aaron Stadium in Mobile, also known as the Vehicle Staging Area (VSA) for the Gulf Coast of Alabama. After the buses check in at the VSA, TMS will dispatch (5-7) motor coach buses (55 passenger capacity), (5-7) CDL licensed drivers, and a Strike Team, consisting of (1) Operations Consultant, (1) Asset Manager, and (2) Asset Monitors, to Baldwin County High School, aka as the Contingency Vehicle Transfer Location (CVTL) or Hub in Bay Minette, where they will await the arrival of Baldwin County residents. If additional buses are needed for evacuation, BCEMA will activate BOE school buses and drivers to provide assistance.

Upon arrival at the Hub, residents will electronically register with State/FEMA contracted personnel and then board TMS and/or BOE buses. In the event however, the State/FEMA is unable to fulfill their obligation to register, ARC representatives will be on standby to perform manual registration by registering citizens on the *Baldwin County Evacuation Roster* (not included herein) and provide TMS and/or BOE bus drivers two copies of the manifest prior to departure. TMS and/or BOE bus drivers will transport residents to other County state supported shelters, located outside of Baldwin County, with police escorts from the Alabama Department of Public Safety (DPS) State Troopers. When the hurricane passes and BCEMA has informed AEMA it is safe for the buses to return, residents will be transported back to the Hub via TMS and/or BOE buses. Upon arrival at the Hub, BOE buses will pick up returning residents and transport them back to PUPs, where they can return home by their personal vehicles or by boarding BRATS buses.

Evacuation routes have been pre-identified and are marked by signage on the actual roadways, as well as on maps (available in the EOC)

Logistics

Following activation of the *Ops Plan*, BCEMA's Logistics Section Chief, with assistance from County Maintenance personnel, will begin immediate deployment of necessary equipment and supplies to shelters. Some of these supplies are pre-positioned and stored on-site. Inventories of pre-positioned supplies and those ready to be disseminated are kept on file at the EOC. These supplies include:

- Blankets
- Cots
- Gasoline containers
- Generators

- Generator Kits (extension cords, clamp-on lamps, surge protectors, light bulbs)
- Go-Kits (registration supplies, first aid supplies, Southern Linc radios and chargers, tech kits, plus generator kits)
- Light stands
- Privacy panels
- Satellite phones
- Tech kits (laptops, printers, bar code readers, and jump drives)
- Signage
- Wheelchairs

See The Ops plan for specific information about food supplies, security arrangements (BCSO and municipal police departments will assist with security), and any other issue relative to shelters.

Coordination

Participating Agencies/Emergency Support Functions (ESFs)

Emergency Support Functions (ESFs) were developed by the Federal Emergency Management Agency (FEMA) to provide structure for coordinating a multi-agency response to a disaster or event.

The agencies, referenced below, have partnered with the County and will participate in the execution of the *Ops Plan*, upon notification of activation by the Baldwin County Emergency Management Agency (BCEMA).

- **ESF-1 TRANSPORTATION:**
  Baldwin County Board of Education (BOE)
  Baldwin Rural Area Transportation System (BRATS)
  Transportation Management Services (TMS)
  MedStar Emergency Medical Services (MEMS)
  North Baldwin Emergency Medical Services (NBEMS)
- **ESF-2 TELECOMMUNICATIONS & INFORMATION TECHNOLOGY:**
  Baldwin County Commission CIS Department
- **ESF-3 PUBLIC WORKS & ENGINEERING:**
  Baldwin County Commission Highway Department
- **ESF-4 FIREFIGHTING:**
  City of Bay Minette
  - Bay Minette Fire Department

  City of Daphne
  - Daphne Fire Department

  City of Fairhope
  - Fairhope Fire Department

  City of Foley

- Foley Fire Department

City of Robertsdale

- Robertsdale Fire Department

- **ESF-5 EMERGENCY MANAGEMENT:**

Baldwin County Emergency Management Agency

- **ESF-6 MASS CARE, HOUSING & HUMAN SERVICES:**

Alabama Department of Human Resources
American Red Cross
Baldwin County Emergency Management Agency
Baldwin County Board of Education
First Baptist Church of Bay Minette
First Baptist Church of Fairhope
First Baptist Church of Robertsdale
Miflin Baptist Church of Elberta
Redeemer Lutheran Church of Fairhope
Spanish Fort Presbyterian Church
St. Paul's Episcopal Church of Foley
Union Missionary Baptist Church of Bay Minette
Fairhope United Methodist Church
Wood Fruitticher

- **ESF-7 LOGISTICS MANAGEMENT & RESOURCE SUPPORT:**

Baldwin County Commission Maintenance Department
Baldwin County Emergency Management Agency (BCEMA)
Long's Human Resource Services

- **ESF-8 PUBLIC HEALTH & MEDICAL SERVICES:**

Alabama Department of Public Health (ADPH)
MedStar Emergency Medical Services (MEMS)

- **ESF-9 URBAN SEARCH & RESCUE:**
- **ESF-10 OIL & HAZARDOUS MATERIALS RESPONSE:**
- **ESF-11 AGRICULTURE & NATURAL RESOURCES:**
- **ESF-12 ENERGY:**
- **ESF-13 PUBLIC SAFETY & SECURITY:**

Alabama Criminal Justice Information Center (ACJIC)

Baldwin County Sheriff's Office (BCSO)
City of Bay Minette

- Bay Minette Police Department

City of Daphne

- Daphne Police Department

City of Elberta

- Elberta Police Department

City of Fairhope

- Fairhope Police Department

City of Foley

- Foley Police Department

City of Loxley
- Loxley Police Department

City of Robertsdale
- Robertsdale Police Department

City of Spanish Fort
- Spanish Fort Police Department

- **ESF-14 ECONOMIC STABILIZATION, COMMUNITY RECOVERY & MITIGATION**
- **ESF-15 EXTERNAL AFFAIRS (EMERGENCY COMMUNICATION & INFORMATION)**

Baldwin County Commission Public Information Department

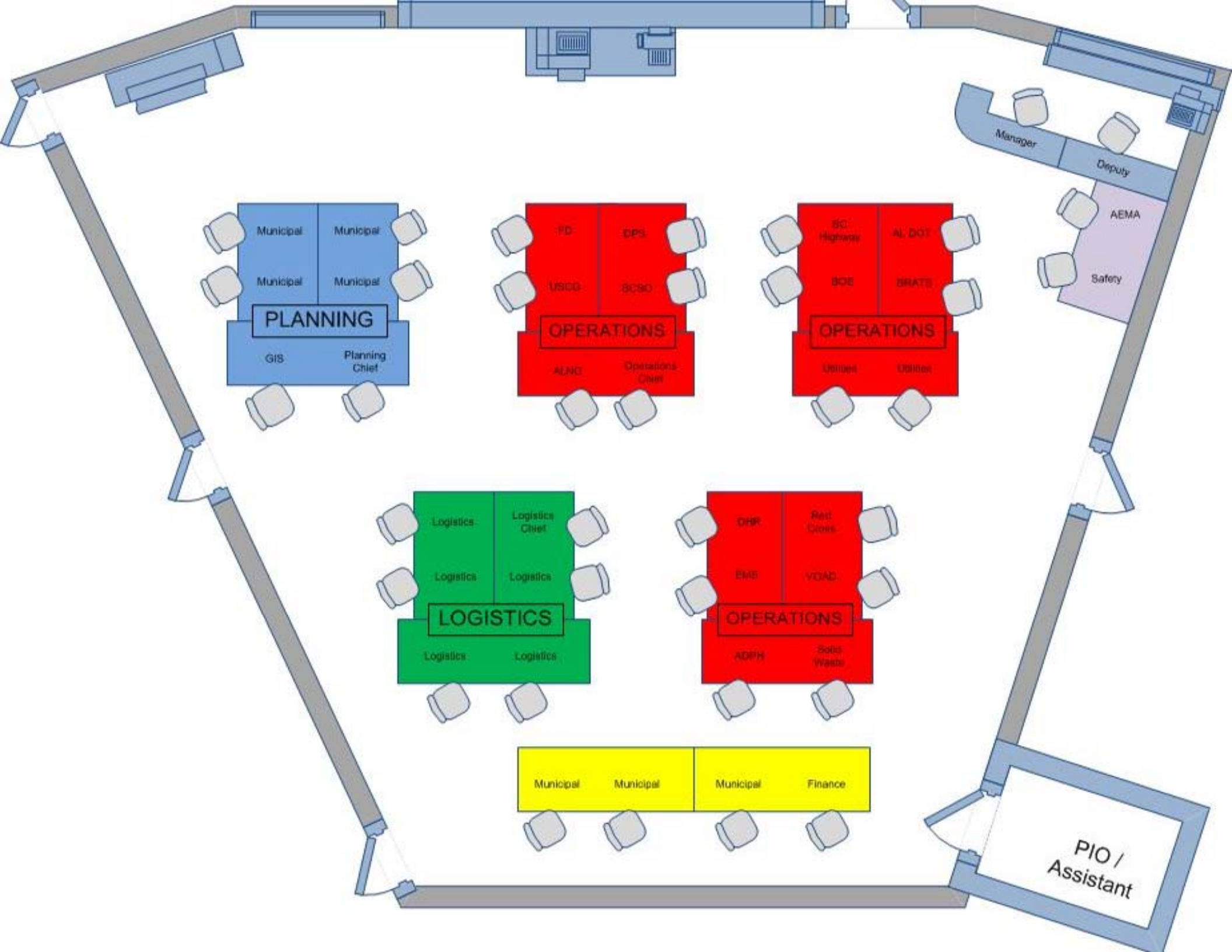
Baldwin County Shelters				
Title	Capacity	Address	Description	Shelter Type
Baldwin County Coliseum	1,900	19477 Fairground Rd Robertsdale, AL 36567	Collocates individuals who have physical or mental conditions requiring limited medical/nursing oversight as well as individuals who require electricity to sustain life support functions	Mass Care; Medical Needs
Baldwin County High School	1,733	1 Tiger Dr Bay Minette, AL 36507	N/A	Mass Care
Central Baldwin Middle School	813	24545 Highway 59 South Robertsdale, AL 36567	Solely for Senior Citizens, aged 55 & over, who are independent, self sufficient and who do not have physical or mental conditions requiring medical or nursing oversight	Senior Citizen
Daphne East Elementary School	388	26651 County Rd 13 Daphne, AL 36526	Collocates individuals requiring electricity to sustain life support functions	Electrical Support; Mass Care
Fairhope High Scholl	1,357	1 Pirate Dr Fairhope, AL 36532	N/A	Mass Care
Fairhope Satellite Court House	40	1100 Fairhope Ave Fairhope, AL 36532	Solely for individuals requiring electricity to sustain life support functions	Electrical Support
Foley Satellite Courthouse	40	201 East Section St Foley, AL 36535	Solely for individuals requiring electricity to sustain life support functions	Electrical Support
Baldwin County Level II Community Shelter	50	207 North White Avenue Bay Minette, AL 36507	Solely for individuals requiring electricity to sustain life support functions	Electrical Support
Bay Minette Middle School	700	1311 West 13th St Bay Minette, AL 36507	N/A	Mass Care
Foley High School	1,337	1 Pride Place Foley, AL 36535	Solely for Orange Beach, Gulf Shores, Bon Secour, Fort Morgan and National Guard	Emergency Responder
Robertsdale high School	858	21630 Highway 59 Robertsdale, AL 36567	For Municipal, County, National Guard, and DPS Emergency Responders	Emergency Responder
James H. Faulkner Community College	N/A	1900 Hwy 31 South Bay Minette, AL 36507	Not County Shelter-Included for informational purposes only-Used during Category 1 or 2 hurricane only	Emergency Responder

Baldwin County
Emergency Operations Center

General Information

The Baldwin County Emergency Operations Center is located in Robertsdale, Alabama. The EOC is a secure facility and shares building and office space with the Baldwin County Call Center and Baldwin County Sheriff's Department Dispatch. The offices of BCEMA personnel are also in the building with and surrounding the EOC. Bathrooms (including showers), bunk rooms, and laundry and kitchen facilities are all available within the building.

Entry into the building is controlled. One must possess a key card or be escorted into the building. Proper identification must be worn and displayed at all times. No one will be allowed to enter without identification and without BCEMA staff having knowledge of the purpose for the visitor's presence in the facility. This applies to the facility during "normal" operations and emergency operations periods.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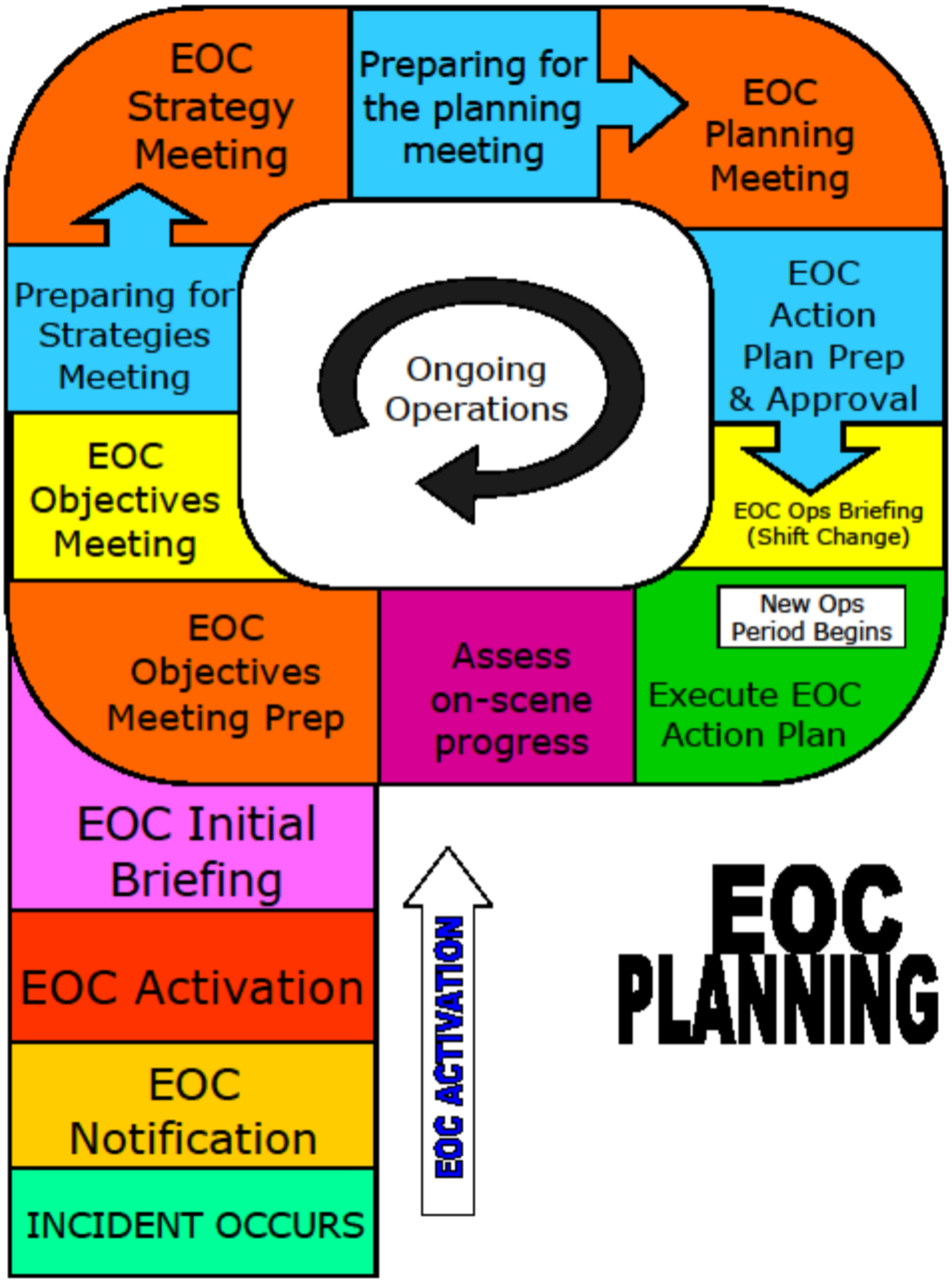
BALDWIN COUNTY EMA



EOC PLANNING P

23100 McAuliffe Dr.
Robertsdale AL 36567

EOC Operations Meeting Schedule (Battle Rhythm)

Staging and Points of Distribution

General Information

The purpose of this annex is to provide guidance for distribution of emergency supplies and commodities to the public. More detailed information is maintained in the Baldwin County Points of Distribution Guide. This guidance centers on local Points of Distribution (POD's) where the commodities are placed into the victims' hands. In order to service strategically identified PODs around the county, a Central Staging Area (CSA) will serve to receive the county shipment of commodities for further distribution to the individual POD sites.

Past hurricane seasons have proven that the ability to distribute commodities to the public is the controlling factor to determine supply, not the people "in need." To successfully accomplish the commodity distribution mission, we must literally "begin with the end in mind." The US Army Corps of Engineers (USACE) provides predictive models of commodity needs based on hurricane winds, track of the storm, population density, and estimated number of residences without power.

These models predict people "in need." This fact is very important for determining the amount of commodities that may be required; however, this fact is useless if commodities can't be placed into the victims' hands in a timely manner. The successful execution of a distribution plan is essential for success. The plan must have pre-determined locations of POD's, layout plans for each point, and must include equipment and staffing requirements.

Experience in emergency response over the years suggests some common necessities that the public will require to meet health, safety, and lifesaving needs. They include potable water (usually bottled), packaged ice for medical purposes, packaged meals, and other essential supplies. In small scale disasters and in the initial hours of larger disasters, these commodities are often supplied by state and local governments, donations from industry, and volunteer agencies. When the need for commodities exceeds the state's capability, under a Presidential Declaration, the state can request that FEMA provide the additional requirements.

FEMA/USACE provided commodities are delivered from the state staging areas to the Local County Staging Area (CSA). When state loads arrive at the CSA, BCEMA will notify AEMA via EMITS (Emergency Management Information Tracking System) of the time of arrival and any associated issues. These commodities and supplies are most often delivered in over-the-road tractor trailer loads to POD's. POD's must be areas that are paved, concrete, or gravel hard-stand that can withstand loads that are at load limits of national roadways. In addition to the area needed for the trucks, planning must include area for unloading, dumpsters, proper traffic flow, stockpiles, and ingress and egress for the distribution to the public.

Key Planning Information

We live in a "just in time" world. Large, over-the-road trucks are seldom idle. This is especially true of refrigerated vans which are in high demand. When disaster strikes, the commercial world has to change their normal business structure to provide support to the disaster response effort. Vendors have to continue to support their normal customer base and gear up operations to support disaster requirements. This process can potentially take up to 48 hours during the weekday to deliver up to 50 loads and 72 hours to deliver up to 50 loads if initiated on a Friday after 12:00 noon. Because of these factors, the pre-positioning of commodities for a pending event is crucial.

Planning efforts must include ways to off-load trucks quickly to free up this limited resource
Ice will ONLY be sent by the state to support a medical requirement.

Another key aspect of commodities planning is the understanding of the "pipeline effect." The need for commodities is directly proportional to commercial power. If the power is out the need will be there. When the power returns (with the exception of a contaminated water supply) the need will expire. During response operations, the power restoration process must be closely monitored and commodity supplies adjusted accordingly. The pipeline is defined as all the commodities purchased but not yet delivered and all the supply trucks that are in route between the supplier and the CSA.

POD’s also provide a great place to communicate to the public by means of informational handouts. The key is to have the information packaged in a handout format to prevent people from exiting their vehicles. Maximum vehicle flow is crucial to reaching as many people as possible.

Policy

This section will discuss methods to determine POD’s, suggestions for staffing and equipment resources, and discuss POD’s operations.

The number of POD’s recommended is based on the total population for Baldwin County, the staffing required, and the number of truckloads of commodities needed. The prediction model uses a 40% factor to calculate the estimated number of people that will visit a POD. However, this USACE model is used as a guide but the number of POD’s is determined by the counties’ ability to effectively manage the site. The pre-planning of POD’s allows the locations to be known to the public prior to an event before communications are impacted or interrupted. This also allows for route clearing priorities and route mapping to be performed during the pre-planning process in lieu of the response process.

POD operations, including staffing and equipment, are a local responsibility. The most challenging resource to provide is staffing. Most local governments depend on the National

Guard and volunteer agencies for staffing. However, close coordination is needed to assure local governments are not using a specific resource in multiple locations. **All requests for resources must come through the Logistics Section Chief at the Emergency Operations Center (EOC) or CSA (BCEMA LOGISTICS SECTION CHIEF)**

The successful operation of a POD requires a manager that understands the purpose, functions, and requirements of a distribution point. A successful POD manager must have the skills to motivate people, organize shifts, assure the right equipment is available, keep records on equipment usage, gather/record information on deliveries, arrange for future deliveries based on usage, and act as the primary point of contact for the POD with the local EMA and possibly state or federal interests. The POD Manager will be responsible for receiving, staging and distribution of commodities, other related activities, and site safety.

Tracking charts gather key information on deliveries**.** This information, as well as any contract/delivery forms that require signing by the delivery driver, must be collected and maintained until local, state, or Federal officials collect it. This information is vital for documenting payment to the delivery contractors.

Responsibilities

Baldwin County Council on Aging Closed POD

The Baldwin County Council on Aging (COA), a department of the Baldwin County Commission, operates five centers in the county from which numerous services are provided to the elderly.

- The Centers are located in Stockton, Bay Minette, Daphne, Loxley and Summerdale. One COA service particularly affected by natural disaster is the provision of one meal a day to certain homebound individuals. This provision may need to be adjusted, based on the type of meal provided and the special medical/caloric needs of the recipients.

These meals are prepared daily under contract with a Mobile vendor, they are then delivered to each Center, and then the meals are delivered to qualifying individuals at their home by employees or volunteers from each Center. Currently, each COA Center delivers approximately 20 meals a day, thus all Centers combined deliver a total of approximately 100 meals per day. After a disaster, it can take weeks for conditions to return to normal so that the contractor can again provide meals to each Center in a safe and appropriate manner.

During the period when the contractor is unable to provide meals, COA employees will be allowed to acquire commodities from the CSA or a POD designated by County EMA for the homebound citizens they serve.

COA employees will acquire commodities on a daily, weekly or other basis as resources and conditions allow, in order to accommodate 100 individuals per day or up to 500 individuals per week. Any unused commodities will be returned by COA employees to the CSA or a POD designated by County EMA.

Bay Minette POD

- The POD for Bay Minette will be located at the First Baptist Church 1201 Hand Ave, Bay Minette, AL.

- A POD manager will be assigned by the Mayor in advance of a disaster situation to coordinate activities at the First Baptist Church of Bay Minette POD and coordinate with BCEMA Logistics at the CSA or EOC for re-supply and status reports.

    - If necessary, the alternate distribution site will be located at the Bay Minette Recreation Center, 611 McMeans Avenue, Bay Minette, AL.

Daphne POD

- The POD for Daphne is the Daphne Civic Center, located at 2306 Hwy 98, Daphne, AL.

- A POD manager will be assigned by the Mayor in advance of a disaster situation to coordinate activities at the Daphne Civic Center POD and coordinate with BCEMA Logistics at the CSA or EOC for re-supply and status reports.

    - If necessary, the alternate POD site will be located at the Trione Sports Complex, 8600 Whispering Pines Road, Daphne, AL.

Elberta POD

- The POD for Elberta will be located at the Elberta Fire Department, 13295 Illinois Street, Elberta, AL.

- A POD manager will be assigned by the Mayor of in advance of a disaster situation to coordinate activities at the Elberta Fire Department POD and coordinate with BCEMA Logistics at the CSA or EOC for re-supply and status reports.

    - If necessary, the alternate distribution site will be located at the Elsanor Volunteer Fire Department, County Road 87 & Brewer Road, Elsanor, AL.

Fairhope POD

- The POD for Fairhope will be located at the Fairhope-Volanta Ball Park, 701 Volanta Ave., Fairhope, AL.

- A POD manager will be assigned by the Mayor to coordinate activities at the Fairhope-Volanta Ball Park POD and coordinate with BCEMA Logistics at the CSA or EOC for re-supply and status report.

    - If necessary, the alternate POD site will be located at the Fairhope Civic Center, 161 North Section Street, Fairhope, AL.

Foley POD

- The POD for Foley will be located at the Foley Sports Complex, Hwy 98 west & Ralph Shumacher Lane, Foley, AL.

- A POD manager will be assigned by the Mayor in advance of a disaster situation to coordinate activities at the Foley Sports Complex POD and coordinate with the BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.

    - If necessary, the alternate POD site will be located at the Tanger Outlet Mall, 2601 South McKenzie Street, Foley, AL.

Gulf Shores POD

- The POD for Gulf Shores will be located at the Gulf Shores Sportsplex, County Rd. 6, Gulf Shores, AL.

- A POD manager will be assigned by the Mayor in advance of a disaster situation, to coordinate activities at the Gulf Shores Sportsplex POD and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.

    - If necessary, the alternate POD will be located at the Jack Edwards National Airport, 3190 Airport Drive, Gulf Shores, AL.

Little River - Ferguson's Market POD

- The POD for Little River will be located at Ferguson's Market, 70701 State Hwy 59, Little River, AL.

- A POD manager will be assigned by the Fire Chief in advance of a disaster situation to coordinate activities at the Ferguson's Market POD and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.
    - If necessary, the alternate POD site will be located at the Baldwin County Bicentennial Park, 51233 State Highway 225, Stockton, AL.

Loxley POD

- The POD for Loxley will be located at the TBD Loxley, AL.
- A POD manager will be assigned by the Mayor in advance of a disaster situation to coordinate activities at the site and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and current status.
    - If necessary, the alternate POD site will be located at the Stapleton Volunteer Fire Department, Trawick Road, Stapleton, AL.

Magnolia Springs POD

- The POD for Magnolia Springs will be located at the Magnolia Springs Volunteer Fire Department, 14809 Gates Ave, Magnolia Springs, AL.
- A POD Manager will be assigned by the Mayor in advance of a disaster situation to coordinate activities at the Magnolia Springs Volunteer Fire Department POD and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.
    - If necessary, the alternate POD site will be located on property owned by the Magnolia Springs Volunteer Fire Department, 9254 Vernant Park Road/ Foley, AL.

Orange Beach Community Center POD

- The POD for Orange Beach will be located at the Community Center, 4389 Wilson Blvd, Orange Beach, AL.
- A POD manager will be assigned by the Mayor in advance of a disaster situation to coordinate activities at the Orange Beach Community Center POD and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.
    - If necessary, the alternate POD site will be located at the Wharf Conference Center, Wharf Parkway, Orange Beach, AL.

Perdido Beach/Lillian POD

- The POD for Lillian will be located at Lillian Fire Department, HWY 98 east, Lillian, AL.

- A POD manager will be assigned by the Fire Chief in advance of a disaster situation, to coordinate activities at the Lillian Fire Department POD and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.

    - If necessary, the alternate POD site will be located at the Perdido Beach Volunteer Fire Department, Escambia Avenue, Perdido Beach, AL.

Robertsdale POD

- The POD for Robertsdale will be located at the Baldwin County Central Annex located at 22251 Palmer Street, Robertsdale, AL**.**

- A POD manager will be assigned by the Mayor of Robertsdale in advance of a disaster situation to coordinate activities at the Baldwin County Central Annex POD and coordinate with BCEMA Logistics Section Chief at the CSA and/or EOC for re-supply and status report.

    - Alternate POD site TBD

Seminole POD

- The POD for Seminole will be located at the Seminole Fire Department, Hwy 90 & Brown's Ferry Rd, Seminole, AL.

- A POD manager will be assigned by the Fire Chief in advance of a disaster situation to coordinate activities at the Seminole Fire Department POD and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.

    - If necessary, the alternate POD site will be located at the Elsanor Volunteer Fire Department, County Road 87 & Brewer Road, Elsanor, AL.

Spanish Fort POD

- The POD for Spanish Fort will be located at the Spanish Fort Municipal Complex, 7361 Spanish Fort Blvd., Spanish Fort, AL.

- A POD manager will be assigned by the Mayor in advance of a disaster situation to coordinate activities at the POD site and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.

- If necessary, the alternate POD site will be located at the Spanish Fort Town Center, Bass Pro Drive, Spanish Fort, AL.

Stockton POD

- The POD for Stockton will be located at the Stockton Helibase, State Hwy 59, Stockton, AL.

- A POD manager will be assigned by the Fire Chief in advance of a disaster situation to coordinate activities at the Stockton Helibase POD and coordinate with BCEMA Logistics Section Chief at the CSA or EOC for re-supply and status report.

    - If necessary, the alternate POD site will be located at the Baldwin County Bicentennial Park, 51233 State Highway 225, Stockton, AL.

Direction and Control

Direction and Control of the distribution of commodities primarily lies with Baldwin EMA Logistics. The first 72 hours of an event will be handled locally. State AEMA will be prepared to provide assistance after the local resources have been exhausted. State deployed commodities if requested, would arrive 24-72 hours following the disaster. Baldwin County EMA has assigned the Alabama Forestry Commission to serve as the Incident Management Team at the Central Staging Area. Staff will monitor the commodities and track the commodity usage in the county. POD sites have been designated in strategic locations around the county. Each site has a designated "POD Manager" and staff assigned to the location. Each identified POD location has endured a site assessment to ensure functionality. Communications between the site manager and the CSA Incident Commander will be critical in determining needs and requesting additional commodities.

Initial Incident Objectives

The purpose for implementation of Points of Distribution is to place necessary life sustaining commodities into the hands of the victims of disasters. The objectives of this plan are to delineate the commodity distribution process. Identifying locations, POD managers, and individuals to serve at the site will promote efficiency in the sites operations. Resource and personnel tracking will be essential to efficient operations. Communications between the site manager and the Logistics Section Chief will ensure adequate commodities will be received and distributed at the designated activated POD sites.

Coordination

BCEMA works in coordination with State AEMA to procure and deliver commodities to the citizens of the county following a disastrous event. Baldwin EMA also works with the State of Alabama Forestry Commission to coordinate and manage the activities of the CSA. The Incident Management Team of Forestry will be utilized to manage the activities of the CSA. Baldwin EMA has also worked collaboratively with each town/municipality to identify POD locations, POD alternate locations, POD managers, and staff for each designated site. More detailed information regarding site specific information, see the Baldwin County EMA Logistics Section Points of Distribution Operating Guide.

Appendices

POD Operations Checklists

Key checklist items for POD operations:

- ☐ Adequate Manpower (Consider backups for each position)
- ☐ Equipment & Operators (Forklift and pallet jack are essential)
- ☐ Site Layout, good traffic flow
- ☐ Room for delivery trucks (18 wheelers without disrupting operations)
- ☐ Security (Help with the general public)
- ☐ Traffic Control (Police at main intersections)
- ☐ Signs identifying the site as a POD
- ☐ Request a Community Relations person to help handout information to the public
- ☐ Provide a notebook for securing delivery charts and receipts
- ☐ Communications (Team Leader or manager will require communications)

POD Supply List:

- ☐ EMA Logistics Binder with Forms
- ☐ ¾” Round Multi-colored Labels (Assorted Neon) 1,000 each
- ☐ Cardstock Paper (Assorted Neon) 20 Each
- ☐ Duct Tape – 2
- ☐ Assorted Binder Clips – 12
- ☐ Box Cutters – 8
- ☐ Refills for Box Cutters – 1
- ☐ Clip Board – 6
- ☐ Pens – 12
- ☐ Notepads – 6
- ☐ Tin Snips – 1
- ☐ Tents
- ☐ Crowd Control Barricades – 20
- ☐ Traffic Vests – 25
- ☐ First Aid Kit – 1
- ☐ Gloves – 20
- ☐ Sunscreen – 2
- ☐ Rain Gear (Ponchos) - 10

POD Descriptions and Layout

POD Description

A POD is a physical location where a stockpile of ice, water, MEALs, and tarps are positioned and organized for distribution to the public immediately following a disaster. Each point has a team of individuals who will load these pre-organized items into the vehicle as it stops in front of their assigned commodity station.

The following assumptions are used for distribution planning:

- Victims drive through a POD and are served without leaving their vehicles.
- 1 truck load of water will serve 1,660 vehicles or about 5000 people.
- 1 truck load of meals will serve 3,624 vehicles or about 10,000 people.
- 1 truck load of tarps will serve 4,400 vehicles or about 4,400 homes.
- POD's will be open to the public 12 hours per day.
- Re-supply of POD's will likely occur at night outside of hours of operation.

Based on past experience, a well-planned and operated POD with one lane of traffic and 3 loading points can service approximately 140 cars per hour. Based on a 12-hour work day, 7:00 am to 7:00 pm, about 1,680 vehicles per day can be accommodated. Estimating an average of three people per vehicle, approximately 5000 people a day could be served.

(Suggested) Color Code for 3-day Supply

- Blue: One (1) Person = 6 meals, 24 bottles of water (3 Gal)
- Red: Two (2) People = 12 meals, 48 Bottles of Water
- Green: Three (3) People = 18 meals, 72 Bottles of Water
- Yellow: Four (4) People = 24 meals, 96 Bottles of Water
    - One (1) Tarp Per household, if given out at all.

Post color code at each station for reference.

POD Layout

The following are examples of Type III PODs and the resources required for its operation. The sections labeled "ice" may be utilized for other purposes, as supply and demand dictates.

Ice will only be provided to support medical requirements.

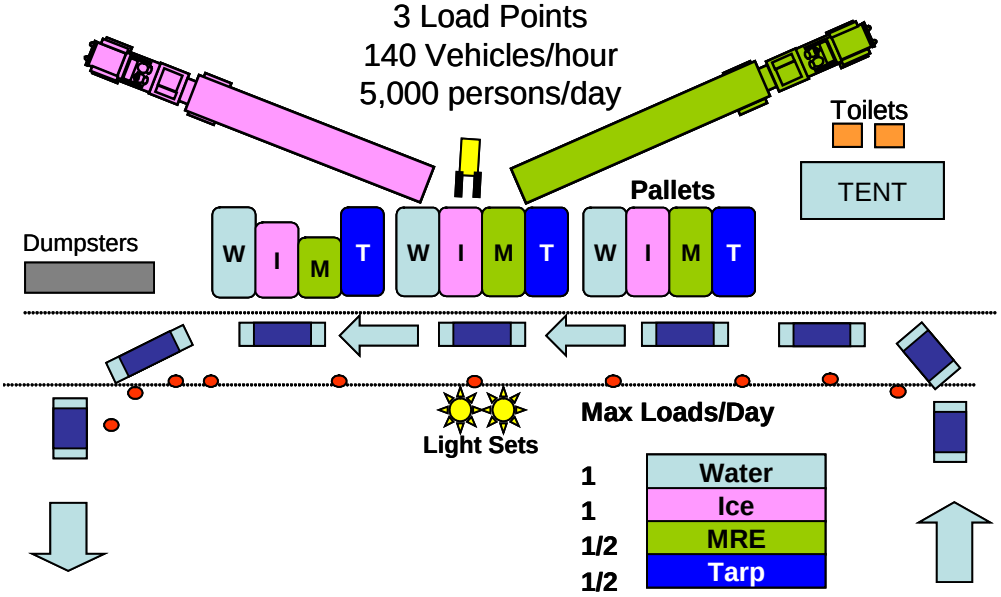
(See next 2 pages.

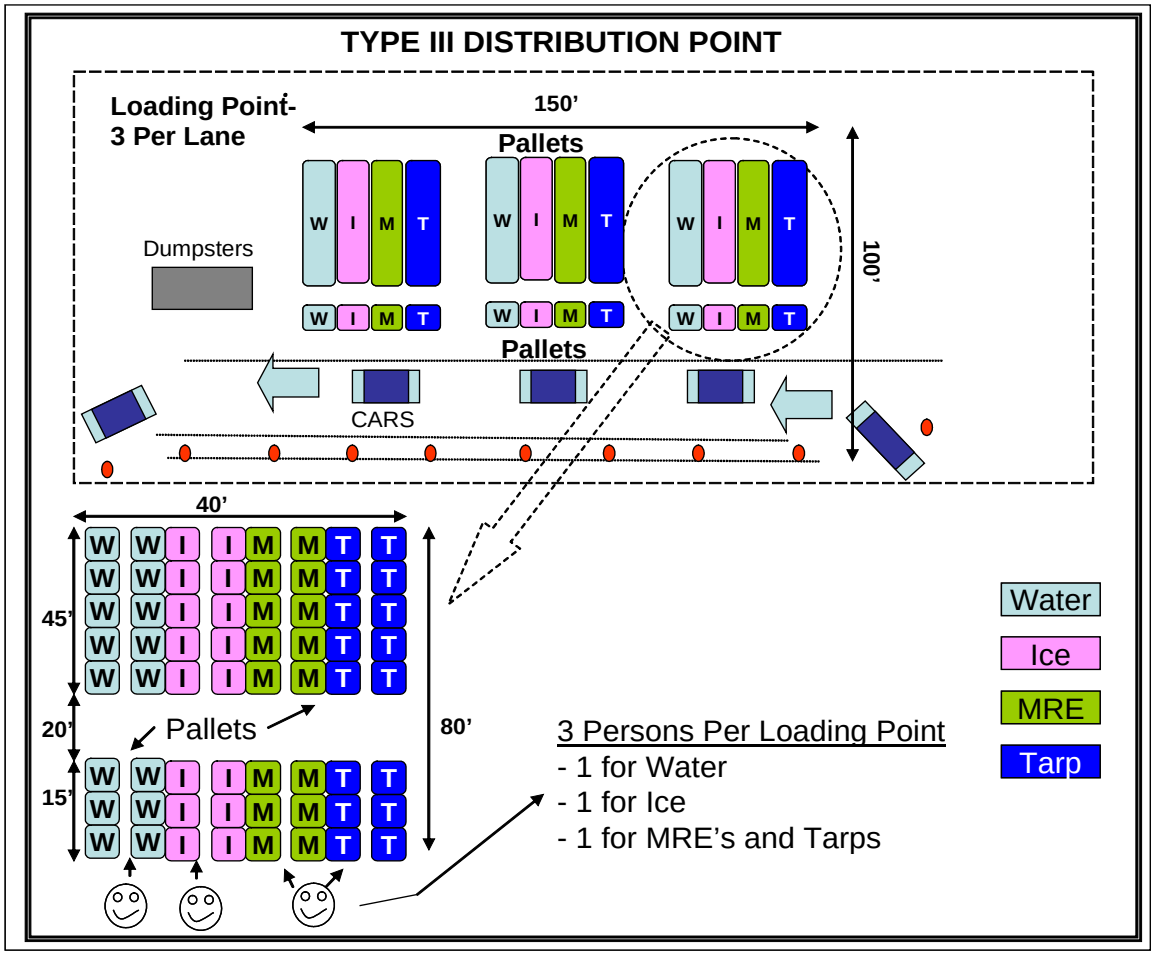
Type III Distribution Point
Resources Required

Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT 9			Toilets	2
	Back-up Load PT 4			Tents	1
	Pallet Jacks Labor 1			Dumpsters	1
	Totals	16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
Grand Total		19	4		

Table 1

TYPE III - DISTRIBUTION POINT
3 Load Points
140 Vehicles/hour
5,000 persons/day




TYPE III DISTRIBUTION POINT
Loading Point-
3 Per Lane
150'
Pallets
Dumpsters
100'
Pallets
CARS
40'
45'
20'
15'
80'
Pallets
3 Persons Per Loading Point
- 1 for Water
- 1 for Ice
- 1 for MRE's and Tarps
Water
Ice
MRE
Tarp

POD Traffic Flow

- Traffic control, in the form of cones, signage, flagman or combination, will direct traffic into the POD.
- A POD employee will 1) greet the driver of vehicle, 2) ask for the number of family members and then give the driver a colored coded card representing the number of family members/commodities needed, and 3) ask for the Driver's License (DL).
- The POD employee will 1) transcribe DL information if necessary, 2) return the DL to the driver, and 3) direct the driver to a commodities distribution point.
- Employees at the next stop will 1) collect the colored coded card from the driver, 2) ask where to place the commodities, and 3) place the commodities in the area of the vehicle designated.
- Employees/volunteers at the POD should use a simple system of their own design to indicate the vehicle has received commodities for that day and minimize duplicate requests, such as marking the vehicle bumper or license plate using color coded stickers indicative of the day of the week.
- Traffic control, in the form of a cones, signage, flagman or combination thereof, will direct traffic out of the POD

Baldwin County POD Sites

PRIMARY POD SITE	ALTERNATE POD SITE
Bay Minette First Baptist Church	Bay Minette Recreation Center
Daphne Civic Center	Trione Sports Complex
Elberta Fire Dept	Elsanor Volunteer Fire Dept
Fairhope Volanta Ball Park	Fairhope Civic Center
Foley Sports Complex	Tanger Outlet Mall
Gulf Shores Sportsplex	Jack Edwards National Airport
Lillian- Perdido Beach Lillian Fire Dept.	Perdido Beach Volunteer Fire Dept
Little River – Ferguson's Market	Bicentennial Park, Stockton, AL
TBD	Stapleton Volunteer Fire Department
Magnolia Springs Volunteer Fire Dept	Property located @ 9254 Vernant Park Rd, Foley, AL
Orange Beach Community Center	Wharf Conference Center
Robertsdale Baldwin County Central Annex	Garrett Park, Robertsdale
Seminole Fire Department	Elsanor Volunteer Fire Department
Spanish Fort Municipal Complex	Spanish Fort Town Center
Stockton Helibase	Baldwin County Bicentennial Park

A number of considerations were used in making the selections of Baldwin County POD Sites. The sites were chosen based on locations, population density, traffic flow potential, accessibility and facility. Detailed information regarding sites can be found on file in the EOC.

County Staging Area (CSA)

- The CSA will be operated at the Loxley Civic Center located at 4198 Municipal Park Drive, Loxley, AL. The staging of all resources and commodities will be dispatched from this location.

- Logistics Section Chief, along with the Incident Management Team, will coordinate activities at the Loxley Civic Center/CSA and coordinate shipments to and from the CSA while maintaining constant contact with the Emergency Operations Center. Alabama State Forestry Commission Incident Management Team has been designated to manage the CSA for Baldwin County.

- The POC for all resource shipments to the county and POD's will be the BCEMA Logistics Section Chief.