WOOD COUNTY

EMERGENCY OPERATIONS PLAN

Wood County Office of Emergency Management
911 Core Road
Parkersburg, West Virginia  26101
EMERGENCY OPERATIONS PLAN

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WOOD COUNTY EMERGENCY OPERATIONS PLAN

INTRODUCTION

Wood County is exposed to many potential hazards which could disrupt the community and cause property damage, injuries, and deaths. These potential hazards to public safety include:

♦ Natural disasters: floods, landslides, severe storms, etc.
♦ Disruption or failure of public utilities
♦ Hazardous materials accidents
♦ Major transportation accidents
♦ Civil disorder
♦ Radiological event
♦ Terrorist event

This Emergency Operation Plan (EOP) attempts to anticipate such emergency situations and to the extent possible, define the actions which should be undertaken by local units of government, and in so doing:

♦ Prevent avoidable disasters,
♦ Establish local capabilities to protect citizens from disasters,
♦ Mount an effective response to disasters, and
♦ Assist in the area’s recovery from a disaster.

This Plan was compiled and assembled in accordance with all applicable federal, state, and local guidelines, and provides a set of guides to direct the following emergency operations:
Disaster preparedness
Disaster mitigation
Disaster response activities
Disaster recovery operations.

This EOP defines the tasks and responsibilities of various emergency responders from both the public and private sectors, and in doing so, assumes that these activities will parallel their normal, day-to-day responsibilities. As a result, emergency and disaster response assignments will conform closely to the organizations normal responsibilities.

This Plan assumes that all emergency response agencies, departments, or organizations are responsible for developing, reviewing, and maintaining their own emergency management procedures. Other basic assumptions include:

- Local governments have the primary responsibility to protect the lives and property of their citizens from disasters and emergency situations and emergency management activities. Most emergency resources are available locally.
- The use of extended emergency responses will require planning and coordination.
- When the demands of a disaster or emergency exceed the ability of local responses, assistance from the State government will be requested.
· When appropriate, the Federal government will provide assistance to State and Local governments

**HOW TO USE THE PLAN**

The EOP is intended to cover a range of disaster situations and is divided into two sections:

· Functional Annexes: defines tasks assignments, responsibilities, and functions for responders according to the type of emergency or disaster situation.

· Resources Section: describes the inventory of emergency or disaster re-sources and response personnel of local units of government and other public organizations.

**WHO IS TO USE THE PLAN**

This Plan is intended for local government officials, local emergency response units, and disaster recovery organizations as well as State and Federal officials in the event of a large scale emergency or disaster. It is particularly directed at those officials responsible for coordinating both the response and recovery operations, during and after a disaster; for conducting a hazard analysis; and for coordinating mitigation activities.

**WHO WILL HAVE THE PLAN**
A copy of this EOP will be provided to all of the following agencies, organizations, or units of government.

· **Federal:**
  · Federal Emergency Management Agency.
  · NIMS Integration Center

· **State:**
  · West Virginia Division of Homeland Security and Emergency Management
  · Local detachment of State Police
  · Local detachment of Department of Natural Resources
  · County Department of Highways

· **County:**
  · Office of Emergency Management
  · County Commission
  · Sheriff’s Department
  · County Volunteer Fire Departments
  · Mid-Ohio Valley Health Department
  · Camden Clark Memorial Hospital
  · St. Joseph - Columbia Hospital
  · American Red Cross
  · Board of Education

· **Cities:**
  · City of Parkersburg
    27. Mayor
    28. Fire Department
    29. Police Department
    30. Public Works Department
City of Vienna
1. Mayor
2. Fire Department
3. Police Department
4. Public Works Department
5.

City of Williamstown
1. Mayor
2. Fire Department
3. Police Department
4. Public Works Department
5. Ambulance Service

Town of North Hills
2. Mayor

AUTHORITIES AND REFERENCES

A. Authorities:
1. Federal Civil Defense Act of 1950, Public Law 81-920, as amended
2. Disaster Relief Act of 1974, Public Law 93-288, as amended
3. West Virginia Code Chapter 15, Article 5, “Emergency Services”
4. Wood County Emergency Services Resolution

B. References:
2. In Time of Emergency, H-14, FEMA, April 1983
Operations, SLG 101
ANNEX A - BASIC PLAN

I. PURPOSE

This Plan anticipates actions of the local governments of Wood County and cooperation private organizations to:

· Prevent disasters, if possible
· Reduce the vulnerability of County residents to disasters
· Establish capabilities to protect citizens from disasters
· Respond effectively to disasters
· Provide for recovery from disasters.

II. SITUATIONS AND ASSUMPTIONS

A. Situations:

1. Potential Hazards - The residents of Wood County are exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include floods, tornadoes, earthquakes, severe weather, and fires. There is also the threat of war-related incidents such as nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, major transportation accident, terrorism, or civil disorder.

2. Local Characteristics - Wood County lies on the western border of West Virginia and consists of 365 square miles of territory and an approximate population of 96,000. The terrain consists of medium to wide valleys and rolling to medium steep hills with elevations varying from approximately 590 feet above
sea level to a high elevation of approximately 1,300 feet. Wood County has one major inter-state highway (I-77) which bisects the County south to north and one major Appalachian highway (US Route 50) which bisects the County west to east. There is one rail line that runs along the western border of the County south to north with a bridge crossing the Ohio River at Parkersburg. The incorporated population centers of the County are as follows: Parkersburg - 33,650; Vienna - 10,970; Williamstown - 2,870; and North Hills. Surrounding these incorporated areas are unincorporated communities of Waverly, Red Hill, Davisville, Mineral Wells, Pettyville, Lubeck, and Washington Bottom. The largest manufacturing area is in the Washington Bottom area and consists of two large chemical and plastics plants (DuPont and General Electric Plastics) with several smaller industrial and warehouse sites.

B. Assumptions:

While it is likely that outside assistance would be available in most major disaster situations affecting the County and while plans have been developed to facilitate coordination of this assistance, it is necessary for Wood County to plan for and to be prepared to carry out disaster response and short-term recovery operations on a short-term independent basis.

III. CONCEPT OF OPERATIONS

A. General:

1. Responsibilities - Local Wood County governments have the responsibility to protect the life and property of their citizens from disasters. These units of government have the primary responsibility for emergency management
activities, but when the emergency or disaster exceed their capability to respond, assistance will be requested from the State government. The Federal government will provide assistance to the State, when appropriate. This Plan is based upon the concept that emergency functions for various groups involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on people’s basic capacities and to use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

2. Integrated Emergency Management System - In keeping with the nationwide strategy of the Integrated Emergency Management System (IEMS), this Plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.

B. Phases of Emergency Management:

1. Mitigation - Mitigation activities are those designed to either prevent the occurrence of an emergency or long term activities to minimize the potentially adverse effects of an emergency.

2. Preparedness - Preparedness activities, programs, and systems are
those that exist prior to an emergency and are used to support and to enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

3. Response - Response is activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation, and other similar operations.

4. Recovery - Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards. Long-term recovery actions may continue for many years.

C. Interjurisdictional Relationships

1. Planning and Operational Fire Service Areas - Wood County is divided into eleven fire service area, wherein the fire department is the primary responder to disaster or emergency situations. The Wood County Office of Emergency Services is responsible for developing, maintaining, and updating the County Emergency Operations Plan. Each fire service area is responsible for developing, maintaining, and updating Standard Operating Procedures (SOP). There is also mutual aid agreements between the various response organizations and the Wood County Fire-fighters Association to which the fire departments of all fire service areas belong. The fire service area are as follows. A map showing the
fire service area boundaries will be included in the Resource Section of this Plan.

<table>
<thead>
<tr>
<th>Area Number</th>
<th>Area Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Williamstown - Williamstown City - Boaz area to I-77 - North to Waverly area</td>
</tr>
<tr>
<td>2</td>
<td>Vienna - Vienna City to Parkersburg City limits to East to I-77 and North to Central, Boaz, and Williamstown area</td>
</tr>
<tr>
<td>3</td>
<td>Waverly - Ohio River and Pleasants County line along Bull Creek Road to Deerwalk area to St. Marys Pike to I-77 and Vienna and Williamstown areas</td>
</tr>
<tr>
<td>4</td>
<td>City of Parkersburg - Municipal boundaries of the City</td>
</tr>
<tr>
<td>5</td>
<td>Eastwood - Waverly area at St. Marys Pike - City of Parkersburg - Little Kanawha River east to the County line, then with the Deerwalk area line in the Walker area</td>
</tr>
<tr>
<td>6</td>
<td>Deerwalk - Wavery and Eastwood area lines and Ritchie and Pleasants Counties’ lines</td>
</tr>
<tr>
<td>7</td>
<td>Blennerhassett - From Little Kanawha River at Parkersburg city limits along the Ohio River and following the Ohio River to the Washington Bottom area in the vicinity of the DuPont Plant to Route 95 and parallels Route 95 to the city limits of Parkersburg</td>
</tr>
<tr>
<td>8</td>
<td>Washington Bottom - From a point in the vicinity of the DuPont Plant along the Ohio River south to a point near Belleville and back north to place of beginning with a line roughly parallel to New England Ridge Road</td>
</tr>
<tr>
<td>9</td>
<td>Lubeck - From the junction of Blennerhassett, Washington Bottom, Lubeck fire service areas and with the Washington Bottom area</td>
</tr>
</tbody>
</table>
line roughly parallel to New England Ridge Road to a point near Belle-
ville east to a point near Wadesville and then north to a point on
County Road 32 and then east to the Little Kanawha River and
with the Little Kanawha River to the city limits of Parkersburg to
the border of the Blennerhassett area to place of beginning

10 PMBS - From a point of the Little Kanawha River where the Lu-
beck area joins the River and then west to a point on County Road
32 and then south to the border of Lubeck area to a point near
Wadesville and then east to the Wirt County line and then with the
Little Kanawha River to place of beginning.

11 Pond Creek - Beginning at a point near Belleville with the junction
of Washington Bottom and Lubeck areas and then east with the Lu-
beck area border to a point near Wadesville and then east with the
PMBS border to the Wirt County line and then southwest with the
Wirt County line to the Jackson County line to the Ohio River and
with the Ohio River to place of beginning.

2. State of West Virginia - In case of a major emergency, the State
plays an important role in providing direct service to the local level and in serving
as a channel for obtaining and providing resources from outside the State.

D. Direction and Control

1. Responsibility - The responsibility for emergency management and
related activities depends upon the type of situation or activity and the location of
the event. The responsible official per type of activity and its location are defined
in the following chart.
**E. Continuation of Government**

1. **Succession of Command**
   - The line of succession for local elected officials is clearly defined in the West Virginia State Code.
   - Successors to Magistrates and Judges will be appointed by a Circuit Judge, the Supreme Court, or the Governor.
   - The “Continuity of Government Annex” of this Plan provides further information on succession.

2. **Organization and Assignment of Responsibilities**
   - The President of the County Commission is the Chief Executive of the County. The Mayor is the Chief Executive Officer of the municipalities in the County.
   - The Director of Emergency Services is appointed by the County Commission. He is responsible directly to the President of the County Commission.
   - Organization, responsibilities, and task assignments are
specified in each Annex.

IV. ADMINISTRATION AND LOGISTICS

A. Procedures

· The West Virginia Code, Chapter 15, Article 5, confers upon the Governor and upon the executive heads of the political subdivisions of the State, the authority to declare a state of emergency or disaster.

· In carrying out response and recovery actions in a state of emergency or disaster as described in Chapter 15, Article 5 of the West Virginia Code, the political subdivision may enter into contract and incur obligations necessary to combat such disaster, to protect the health and safety of persons and property, and to provide emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise its powers under this section in light of the extenuates of extreme emergency situations without regard to time consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entry into contracts, incurrence of obligations, employment of temporary workers, rental of equipment, purchase of materials and supplies, levy of taxes, and appropriation and expenditure of public funds.

· The incident commander will maintain an accurate record of all expenditures for persons hired, equipment, supplies, or materials contracted for and used during a state of emergency or disaster.

· If the state of emergency or disaster exceeds the ability of the political
subdivision to respond to and recover from, the executive head of the political subdivision may request assistance from the Governor.

V. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibility - This Plan is the principle document describing Wood County’s emergency management activities. Almost every head of local government has some responsibility for developing and maintaining some part of this Plan. Overall coordination of this process will be carried out at the local level by the Wood County Office of Emergency Services.

B. Coordination - It is frequently necessary for emergency management planning and operations to be coordinated across jurisdictional boundaries; therefore, State and Federal government authorities may become involved in the planning process. The nature and extent of this involvement will be coordinated through the Wood County Office of Emergency Services, and all personnel involved will be informed. Nothing in the process of coordination and support should be interpreted as relieving agency chiefs of their responsibilities for emergency planning. Following is a list of agencies responsible for development and maintenance of each plan element.

· Wood County Emergency Services
· Wood County Commission and other elected County officials
· City of Parkerburg
· City of Vienna
· City of Williamstown
· West Virginia State Police
· Volunteer Fire Departments
· Camden Clark Memorial Hospital and St. Joseph’s - Columbia Hospitals
· Mid-Ohio Valley Health Department
· American Red Cross
· Salvation Army
· Local industry and contractors
· Public Service Districts
· West Virginia Department of Highways
· West Virginia Department of Natural Resources
· Wood County Board of Education
· Other volunteer groups

C. Update - It is the duty of the various heads of agencies involved in the planning process to keep the Plan updated, especially as resources change.
ANNEX B - CONTINUITY OF GOVERNMENT

I. PURPOSE

The purpose of this Annex is to provide a viable, workable and legal means of providing a continuing constitutional government in case of an emergency, disaster, civil disobedience, enemy attack, terrorist event, or other similar event. The methods of succession for officials and the preservation and transportation of vital records is also described in this part of the Plan.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Location - The County Government is situated in downtown Parkersburg in four buildings: the Courthouse on Court Square, the Judicial Annex located across the street, the Sheriff’s Office and the County Jail at 2nd and Market Streets, and the Magistrate’s and Family Law Masters Building at 3rd and Avery Streets.

2. Evacuation - If the Courthouse, Judicial Annex, Jail, or Magistrate Court Building had to be evacuated for other than a short period of time, there would be many problems, especially with records.

3. Public Records - The Assessor’s Office has land record copies at the State Auditor’s Office in Charleston. None of the other records are backed up or stored in a safe place. The County Clerk has deeds and lien records on microfilm and computer disk in a bank vault. Other records in the County Clerk’s Office are not backed up or stored in a safe place. The Clerk of the Circuit Court has no
backup or safe storage for records. The Sheriff’s Jail and Prisoner records have no backup or safe storage. The Sheriff has a computer in the Tax Department where future records will be saved on computer disk and stored in a safe place. The Prosecuting Attorney’s Office, Circuit Court Judges, and Probation Departments have no backup or safe storage. The County Commission has no backup or safe storage.

4. Wood County Central Telecommunications Center - The Wood County Central Communications Center is located at 911 Core Road. The Center consists of approximately 5,600 s. f. of space in a one-story masonry fenced monitored secure facility. This facility is an approved EOC with extensive communications capabilities.


B. Assumptions

1. Public Records - The County Commission and other elected officials will continue efforts to microfilm and find storage space for records as funds become available.

2. Successors - All County officials will comply with State law and appoint the proper successors to their respective positions.

3. Evacuation - Barring an attack or terrorist event, the probability of having to evacuate all of the County Government buildings for other than a short
period of time is unlikely.

4. Fire - In the event of a fire, there would be enough records saved to allow officers to continue working on a limited basis.

III. DIRECTION AND CONTROL

A. County Officials

· The County Commission will provide facilities for the operation of County Government, and will coordinate with other elected officials in moving equipment, records, and supplies to continue the orderly operation of government.

· The Sheriff will provide security for County employees and County property.

· Each elected official or their successor will supervise the moving and reestablishment of operations for the continuation of the governmental process in an evacuation situation.

IV. CONCEPT OF OPERATIONS

A. Evacuation

1. County Commission - If it becomes necessary to move the County government operations, the County Commission will secure adequate quarters for that section of the County government that has to relocate. If the County government has to relocate due to a nuclear attack situation, the County government will relocate to another County outside of the attack. The County Commission will provide transportation for records and equipment for the various County agencies
to operate.

2. Other Elected Officials - Each elected official will be responsible for the security, preservation, and continuity of the records of their particular office and will provide personnel to operate their agency. Each elected official will have appointed three (3) people and will have named their succession in case the elected official is not available to operate the office. Each elected official will train his/her successor in the operation of the office, the responsibilities and duties, and the law concerning that particular office.

V. ORGANIZATION AND RESPONSIBILITIES

A. County Commission - The County Commission has three Commissioners of which one is elected every two years and serves a six-year term. The County Commission:

· is the legislative and funding branch of County government
· maintains records of all ordinances, resolutions, and other business it conducts.

B. County Clerk - The County Clerk is elected for a six-year term. The County Clerk:

· maintains the records of deeds, property transfers, plat maps, marriages, births, deaths, mortgages, liens, voter registration, and elections
· is the chief financial officer for the County.
C. Assessor - The Assessor is elected for a term of four years. The Assessor:
· assesses property in the County
· maintains assessment records of all property.

D. Sheriff - The Sheriff is elected for a term of four years and is the chief law enforcement agent in the County. The Sheriff:
· operates the jail,
· has charge of the prisoners in the jail
· is the treasurer of the County
· maintains the tax records for the County
· can not succeed in office after two consecutive four-year terms

E. Clerk of the Circuit Court - The Clerk of the Circuit Court is elected for a term of four years. The Clerk of the Circuit Court:
· maintains the records of the circuit courts
· maintains the records of the magistrate courts and other appointed courts

F. Prosecuting Attorney - The Prosecuting Attorney is elected for a term of four years. The Prosecuting Attorney:
· presents criminal cases to the courts
· represents the County in legal matters where there is no conflict of interest.

G. Circuit Court Judges - Three Circuit Court Judges are elected for a six-
year term. The Circuit Court Judges:

- preside over criminal and civil matters which may be brought before the Court.

H. Magistrates - Five magistrates are elected for a term of four years. The Magistrates:

- preside over misdemeanor criminal offenses
- hear civil proceedings involving amounts less than $2,000.00.

**AUTHORITIES**

1. Civil Defense 951 - Chapter 1228  64 Stat. 1245
2. West Virginia State Code, Chapter 6
3. West Virginia State Code, Chapter 15, Article 5
4. West Virginia State Code, Chapter 15, Article 7
ANNEX C - WOOD COUNTY COMMUNICATIONS

I. PURPOSE - This annex describes the availability and capabilities of the County’s emergency communications systems and operations.

II. SITUATION AND ASSUMPTIONS

A. Situation - The Emergency Operating Center is located at 911 Core Road, Parkersburg, West Virginia. The primary means of emergency communications will be that of:

· the Wood County Central Telecommunications Center
· the local Law Enforcement Departments
· the Fire Departments
· The operation of the equipment and the training of the operators will be the responsibility of the respective services.
· Sufficient communications equipment and capabilities are available to promote the communications necessary for most emergencies.
· In severe emergencies, augmentation may be required.

B. Assumptions - In assuming that the communications system will survive and/or withstand the effects of the disaster, this Annex will provide adequate direction for proper coordination of all communications systems during an emergency situation, facilitating timely response activities.
III. CONCEPT OF OPERATIONS

A. General - Communications play a critical role in emergency operations. Extensive communications networks and facilities exist and operate throughout Wood County. Properly coordinated, these facilities can provide for effective and efficient response activities.

B. Management Concepts

1. Mitigation:
   · An adequate communications systems has been developed.
   · Plans for improvement or upgrade have been formulated.

2. Preparedness:
   · Equipment is maintained under continuous schedule for testing, maintenance, and repair.
   · Replacement parts are stored at the EOC.
   · Arrangements for additional repair facilities have been made.
   · Personnel are trained on appropriate communications, and they are able to repair equipment as required.

3. Response Action:
   · When emergency operations are initiated, the Communications Coordinator will determine which communications personnel are required to activate essential systems.
   · Staff requirements will vary according to the incident.
   · Arrangements will be made to ensure the capability of emergency repair of communications equipment on a 24-hour basis.
   · Law enforcement personnel will be used to provide alternate
shelter communications.

4. **Recovery:**
   · All activities initiated in the response phase will continue until emergency communications are no longer required.

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY**

A. **Task Assignments**

1. **Director 911:**
   · Responsible for supervising all activities within the Central Tele-communications Center

2. **Telecommunicators:**
   · Responsible for using equipment properly at their assigned positions
   · Responsible for handling messages correctly

3. **Monitors:**
   · Check commercial radio and television broadcasts for accuracy of public information

4. **Call Takers:**
   · Screens and routes all incoming calls

5. **Law Enforcement:**
   · Provide alternative communications and warning capability through mobile radios for shelter operations

6. **On Scene Commander:**
   · Set up command post
   · Establish communications links between the scene and the site
command post and the site command post and the EOC
· Establish a scene communications
· Appoint a command post coordinator
· Appoint a scene communications coordinator

7. **Director 911:**
· Assign personnel to radio and telephone operating positions
· Dispatch the Mobile Communications Center (MCC) to the disaster scene or other area as directed by the senior EOC Officer
· Assign a MCC radio officer to oversee the operations of the MCC when in operation and to assign MCC radio operators
· Schedule relief radio and telephone operators
· Receive both incoming and outgoing messages through the EOC and direct them to the proper radio operator, telephone operator, or EOC officer

8. **Mobile Communications Center Officer:**
· Set-up the MCC at the designated location as directed by the communications officer
· Establish radio links with the EOC
· Maintain radio communications with on-scene fire, rescue, police, and other officers
· Utilize the function of the RMS Records Management System and Optical Recording System
· Relocate MCC and/or radios to a more convenient location as conditions permit
· Keep track of all portable hand carried radios at the disaster scene if radios are loaned or borrowed to or from another department
· Keep the Director of Emergency Services/ 911 informed about MCC operations

9. Telecommunications:
· Transmit and receive messages on radio facilities as assigned by the communications officer
· Maintain a communications link to their designated points of communications
· Help set-up and operate the MCC when assigned to do so
· Fill out EOC message forms as is possible
· Operate their radio in a professional manner

10. Call Takers:
· Receive all telephone calls into the EOC
· Direct calls to the proper EOC department
· Record the message on an EOC message form for distribution by the communications officer
· Transmit and receive telephone messages as directed by the communications officer
· Direct outgoing calls to idle telephone line

11. Civil Air Patrol Radio Operators:
· Transmit and receive messages into and out of EOC over CAP radios
· Maintain radio links to field units and to State EOC when it is
in operation
· Transfer messages from EOC message forms to CAP message forms for transmission over CAP radio facilities
· Transfer messages from CAP message forms to EOC message forms for transmission over public safety radios or to appropriate EOC officer
· Operate CAP radios in accordance with CAP practices

V. DIRECTION AND CONTROL

A. Emergency Services Director - The Emergency Services Director, under the direction of the County Commission, is designated the authority for emergency operations within Wood County. The Director:
   · has the responsibility for and control of the EOC
   · directs the emergency management staff
   · directs the 911 telecommunications center.

B. Other Personnel - Communications personnel from supporting agencies, operating within the Communications Center, must become acquainted with the procedures outlined in this Annex.

C. Emergency Communications - During emergency operations, brevity code systems will be discontinued for the sake of clarity. Local time will be used.

VI. ADMINISTRATION AND LOGISTICS
A. Facilities and Equipment

1. 911 Telecommunications Center:
   · The Wood County 911 Telecommunications Center will have the capacity of communicating on all public service frequencies as well as mobile data terminals (MDTs) and cellular phones.
   · The Public Safety frequencies that the Telecommunications Center will have access to are:
     · Wood County, West Virginia Sheriff, Fire, and Emergency Services
     · Parkersburg, West Virginia Police, Fire, and Public Works
     · Vienna, West Virginia Police, Fire, and Public Works
     · Williamstown, West Virginia Police
     · Washington County, Ohio Sheriff and Fire
     · Belpre, Ohio Police and Fire
     · Marietta, Ohio Police and Fire
     · Pleasants County, West Virginia Sheriff and Fire
     · Ritchie County, West Virginia Sheriff and Fire
     · Jackson County, West Virginia Sheriff and Fire
     · Wirt County, West Virginia Sheriff and Fire
     · Other frequencies available will be district hospitals and emergency broadcast systems

B. Security - Because of the vital role of communications and the vulnerability of communications facilities and equipment during emergency operations, particularly during periods of national emergency, the Director has the right to order “background investigations” on any person assigned to work in the EOC or its support elements, including the 911 Telecommunications Center.
C. Training - Each agency, department, or organization assigning personnel to the EOC for communications purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand the unique operating procedures. Additional training required for emergency management procedures or equipment will be provided by the Director, Communications Coordinator, or other staff personnel, as required.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Director of ES/911 will be responsible for the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

AUTHORITIES AND REFERENCES

ANNEX D - WOOD COUNTY WARNING

I. PURPOSE - To provide and early and timely warning for the population and key officials of impending natural disaster, severe weather, technological hazard, hazardous materials incident, nuclear attack, terrorist event, or other impending threat to public safety so as to reduce injuries, loss of life, and damages or destruction of property.

II. SITUATION AND ASSUMPTIONS
   A. Situation and Assumptions
      1. General:
         · Emergencies or threats of emergencies may require a warning to be disseminated to County residents from the County warning point which is located in the Wood County Central Telecommunications Center at 911 Core Road, Parkersburg, West Virginia. These warnings are disseminated upon receipt from an official source. Situations occurring in the County may require warning to be passed to other warning points.
         · In the event of warning of an emergency, local, state or federal communication assets may be utilized to assist local and state authorities in coordinating disaster warning operations.

III. CONCEPT OF OPERATIONS
    A. General - Warning plays a critical role in emergency operations. Properly coordinated, these facilities provide for effective and efficient response
B. Management Concepts

1. Mitigation:
   · An adequate warning system has been developed. (A network diagram can be found in Volume 2, Annex C, Appendix A.)
   · Receive warnings and tests on National Warning Systems (NAWAS) and take appropriate action.
   · Maintain liaison with other State agencies having warning capabilities.

2. Preparedness:
   · Equipment is maintained under continuous schedule for testing, maintenance, and repair.
   · Plan and update warning procedure.
   · Prepare a Standard Operating Procedure that describes the warning system, defines responsibilities of agencies and personnel, describes activation procedures, and includes an alerting list of key officials.
   · Train personnel as needed.
   · Provide twenty-four (24) hour coverage at County warning point.
   · Notify radio, Emergency Broadcast System, and television stations to disseminate disaster warnings to the public.

3. Response:
   · Ensure that communication system is operational at warning
point.

· Verify warning information received from sources other than NAWAS.

· Relay severe weather information received from sources other than the National Weather Service and the tornado spotter network.

· Activate warning fan-out procedures.

· Issue warning to all affected departments in the County.

· Give warning to all units on Emergency and Disaster Service radio system.

· Deploy available mobile sirens and public address systems to areas in the County which have not been reached by or have not responded to warnings.

· Fire departments, law enforcement, and ambulances may assist in this warning procedure.

· Ensure that special locations such as schools, hospitals, nursing homes, major industries, institutions, and places of public assembly are alerted.

· Activate other notification procedures and insure that information received pertaining to a civil defense emergency is relayed to proper authorities.

· Insure that warning has been initiated and that news media, especially the Emergency Broadcast System, is informing public of proper actions to take to protect lives and property.

· Warn school superintendent’s office, hospitals, nursing homes,
and other congregational facilities.

- All activities initiated in the response phase will continue until emergency communications are no longer required.

**IV. ORGANIZATION AND RESPONSIBILITY**

**A. Wood County Emergency Services - Director of Emergency Services/911**

- Will insure that the County warning point is staffed on a twenty-four (24) hour basis and that all warning equipment is operational.
- Ensures that all warning information is disseminated to proper agencies and civilian populace to include all emergency services agencies.
- Informs the State Office of Emergency Services of all warning information generated from within the County.

**B. Local Emergency Services Agencies**

- Will disseminate warning information to all emergency personnel.
- Maintains communications and warning systems.

**C. Local Radio, Television, and News Media**

- Will disseminate warning information to the general public upon authorization of the Office of Emergency Services or government official(s).
\[
\text{V. DIRECTION AND CONTROL}
\]

A. National Warning System (NAWAS) - NAWAS and state/local warning points are the media through which a warning is transmitted. The system consists of:

\[
\begin{align*}
\cdot & \quad \text{National Warning System (NAWAS) which is a full period private line voice circuit leased from the telephone company which connects to key locations for the purpose of nationwide warning.} \\
\cdot & \quad \text{State Warning Points and alternate State Warning Points are interconnecting line drops from the NAWAS.} \\
\cdot & \quad \text{Local warning points are 24-hour operations duty stations that are designed to receive warnings from a state or alternate state NAWAS warning point.} \\
\cdot & \quad \text{Local warning points disseminate warnings received to selected key officials in accordance with their standard operating procedures or instructions.}
\end{align*}
\]

B. Types of Warnings - The warning system provides for the dissemination of two different types of warning as follows:

\[
\begin{align*}
\cdot & \quad \text{Severe Warning System - This is an extension of the NAWAS and is used for the transmission and/or receipt of severe weather or natural disaster information. Only the state and local}
\end{align*}
\]
warning points portion of the NAWAS would be activated.

· Attack Warning - Upon determination by National authorities at the North American Air Defense Command (NORAD) that an enemy attack has been detected, the ATTACK WARNING MESSAGE will be disseminated to all selected warning points over the NAWAS.

C. Alternatives - Should any portion of the NAWAS become inoperative, other communication systems such as teletype, telephone, and radio will be used as back-up.

VI. ADMINISTRATION AND LOGISTICS

A. National Warning System (NAWAS)

· A dedicated telephone circuit which connects the State Primary and Alternate Warning Points to the Wood County Warning Point located at the 911 Central Telecommunications Center.

· Upon receipt of warning information at the County Warning Point, warnings will be disseminated through the procedures outlined in this Plan to emergency services agencies, local government, and the general populace.

· Adjacent counties will be notified via telephone or radio.

B. Chief/Warning Operations - The Director of Emergency Services/911 will serve as Chief of Warning Operations for Wood County.

C. Weather Warnings - The National Weather Service is a primary source of
weather related warnings.

- Can disseminate warning via the weather service teletype system to subscribers in Wood County. (See Resources)
- Can activate the Emergency Broadcast System in Wood County via telephone.

D. West Virginia Automated Police-Network (WEAPON) - The West Virginia Department of Public Safety operates the West Virginia Automated Police Network (WEAPON).

- Can be utilized for the dissemination of warning to the County
- Is a teletype system connecting the State Warning Point (Department of Public Safety Headquarters in South Charleston) with the Wood County 911 Telecommunications Center, the Parkersburg Police Department, and the Wood County State Police Department.

E. Emergency Broadcast System - The Emergency Broadcast System channel in Wood County is WXIL (FM) Radio Station.

- Will transmit emergency information to the public as prescribed by Federal, State, and Local government officials.

F. Sheriff’s Radio Network - The Sheriff’s Radio Network connects the Kanawha County Sheriff’s Office with the Wood County’s Sheriff Office over frequency 39.98.

- Warning information will then be further disseminated to other law enforcement agencies, emergency services agencies, and
governmental officials via radio or telephone.

G. Other Media

- Radio, television, and newspapers, in addition to the Emergency Broadcast Channel, will be utilized to the degree possible to further disseminate warning information to the general populace. (See Annex G, Public Information)

H. Local Law Enforcement and Fire Departments

- Will be notified from the County Warning Point as outlined in the call down list in the appropriate Annex.
- Will disseminate warning information via their communication systems. (See Annex B, Communications)

I. Local Officials

- Will be notified of impending emergencies, as outlined in call list in Direction and Control

J. West Virginia Office of Emergency Services (WVOES)

- Will inform the County Director of impending disaster/emergency warning from the State Emergency Operations Center or from the Duty Officer in non-duty hours.

VIII. RESPONSIBILITIES

A. Wood County Emergency Services, Warning Officer:

- Insure that the County Warning Point is staffed on a twenty-four (24)
hour basis and that all warning equipment is operational.

- Insure that all warning information is disseminated to proper agencies and civilian populace to include all emergency services agencies.
- Inform the State Office of Emergency Services of all warning information generated from within the County.

B. Local Emergency Service Agencies:

- Disseminate warning information to all emergency personnel.
- Maintain communications and warning systems.

C. Local Radio, Television, and News Media:

- Disseminate warning information to the general public upon authorization of the Office of Emergency Services or government official(s).

IX. DISSEMINATION

A. Warning Sources - Warnings may be received at the Central Warning Point via several systems, for emergency/disaster situations, imminent or possible.

- NAWAS
- Emergency Broadcast System
- Telephone (individuals or other agencies)
- Radio (commercial, public service, amateur, or CB)

B. Dissemination Outlets - Warnings may be disseminated in several ways depending upon the scope and/or of the disaster or emergency.

- Commercial TV
· WTAP - Local TV Station
· WCHS - Charleston TV Station
· WSAZ - Huntington TV Station
· WOWK - Huntington TV Station
· TCI of WV - Local Cable TV
· Ohio Valley Cable - Marietta, Williamstown, Waverly Areas
· Town and Country Cable TV - Washington, Kanawha Areas
· Commercial AM and FM Radio
  · WXIL - Emergency Broadcast Station FM
  · WADC AM
  · WDMX FM
  · WNUS FM
  · WURN FM
  · WLTP AM
  · WRZZ FM
  · WCVM FM (Belpre)
  · WHCM FM
  · WKYG FM
  · WMOA FM (Marietta)
  · WXIX FM
· Fire Departments - Williamstown, Vienna, PMBS, Waverly, Blennerhassett, Washington, Lubeck, and Pond Creek Volunteer Fire Departments have sirens and can warn some people in this manner. Many volunteer fireman have fire service monitors, pagers, mobile or portable phones which can provide warning messages. Most fire trucks have public address capability which can be used to warn the community. Also, many citizens have public service scanners for
police, fire, and other frequencies and can be warned in this manner.

- Other Methods of Dissemination - The National Weather Service has a broadcast station at Spencer, West Virginia that broadcasts weather information twenty-four (24) hours a day and is tone activated.

X. PLAN DEVELOPMENT AND MAINTENANCE

The Warning Coordinator will be responsible for assisting the Emergency Services Director in the maintenance and improvement of this Annex. The Annex will be reviewed, updated, and modified as necessary, but not less than annually.

XI. DEFINITIONS

A. Weather Terms

1. Advisory - Information concerning potential disaster-causing destructive forces giving details on location, intensity, movement, and precautions that should be taken.
2. Bulletin - A public release made between advisories which give the latest details on a destructive force.
3. Watch - An announcement indicating the conditions are such that a specific type of destructive force.
4. Warning - An announcement indicating that a destructive force is occurring or is imminent and that precautionary actions should be taken immediately.
5. Statement - Information on developing severe weather which has occurred or is in existence and which is disseminated to clarify any rumors.
B. Warning Systems

1. National Warning System (NAWAS) - A dedicated telephone circuit which connects Warning Points throughout the State to the Primary and Alternate State Warning Points. NAWAS also connects to Federal agencies such as the National Weather Service, Federal Aviation Administration, the US Coast Guard, Federal Emergency Management Agency, and the US Army.

2. Weather Service Teletype - A teletype network to State and Local governments, news media, and other subscribers.

3. Weather Service Radio - A radio broadcast system which operates twenty-four (24) hours a day to transmit weather and river forecasts to anyone having the proper receiver.

4. Sheriff’s Radio Network - A radio network which connects the National Weather Service with most West Virginia counties through the Kanawha County Sheriff’s Office.

5. Emergency Broadcast System (EBS) - A program of the radio and television broadcast industry which utilizes its facilities to transmit emergency information to the public as prescribed by Federal, State, or Local officials. (See Annex E)

6. Department of Public Safety Radio - A statewide radio system to State Police Detachments and their vehicles.

7. West Virginia Automated Police Network (WEAPON) - A teletype system which connects the State Warning Point to county warning terminals and other law enforcement agencies.

C. Warning Points

1. Primary State Warning Point (NAWAS) - Operated twenty-four (24) hours a day by the Department of Public Safety at their headquarters in South Charleston.
2. Alternate State Warning Point (NAWAS) - Operated by the State Office of Emergency Services from their office in Charleston.

3. Warning Points (NAWAS) - Strategically located throughout the State in facilities which are manned twenty-four (24) hours a day.

4. County Warning Terminals - Manned twenty-four (24) hours a day for the purpose of disseminating warnings to key officials and subsequently to the general public.
LOCAL AND STATE RESOURCES

1. See Volume 2, Appendices, Resource Inventory
ANNEX E - WOOD COUNTY LAW ENFORCEMENT

I. PURPOSE - This Annex defines the roles, assigns responsibilities, and describes the interaction of the law enforcement agencies in emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

· During emergencies, law enforcement agencies must expend their operations to provide the increased protection required by disaster conditions.

· Numerous federal, state, and county law enforcement agencies are available to support local law enforcement agencies within Wood County.

B. Assumptions

· Activities of local law enforcement agencies will increase significantly during emergency operations.

· Adequate law enforcement resources and services will often be available through existing mutual aid agreements.

· If local capabilities are overtaxed, support can be obtained from State and Federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

A. General - Law enforcement responsibilities during an emergency or dis-
aster will consist of:

- Maintaining law and order
- Protection of life and property
- Traffic control
- Exacuation assistance

B. Management Concepts

1. Mitigation: Each local law enforcement agency will:
   - Identify resources including personnel and material
   - Identify key and critical facilities within their jurisdiction
   - Assess vulnerability for terrorist or hostage event

2. Preparedness: Each local law enforcement agency will:
   - Prepare standard operating plans
   - Prepare plans for traffic control
   - Prepare contingency plans
   - Train primary and support personnel

3. Response: Each local law enforcement agency will:
   - Maintain law and order
   - Provide mobile units for warning
   - Coordinate with EOC staff operations in law enforcement activities
   - Provide security and traffic control for EOC
   - Inspect critical facilities
   - Provide security of key facilities
   - Patrol evacuated areas
Provide security and traffic control to shelters
Provide back-up communications for shelter operations
Provide traffic and crowd control
Control access to restricted areas
Provide RADEF support, as appropriate

4. Recovery: Each local law enforcement agency will:

- Continue law enforcement activities
- Phase down emergency disaster response activities as and when directed
- Release mutual aid resources
- Assist in damage assessment
- Assist in return of evacuees to homes

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. Sheriff’s Office - Manage and coordinate all law enforcement activities in the County areas outside of municipal boundaries and will include:

- Maintain law and order
- Provide for traffic and crowd control
- Provide security for key or critical activities
- Provide mobile units for warning
- Support other emergency response and recovery activities
- Train law enforcement personnel

B. Municipal Police Departments - Manage and coordinate all law enforcement activities within their municipal boundaries and will include:
· Maintain law and order
· Provide mobile units for warning
· Provide security for key or critical facilities
· Provide traffic and crowd control
· Support other emergency response and recovery activities
· Train law enforcement personnel

C. State Police
· Support local law enforcement operations, as and when requested

V. DIRECTION AND CONTROL
A. Sheriff’s Department
· The Wood County Sheriff will coordinate police activities with all law enforcement agencies.
· When two or more law enforcement agencies are involved, primary service will be provided by the first department on the scene.
· When an emergency or disaster occurs within a municipality, the Sheriff’s Department will assist the senior officer of that municipality.
· Municipal police have primary responsibility for police services within their jurisdiction, unless they choose to relinquish this.
· The Sheriff, or a designated representative, will serve as the Law Enforcement Coordinator in the EOC where priorities will be effected.
· State and Federal support will be requested through the EOC, but only after local resources have been expended or deployed.
VI. CONTINUITY OF SERVICE

A. Command Succession - Lines of succession to all key positions within the law enforcement elements operating in the County will be in accordance with the SOP’s of the respective departments and/or agencies.

VII. ADMINISTRATION AND LOGISTICS

A. Communications
   · All law enforcement agencies will use their communications systems to help in any emergency/disaster situation and cooperate within the Wood County Office of Emergency Services.

B. Security
   · Law enforcement agencies will provide security for the EOC and all restricted areas.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Departmental Planning
   · Each law enforcement agency will be responsible for developing and maintaining plans that reflect the operational capabilities of the respective department or agency.

B. Countywide Planning
   · The Sheriff is responsible for ensuring compatibility of the various jurisdictional law enforcement plans and integrating these plans into a County law enforcement operational plan.

C. Reviews and Resources
· All plans will be reviewed at least annually and tested in exercises.
· Resources will be inventoried at least semi-annually to include personnel, equipment, supplies, and other items.

**AUTHORITIES AND RESOURCES**

ANNEX F - WOOD COUNTY FIRE SERVICE

I. PURPOSE - The purpose of this Annex is to provide Wood County with a firefighting capability able to meet the demands of a disaster situation. Additional responsibilities include: rescue, warning, and radiological preparedness operations.

II. SITUATION AND ASSUMPTIONS

A. Situation
   · Fire prevention and control are daily problems faced by fire service personnel.
   · These problems become more significant during emergency situations, particularly: conflagrations, forest fires, nuclear attack, hazardous-material accidents, and terrorist incidents.

B. Assumptions
   · Existing fire personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements.
   · If additional support is needed, assistance can be obtained from neighboring counties, state, and federal agencies.

III. CONCEPT OF OPERATIONS

A. General
   1. Responsibilities:
      · Fire control is the primary responsibility in disaster or emergency situations
• Additional responsibilities include:
  • Conducting search and rescue operations
  • Conducting search and rescue operations
  • Provision of emergency medical services (EMS)
  • Hazardous materials control

• Supplemental responsibilities include:
  • Operating public warning systems
  • Supporting other emergency service providers, particularly radiological preparedness and reaction activities

B. Management Concepts

1. Mitigation: Fire service mitigation activities include:
  • Reporting of State fire code violations to the State Fire Marshall
  • Conducting public information and education campaigns on fire prevention and fire safety

2. Preparedness: Fire service preparedness activities include:
  • Ensure that all firefighting equipment is maintained in proper working condition
  • Ensure that all fire service personnel, paid and volunteer, are properly trained and experienced for assignments
  • Develop and implement emergency communications protocol and procedures
· Develop plans for reacting to emergency or disaster situations, particularly hazardous material accidents
· Conduct mock disaster-emergency training scenarios

3. Response: Fire service response activities parallel their responsibilities defined above and include:
· Implementing fire control measures
· Conducting search and rescue activities
· Controlling hazardous materials accidents
· Operating public warning systems
· Supporting other emergency services

4. Recovery: Fire service recovery activities involve:
· Conducting fire inspections
· Implementing decontamination procedures
· Identifying and securing of dangerous areas from public access
· Prevention of further hazards developing at the site or incident

V. DIRECTION AND CONTROL

A. Jurisdictions
· Each fire service agency will be responsible for conducting operations within its fire service area.
· When a disaster or emergency situation requires the involvement of
two or more agencies as is anticipated in existing mutual aid agreements, requests for mutual aid will be directed to the County Chief.

· Fire service operations involving multi-city or multi-emergency operations will be coordinated from the EOC.

· Requests for assistance from State or volunteer agencies will be directed to the Emergency Services Director.

· Search and rescue operations will be implemented per each agency’s procedures except in situations involving a downed aircraft.

· In incidents where arson is suspected, the fire service will contact the Assistant State Fire Marshall.

· Fire service operations involving State forests are under the direct control of the Department of Natural Resources.

· Fire service operations involving hazardous materials’ incidents will be conducted in accordance with the procedures in the West Virginia Hazardous Materials Response Plan.

· Hazardous materials’ responses conducted in Wood County may be supplemented by the procedures in the Southern Wood/Washington Emergency Preparedness (SWWEP) Plan and coordinated through the Wood County Local Emergency Planning Committee (L.E.P.C.).

B. Operational Control

· The EOC Fire Coordinator is responsible for coordinating all emergency disaster fire service operations.

· Routine operations will be conducted according to each agency’s standard procedures.
· State and Federal support will be requested on an as-needed basis.
· When responding to a disaster or emergency situation within its jurisdiction, the agency’s ranking officer will assume command and will assess the situation or incident.
· When the assessment requires a multiple agency response, the Incident Commander will take the following steps.
  · Assign control of the scene to an appropriate subordinate officer.
  · Establish and take charge of a Command Post (CP)
  · Establish communications with other emergency disaster responders and control radio traffic.
  · Coordinate with the proper agencies and authorities.

C. Warning and Communications
· Emergency communication will be conducted by radio, telephone, CB radio, or as described in Annex B (Communications) of this Plan.
· Fire service agency personnel can be alerted by any of the following techniques:
  · Direct telephone line
  · Radio
  · Siren
  · Tone receivers/beepers
  · Cellular/mobile phone

D. Continuity of Service
The succession of command will be determined by each fire service agencies’ standard operating procedures.

E. Legal Authority

Fire service agencies have the following legal authorities when engaged in emergency or disaster situations:

- The right to enter and leave the areas.
- The right to command vehicles and manpower to aid in emergency or disaster operations.
- The right to restrain the movement of people willfully restricting their operation and to arrest such offenders if necessary.
- The right to remove real or personal property when essential to performing fire or rescue activities.

AUTHORITIES AND REFERENCES


ANNEX G - WOOD COUNTY DAMAGE ASSESSMENT

I. PURPOSE - This Annex describes the procedures for the damage from a natural disaster. Guidelines for the restoration of public services and facilities are also presented.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Initial Assessment:
   - In the event of a disaster, an initial assessment of the overall damage to public and private property is necessary.
   - The initial damage assessment, prepared during the early stages of the recovery effort, will be used to determine the allocation of State and local government resources to the disaster area.
   - If the disaster warrants, assistance by the Federal government, the initial assessment will provide the data for a request to the President.

B. Assumption

1. Accuracy:
   - The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster.
   - This will have great bearing upon the manner in which recovery is effected in the County.
III. CONCEPT OF OPERATIONS

A. General

· When disaster damage occurs, a fast and accurate assessment of conditions assists response operations.
· An extensive damage assessment is a necessary element for securing assistance from State and Federal agencies.

B. Management Concepts

1. Mitigation: Activities include:
   · Adoption and enforcement of adequate building codes by local governments.
   · Development and enforcement of adequate land use regulations by local governments.

2. Preparedness: Activities include:
   · Train personnel in damage assessment techniques and procedures.
   · Maintain predisaster maps, photos, and other documents for damage assessment purposes.
   · Inventory of critical facilities requiring priority repairs.

3. Response: Activities include:
   · Collect damage information
   · Compile damage assessment report.

4. Recovery: Activities include:
   · Summarize damage assessment report.
   · Identify unsafe structures and prevent their use.
Monitor restoration activities.

Review building codes and land use regulations for possible improvements.

C. Damage Assessments: Public/Individual

- Individual damage assessment includes damage to:
  - Homes
  - Personal Property
  - Business
  - Farms
  - Unemployment resulting from a disaster.

- Public damage assessment identifies damage to public facilities such as:
  - Roads
  - Bridges
  - Public Utilities
  - Public Buildings
  - Schools
  - Hospitals

D. Timing

- A damage assessment should be started as soon as possible.
- Should be completed within hours to determine if State or Federal aid is needed
- Helps identify which government agencies should be notified of
E. State/Federal Assistance
· If the damage assessment determines that State and/or Federal aid will be required, the Emergency Services Director will contact the State Office of Emergency Services (WVOES).
· WVOES will notify the proper agencies.
· The Local Damage Assessment Officer will coordinate efforts with the proper State/Federal authorities.

F. Damage to Public Property - When there is damage to public property:
· The WVOES will notify local governments of damage to their property
· The WVOES will notify State and Federal agencies of damage to State or Federal property.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. Assessment Responsibilities/Components

1. Categories:
   · Damage assessments will be categorized among three categories of property:
     · Private property/non-agricultural
     · Private property/agricultural
     · Public property

2. Responsibilities
   · Local governments are responsible for damage assessments to
both public and private property in their jurisdictions.

- Agencies of the State government will assess damages to public properties under their control.
- Federal agencies will assess damages to property under their authority.
- Damage assessments are to be compiled in total numbers according to the type of damage:
  - Destroyed
  - Major damage
  - Minor damage
- Damage assessments must reflect total losses in dollars according to either replacement or repair costs.
- The uninsured portion of total dollar losses must be included in the assessments.

3. **Disaster Analysis Officer**

- The Disaster Analysis Officer (DAO) will be the Director of Emergency Services or other as designated by the Director.
- Responsible for the overall assessment of damages in the County.
- Inform appropriate local officials of finding to assist and expedite local decision-making.
- Will assemble damage assessment teams personnel drawing from the following local government departments:
  - Wood County:
    - Sheriff’s Department
    - Assessor’s Office
- Health Department
- County Clerk’s Office
- Maintenance Department
- Parks and Recreation Department
- Municipalities
  - Street Departments
  - Water and Sewer Departments
  - Police Departments
- Other local organizations, professionals, or companies which may provide personnel to assist in damage assessments include:
  - American Red Cross
  - Salvation Army
  - Utility Companies
  - Public Service Districts
  - Real Estate Appraisers
  - Construction Contractors
  - Consulting Engineers

- The DAO will develop and maintain a supply of assessment forms and related supplies and maintain a “Damage Assessment” file.
- The DAO will insure that an inventory of critical public facilities is maintained at the EOC.
- Certain events will require particular specialists to be included on the assessment team for the protection of team members, eg:
  - Hazardous materials accident
  - Nuclear attack
  - Terrorist event
- The DAO will establish procedures for the rapid and efficient
delivery of damage assessments to the EOC and should involve:
· Computer mapping and graphics
· Computer spreadsheets and word processing
· Use of electronic mail (e-mail) for data collection and dissemination

4. Records, Reports, and Release of Information
· All damage assessment teams will collect field data and forward it to the EOC (See Volume II, Annex M, Appendix M).
· The DAO will compile the field data reports into a summary document: Damage Assessment Report.
· The DAO will provide damage assessment information to the WVOES which will release the information to Federal authorities in a timely manner.
· When State assistance is needed, the local damage assessments will be transmitted to the WVOES.
· When directed by the WVOES, damage assessments may be conducted by the DAO assisted by State personnel.
· When Federal assistance is requested, a joint assessment may be prepared by the Federal Emergency Management Agency (FEMA) and WVOES.

5. State or Federal Assistance
· When an emergency or disaster exceeds the local capabilities and State or Federal assistance is required, the DAO will cooperate and coordinate assessment activities with the applicable State or Federal officials.
V. CONTINUITY OF SERVICES

A. Public Facilities
   · Repairs on public facilities will begin as soon as possible during or after the disaster or emergency.
   · Priority will be given to those facilities that are crucial to emergency response activities: roads, bridges, etc.
   · Local recovery activities will rely upon local resources with support from other units of local government, State and Federal government as may be requested and allowable.

B. Private Facilities
   · Repairs to privately-owned, public services such as electrical power and natural gas will proceed according to the standard or operating procedures of the private companies involved.
   · Other emergency responders may be requested to assist in these private recovery efforts: fire service protection, law enforcement, etc.

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibilities
   · All local government agencies identified in this portion of the Plan are to work with the Director of Emergency Services to review and maintain this portion of the Plan.
   · The appropriate agency representatives should meet with the Director on at least an annual basis to conduct their planning and review activ-
Other, non-public, agencies and organizations which have a role in implementing this Plan should be invited to attend any such planning sessions.

**AUTHORITIES AND REFERENCES**


INITIAL DISASTER REPORT

1. What happened: (flood, explosion, hurricane, tornado, fire, etc.)

2. When:

3. Where:

4. Extent of Damage or Loss:

5. Best Estimate of Injured, Homeless, Fatalities:

6. Type and Extent of Assistance Required, if known:

7. Additional Remarks Pertinent to Situation:
DAMAGE ASSESSMENT REPORT

Date: ______________________  ____________________________________

County, City, Town, or Special District

1. Casualties:  Dead___________  Injured___________  Missing_______

2. Damage to Private Property:

<table>
<thead>
<tr>
<th>Mobile</th>
<th>Dollar Aver. Insur.</th>
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<tbody>
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<td>Homes</td>
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</table>

Destroyed:  ______ ______ ________ _____ _____ __________

Major Damage: ______ ______ ________ _____ _____ __________

Minor Damage: ______ ______ ________ _____ _____ __________

3. Agriculture Damage:

A. Farm Buildings  d. $_________________________________
B. Machinery and Equipment  d. $_________________________________
C. Crop Losses  d. $_________________________________
D. Livestock  e. $_________________________________

4. Public Property Damage:

A. Debris Clearance  e. $_________________________________
B. Protective Measures  e. $_________________________________
C. Road Systems  e. $_________________________________
D. Water Control Facilities  e. $_________________________________
E. Public Building & Related Equipe.  $_______________________
F. Public Utilities  e. $_________________________________
G. Facilities Under Construction  e. $_______________________
H. Private Nonprofit Facilities  e. $_______________________
I. Other (Not in above categories)  e. $_______________________

5. Total Damage  f. $_________________________________

6. Remarks:

NOTE: Append maps, photographs, and any other supplemental material desired.
INSTRUCTIONS FOR COMPLETING DAMAGE ASSESSMENT REPORT

1. Casualties: Self-Explanatory

2. Damage to Private Property: a. Report number of units in each category that are destroyed or damaged.
   b. Report the total dollar value of damage in each category.
   c. Report the average percent of insurance coverage per unit.
      Destroyed: Self-Explanatory
      Major Damage: Extensive repairs required; structure cannot be used for its intended purpose
      Minor Damage: Repairs required; structure can be used for its intended purpose.

3. Agriculture Damage: d. Agricultural damage assessment should be obtained from the County emergency board - United States Department of Agriculture (USDA). Attach copy of natural disaster damage assessment report, if available.

4. Damage to Public Property: e. Report dollar value of damage to public property in each category. Categories are explained below.

   1. Debris Clearance - Removal of trees, limbs, building rubble, etc., from roads and streets to permit orderly flow of traffic; from drainage ditches to allow adequate runoff or flow; from reservoirs to prevent clogging of intakes or damage to structures; from private property within 50 feet of a house; and from any area when considered in the public interest for health and safety.

   2. Protective Measures - Measures taken to protect public health and safety and to
prevent damage to public or private property. Includes construction of emergency levees, pumping and sandbagging, warning signs and barricades, extra police for the emergency, overtime for regular employees.

3. **Road Systems** - Damage includes but is not limited to bridges, drainage structures, traveled ways, shoulders and safety features (non-FAP/FAS roads only. Damage to FAP/FAS roads should be included in the remarks.)

4. **Water Control Facilities** - Damage to dikes, levees, drainage channels, irrigation channels, and debris catch basins.

5. **Public Buildings and Related Equipment** - Damages to public buildings to the extent not covered by insurance. Include the physical plan and equipment in hospitals, libraries, penal and welfare institutions, police and fire stations, public office buildings, and recreational buildings. Include vehicles damaged or destroyed by the disaster (not as a result of operations).

6. **Public Utilities** - Damage to publicly owned facilities, including water, electric, gas, and sewerage facilities to the extent not covered by insurance.

7. **Facilities Under Construction** - Damage to facilities that were under construction at the time of the disaster to the extent not covered by insurance.

8. **Private, Nonprofit Facilities** - Damages to private, nonprofit educational, utility, emergency medical, and custodial care facilities.

9. **Other** - includes damages to parks and recreational facilities.
I. PURPOSE - To provide for the health and medical welfare of the public during disasters or emergency situations.

II. SITUATION AND ASSUMPTIONS

- Experience demonstrates that most injured people are not taken to the hospital by trained, medical personnel.
- Emergency Medical Services (EMS) are the most critical within the first 15 to 30 minutes following a disaster or emergency.
- Mutual-aid assistance arrives after the first most critical time period of 15 to 30 minutes.
- Many injuries range from minor to severe will be self-treated due to a knowledge of first aid and or the perception that the EMS system is overburdened.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency Public Health Services:
   - Emergency operations for public health services will be an extension of normal duties.

2. Disease Control:
   - One of the primary concerns of public health personnel is disease control which involves the detection and control of disease causing agents and the purification of water.
· Primary considerations include the continuation of potable water treatment and the disposal of wastewater under disaster conditions.
· Medical facilities and restaurants need sanitation inspections during emergency disaster situations.

B. Management Concepts

1. Mitigation Activities:
   · Mitigation shall be the prime concern of the Mid-Ohio Valley Health Department and its Director.
   · Mitigation will best be carried out through the day-to-day function of the immunization and Health Inspection Program.

2. Preparedness Activities:
   · Local hospitals and the American Red Cross maintain inventories of medical supplies, first aid dressings, and related medical supplies and equipment.
   · Additional supplies and equipment can be obtained from local pharmacies or external sources.
   · If response activities need to be extended over a short term period to meet public health requirements, the West Virginia Office of Emergency Services will be notified and will in turn alert other applicable agencies.
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. Organization

1. Mid-Ohio Valley Health Department (MOVHD):
   - Responsible for developing health and medical services plans
   - MOVHD Administrative Division is primarily responsible for directing and coordinating emergency programs, eg:
     - Management and distribution and use of health resources under control of the County
     - Coordination with other public agencies to provide transportation, communication, non-health supplies, and supporting personnel.
     - Issuance of health instruction to the general public.
     - Damage assessment activities.
   - Medical Service Advisory Council
     - Composed of the Offices and Directors of the MOVHD
     - Assists the Medical Director in planning and organizing emergency and disaster activities and the training of personnel.
   - Medical Care Division
     - Primary responsibility: directing and coordinating emergency programs for health operations, eg: hospitals, emergency treatment station, first-aid stations, litter and ambulance teams, blood banks, blood collection centers, and blood distribution.
   - Public Health Division
Primary responsibility: directing and coordinating emergency programs for:
- environmental health: waste disposal, refuse, food, water control, and vector control
- communicable diseases: epidemic intelligence, evaluation, prevention, and detection of biological war agents
- laboratory activities: examination of food and water, diagnostic tests, identification, registration, and disposal of the dead.

2. Region V Emergency Medical Services

Wood County is located in the Region V Emergency Medical Services Agency which is primarily a funding agency with other responsibilities bearing on emergency and disaster responses:
- determines if there are enough ambulances in an area to meet the needs of the population
- determines if there are enough properly trained EMS personnel
- determines if the ambulances are properly equipped and maintained
- oversees training programs
- coordinate EMS communications
- oversees the allocation of ambulances and personnel during emergencies and disasters
3. West Virginia Department of Health
   · Provides assistance to all areas of public health

B. Responsibilities

1. Treatment of Sick and Injured
   · During a disaster or emergency an on-site Command Post (CP) and Triage area will be set-up by the person in charge of the operation where the most immediate threat of the sick and injured will occur.
   · Fire service agencies have personnel trained in both first-aid and emergency medical treatment and may be assisted by:
     · EMS Personnel
     · Red Cross Personnel
     · Health Department Personnel
     · Private Citizens
   · The sick and injured will be evaluated with those in the most urgent need of further treatment being transported to medical facilities.

2. Transportation of Patients to Medical Facilities:
   · Camden Clark and St. Joseph’s Hospitals are the major ambulance providers in Wood County.
   · Normally dispatched through 911 Telecommunications Center.
   · Have their own radio communication capability.
The senior person on the first ambulance to arrive will assume the role of EMS Commander and Triage Officer.

- Direct the evaluation of patients coordinating with local hospitals.

The senior person on the second ambulance to arrive will assume the role of Transportation Officer.

- Direct the distribution of patients coordinating with local hospitals.

Volunteer and County operated ambulance providers will coordinate their efforts through the 911 Telecommunications Center, the Transportation Officer, and the Triage Officer and/or the Office of Emergency Services.

- If Camden Clark and St. Joseph’s Hospitals reach the capacity of patients that they can handle, they will direct the distribution of patients to other medical facilities.

- In the event that roads become impassable to local medical facilities, EMS Communications will direct patients to neighboring medical facilities.

- Air National Guard Medical Transport will be requested through the Office of Emergency Services (OES).

3. Emergency Blood Services:

- Normal inventories of whole blood will be inadequate to meet the demands of a large scale disaster such as an enemy attack or terrorist incident.

- Blood banks can be destroyed in both enemy attacks or
terrorist events.

- Due to the technical problems involved in storing blood, it is not feasible to store whole blood in quantities required for a large scale disaster, raising the need to:
  - Coordinate efforts with the American Red Cross
  - Train personnel in blood collecting techniques
  - Stockpile blood substitutes
- After a disaster the Chief, Division of Medical Care will:
  - Actively promote blood collecting programs.
  - Coordinate the distribution of available stockpiles of whole blood and blood substitutes.
  - Expand existing blood collection facilities.

V. DIRECTION AND CONTROL

- The Wood County Health Officer will be responsible for the direction and control of public health activities.
- The EOC will serve as the coordinating office for the Health Officer and will provide liaison with the Medical Officer and other related personnel.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession

- County Health Officer
- Deputy Director of Emergency Health Services
- Chief of Medical Care Division
B. Indispensable Operating Records

- The Division Chief will be responsible for determining the records essential for post-attack assignment.
- The Division Chief will select individuals to fulfill assignments within the division since the Chief is familiar with qualified personnel and the objectives of this Program.

VII. ADMINISTRATION AND LOGISTICS

A. Health Statistics

1. Vital Statistics:

- The health department will continue to collect vital statistics as under normal operating procedures.

2. Disease Statistics:

- Data related to disease outbreaks will be collected and forwarded to appropriate State and Federal officials.

B. Testing and Inspections

- All testing of materials will be accomplished under the normal procedures used by the health department.
- Inspection will be conducted in a normal fashion but with increased frequency.
VIII. PLAN DEVELOPMENT AND MAINTENANCE

The County Health Officer will work with the Emergency Services Director, other medical personnel, and the agencies specified in this Annex in its development and maintenance. The Plan must be reviewed, tested, and updated annually.

AUTHORITIES AND REFERENCES

4. Federal Emergency Management Agency, Guide for All Hazard Emergency Opera-
tions, SLG 101.

5. West Virginia Emergency Services Act, Chapter 15, Article 5.
ANNEX I - WOOD COUNTY PUBLIC UTILITIES, PUBLIC WORKS, AND TRANSPORTATION

I. PURPOSE

To provide direction and control for public utilities, public works, and transportation services during an emergency or disaster.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

· During an emergency or disaster, unusual demands may be placed on public utilities, public works, and transportation services.

· In West Virginia, private and public utility providers are regulated by the Public Service Commission (PSC).

· In Wood County private utility providers include:

<table>
<thead>
<tr>
<th>Provider</th>
<th>Utility Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Power</td>
<td>Electric Service</td>
</tr>
<tr>
<td>Bell Atlantic</td>
<td>Telephone</td>
</tr>
<tr>
<td>Hope Gas Company</td>
<td>Natural Gas</td>
</tr>
</tbody>
</table>

· In Wood County public utility providers include:

<table>
<thead>
<tr>
<th>Provider</th>
<th>Utility Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Parkersburg</td>
<td>Water and Sewer</td>
</tr>
<tr>
<td>City of Vienna</td>
<td>Water and Sewer</td>
</tr>
<tr>
<td>City of Williamstown</td>
<td>Water and Sewer</td>
</tr>
<tr>
<td>Central Boaz PSD*</td>
<td>Water and Sewer</td>
</tr>
<tr>
<td>Claywood Park PSD*</td>
<td>Water and Sewer</td>
</tr>
<tr>
<td>Lubeck PSD*</td>
<td>Water and Sewer</td>
</tr>
<tr>
<td>Mineral Wells PSD*</td>
<td>Water and Sewer</td>
</tr>
</tbody>
</table>
Union Williams PSD* Water and Sewer

*PSD: Public Service District - special district unit of local government with the authority to provide water and sewer services.

· In Wood County public transportation providers include:
  Provider Service
  Easy Rider Mass Transit Authority Public Passenger Buses
  Yellow Taxi Passenger Taxi Cabs

· For the purposes of this Plan, public works are streets and highways. In West Virginia, the Division of Highways, Department of Transportation is responsible for building and maintaining the State and Interstate highway system and bridges.

B. Assumptions

· In a disaster or emergency situation the private utility providers can import trained personnel and equipment to assist in recovery and service restoration activities.

· The municipal water and sewer system would have to utilize private contractors to restore service in widespread disasters and emergencies.

· The public service districts operate with minimal personnel and equipment and would rely on private contractors for service restoration assistance.

· The long-term interruption of essential public services will require alternate means to protect the life, health, and welfare of the general public which would include:
  · Portable power generators
· Hauling of water and wastewater
· Alternate heating fuels.

- A disaster or emergency could require the expedient transportation or evacuation of a large number of people.

- Local transportation resources will be utilized according to the following schedule:
  - School buses
  - Church buses
  - Public buses
  - Private buses and taxicabs

- When local transportation resources can not meet the needs of an emergency or disaster situation, State or Federal assistance will be requested, and local agencies will coordinate transportation activities as necessary.

III. CONCEPT OF OPERATIONS

A. Management Concepts

   1. Mitigation Activities:
      - Train personnel in emergency procedures.
      - Participate in hazard analysis and identify vulnerabilities.
      - Initiate mutual aid agreements with neighboring jurisdictions.
      - Identify local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.
      - Review other Annexes with the Emergency Operations Plan
and clarify role.

- Participate in the design and execution of emergency preparedness exercises.
- Provide input into after-action reviews to improve preparedness, response, and recovery capabilities.

2. Preparedness Activities:

- Ensure that storm sewers are in good repair.
- Ensure that debris removal equipment is in good repair.
- Ensure that adequate barrier and road block materials and equipment are available.
- Review and update all utility and public works maps of the jurisdiction.
- Review emergency staffing plans.
- Secure all equipment against damage.
- Place standby equipment in operational readiness.
- Coordinate communications procedures with the EOC.
- Review contingency plans and coordinate task assignments with other agencies and volunteer groups.

3. Response Activities:

- Survey disaster areas and evaluate in terms of engineering estimates.
- Develop and make recommendations to alleviate problems.
- Maintain contact with EOC.
- Repair EOC facilities and equipment, as necessary.
- Assess damage.
· Clear roads, effect emergency repair of water and sewer systems, as necessary.
· Barricade damage areas, as directed.
· Call out private contractors and other assistance, as necessary.

4. Recovery Activities:
· Repair public works and buildings.
· Support decontamination work, as necessary.
· Coordinate private and volunteer repair utilities.
· Provide potable water and temporary sanitary facilities, as needed.
· Participate in compiling after-action reports and critiques.
· Make necessary changes and improvements in disaster operations plans.
· Make recommendations to the legislative body about changes in the planning, zoning, and building code ordinances to mitigate impact of future disasters.

B. Resources Officer
· During an emergency or disaster, the Resources Officer shall be stationed in the Emergency Operations Center.
· Representatives from utilities, public works, and transportation should be in the EOC as well in order to keep him appraised of their situations.
C. Private Utility Providers
   · All private utility providers are required by the PSC to develop Emergency Operating Plans (EOP) which will be implemented in case of an emergency or disaster.

D. Public Utility Providers
   · The municipal water and sewage systems and PSDs are also required to develop EOPs to address emergency and disaster events.

E. Highways
   · The Division of Highways will respond to and provide recovery operations in an emergency or disaster involving State maintained highways and bridges, and may bring equipment and personnel from other parts of the State to assist.
   · Municipalities may hire private contractors or request aid from the DOH for emergency roadwork repair assistance.
   · Homeowners’ associations may hire private contractors and may also request aid from the DOH for emergency roadway repair.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. Utilities/Public Works Coordinator
   · Establish liaison with all public and private utilities to facilitate shutting off or reducing service to prevent injury or property damage.
   · Brief personnel from utility companies on their responsibilities during
an emergency.

- Ensure that utilities are shut off or reduced to evacuated areas, but that essential facilities have utilities available to remain in operation.
- Provide for increased utilities demand in evacuation reception areas by adding personnel, adding equipment, restricting non-essential usage, etc.
- Ensure that utilities are complying as closely as possible with State and Federal regulations.
- Provide training for utility workers on the effects of nuclear weapons and working in a fallout environment.
- Monitor the restoration and decontamination of utilities.
- Condemn and post unsafe structures.
- Ensure that water pumping stations are operable and that water pressure is maintained.
- Portable water pumping stations should be available to support fire services.
- In reception areas, ensure that adequate water, sanitation and sewer services are available.
- Increase the frequency of regular garbage and sanitation pick-ups.
- Construct temporary sanitary facilities.
- Monitor normal services and ascertain that damaged storm sewers are repaired, water and sewage treatment is provided, and sanitation crews dispose of refuse.
- Obtain portable power equipment for vital services.
- Provide traffic signs, barricades, and cones as needed.
· Coordinate private heavy equipment as needed.
· Monitor the use of essential construction materials, and advise the Resources Officer if these materials should be controlled.
· Make a routine check of equipment needed during emergencies.
· Contact the Emergency Services Director’s Office to report the availability of County equipment and personnel.
· Maintain a current inventory of public and private engineering and construction materials and resources.

B. Transportation Coordinator

· Maintain and update an inventory list of all transportation resources:
  · Public and private buses
  · Trucks
  · Taxis
  · Rental cars, etc.
· Determine emergency delivery locations for food from wholesale distributors.
· Coordinate with law enforcement on waiver of load limits for trucks hauling vital supplies.
· Prepare to provide signs, barricades, etc. needed by law enforcement for traffic control and area security.
· Assign buses and other transportation modes to transport residents and vital resources out of evacuated areas.
· Set-up collection points in high-hazard areas for persons who have no transportation.
· Ensure adequate personnel are available at emergency delivery lo-
cations to unload and distribute resources.

· Designate facilities to fuel, service, and repair transportation vehicles used.

· Operate a motor pool in the emergency area.

· Assign emergency crews to repair and restore vital facilities, streets, and bridges, and road crews to remove snow, debris, and wrecked or disabled vehicles in conjunction and cooperation with the Wood County Supervisor of the West Virginia Department of Highways.

· Construct or upgrade fallout shelters as needed.

· Repair damaged lodging and shelter facilities.

· Provide for debris clearance.

· Return public property pre-emergency conditions as soon as possible.

· Negotiate agreements with private firms to provide emergency engineering, construction, and other appropriate resources and services.

V. DIRECTION AND CONTROL

A. Resources Group

· Under the direction of the Executive Group, the Resources Group will coordinate and monitor the County’s public utility, public works, and transportation resources.

B. Resources Officer

· The Utilities, Public Works Coordinator, and Transportation Coordinator will each report to the Resources Officer or directly to the Wood County Commission as the emergency warrants.
VI. ADMINISTRATION AND LOGISTICS

A. Documentation of Repair/Recovery Activities

- The Public Works Coordinator will document all work done at the worksite and include:
  - Man hours
  - Equipment hours
  - Materials and supplies
  - Any damages incurred.
- Before entering or clearing private property, a Right of Entry Agreement and/or Debris Removal Agreement should be signed by the landowner. (See Volume II, Annex K, Appendices A & B)
- All documentation and agreements should be turned in to the Wood County Commission.
AUTHORITIES AND REFERENCES


ANNEX J - WOOD COUNTY PUBLIC INFORMATION

I. PURPOSE

To establish procedures for the dissemination of emergency information and instructions to the public through the media.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Public Information Section (PIS):
   
   Any emergency or disaster will require that a centralized Public Information Section (PIS) be established to ensure that accurate, timely, and authorized information and instructions are issued to the public.

B. Assumptions

1. Public Information Office (PIO):
   
   PIS, headed by the Public Information Officer (Officer) and assistants, will coordinate closely with the agency or official having the overall responsibility for emergency and disaster operations with the Wood County Commission.

2. Emergency Services Director:
   
   Field chiefs may be designated to serve at disaster locations and report information directly to the Officer.

   The PIO will range in size from one person at an incident scene to a larger staff when the EOC is activated.

   This section will have an office established adjacent to the EOC.
III. CONCEPT OF OPERATIONS

A. General

1. Responsibilities:
   - In an emergency/disaster situation, the Officer works with the EOC staff as an advisor to the Director.
   - The Officer will have primary responsibility for informing the public and providing adequate information during an emergency or disaster.
   - Will develop and maintain a public information program that can be put in action during an emergency or disaster.
   - Direct the emergency public information program at the EOC.
   - Will assist officers in preparing statements for Emergency Broadcast System.
   - Supervise the media center in the EOC.
   - In the case of an industrial or commercial incident involving hazardous materials, the Officer will coordinate with the private sector to insure that proper and correct statements are issued to the EBS and other media for dissemination to the public.
   - The Officer will assign personnel to the scene of an incident to insure that the proper information is passed to the EOC for proper dissemination to proper officials, the EBS, and other media and the public.
   - Coordinate visitor control at EOC and disaster sites.
   - Coordinate the use of mobile public address equipment to dis-
seminate disaster related information to the public.

- Will keep an accurate record of statements, news releases, and other information disseminated containing date, time, whose authority, and the information.
- In carrying out duties of the position, the Officer will be acting within the policy guidelines established by the Wood County Commission.
- The Officer may make recommendations to the Wood County Commission for a change in guideline procedures to provide the public with more needed information.

2. **Designation:**

- The Officer will be named by the Director of the Wood County Emergency Services Office functions necessary to provide the public with adequate information at all stages of an emergency or disaster.

3. **Assessment:**

- The Officer should make an early assessment of damage and local governmental capabilities to the media to determine if alternate means for disseminating information may be required.

4. **Recovery:**

- In the recovery period, priority should be given to the restoration of radio and television stations, newspaper plants, and news service organizations to restore the flow of public information.
B. Management Concepts

1. Mitigation Activities:
   - Appoint a Public Information Officer.
   - Developing on-going relationships with all local media.
   - Designate a media room in the EOC.
   - Develop the EBS and exercise it regularly.

2. Preparedness Activities:
   - Conduct public information and education programs.
   - Prepare emergency information packets for release during emergencies.
   - Distribute pertinent materials to the local media.
   - Test EBS on a routine basis.

3. Response Activities:
   - Activate EBS.
   - Distribute press releases and emergency information packets.
   - Coordinate rumor control.
   - Schedule news conference.

4. Recovery Activities:
   - Continue emergency public information programs.
   - Assess effectiveness of public information and education programs.
   - Compile a chronological record of events.
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. Emergency Alert System (EAS)

1. Commercial Control Station:
   - Radio station WXIL (FM) is designated with the Common Control Station (CCS) for the Parkersburg, Wood County operational area.
   - The Officer will coordinate with Wood County’s Office of Emergency Services and the designated EBS station to develop activation procedures for the EBS.
   - Activation of the EBS involves the following procedures:
     - Request activation of EBS through WXIL (FM) - Phone Number: 485-7425 or 485-4049 or 485-9945.
     - Work out broadcast details (live or recorded, immediate or delayed) with broadcast station personnel.
     - This is _____ (name and title)_______ of ______(jurisdiction)__________ with a request to activate the Parkersburg EAS. I authenticate as follows:___________________________.
     - Describe the nature of the emergency.
     - Describe actions being taken.
     - Give instructions or messages to the public.
     - Issue Parkersburg operational area termination.
V. DIRECTION AND CONTROL

A. Public Information Officer (Officer)

· The Officer will act within the policy guidelines established by the Wood County Commission in consultation with the Emergency Services Director.

· The Officer does not have the authority to decide what facilities, format or wording is best suited for dissemination of information.

· The Officer may make recommendations and advice to the responsible local official regarding:
  · Conducting a press conference
  · Issuing a news bulletin or press release
  · Making an official statement

· The Officer is to point out to the Wood County Commission or Emergency Services Director situations where the public is not being provided appropriate information and advise on how best to rectify the situation.

VI. ADMINISTRATION AND LOGISTICS

· The Officer should document all press releases with time, date, and who authorized the release for future reference.

· The Officer should attend all critique sessions after the emergency or disaster to aid in the assessment of the agency’s responses.

· Plans and Operating Procedures should be updated after the emergency or disaster to ensure a more efficient future response.
The following documents and aids should be prepositioned in the EOC to assist the Officer:

- Roster of key local radio, television, news media, and other officials and alternates including their names, organizations, business and home addresses, and telephone numbers. (Annex D, Resource Management, Volume II, Appendices)
- Suggested news releases. (Volume II, Annex C, Appendices)

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- The Officer has the responsibility to periodically review, update, exercise, modify, and approve the Public Information Annex.
- The Officer, working under the direction of the Emergency Services Director, should also maintain an inventory of emergency public information materials.

**AUTHORITIES AND REFERENCES**

ANNEX K - WOOD COUNTY INDIVIDUAL AND FAMILY ASSISTANCE

I. PURPOSE

· To provide for mass care, feeding and temporary housing of persons relocated from a hazardous area due to a disaster or impending disaster.
· To provide a guide to locate and stock temporary shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Evacuation:
   · During emergencies or disasters, an evacuation of an area of the County may be necessary. This area may be limited or involve the entire County.
   · The evacuees will need food and shelter for hours (at least), possibly days, or even weeks.

B. Assumptions

1. Emergency Housing and Feeding:
   · For all but minor evacuations, the personnel in charge of emergency housing and feeding will be stationed in the EOC and will direct operations from there.
   · Local governments will stock the shelters, obtaining food from local sources and transporting them with the resources available.
Statewide food redistribution programs will commence as conditions permit.

II. CONCEPT OF OPERATIONS

A. General

1. Responsibilities:
   - The ultimate responsibility for feeding and temporary housing of citizens rests with the local governments and their designated representatives:
     - The County Emergency Services Director
     - Individual and Family Assistance (IFA) Coordinator

B. Management Concepts

1. Mitigation Activities:
   - Determine the community’s classification as either a hazard or a reception area.
   - Prepare resource lists identifying agencies, personnel, resources, and physical facilities.
   - Draft agreements to guarantee access to facilities and availability of staff during emergencies.
   - Survey sites for protection factor (PF) ratings, capacities, facilities, and power sources. (See FEMA Quarterly National Shelter Survey (NSS) Computer Printout and PPP Reception Area Facility Listing.)
   - Physically inspect facilities for reception and congregate care.
(See Volume 2, Annex E, Appendices B & C.)

- Conduct inspections of feeding facilities to be used. State to procure essential supplies if warranted.
- Contract the school superintendent concerning using school facilities and school buses for transportation.
- Encourage local authorities to include shelter factors in new construction.
- Develop a public information and education program to make citizens aware of availability and locations of shelters.

2. Preparedness Activities:

- Recruit and train IFA staff.
- Establish liaison with law enforcement, the health and medical director, and volunteer organizations.
- Contact ministerial association in regard to social services for evacuees.
- Print and distribute registration forms, assignment forms, and meal tickets. (Volume 2, Annex E, Appendices D, E, and F)
- Ensure that all shelters listed in the NSS have been inspected.
- Determine which shelters shall be used first depending on the need, and those that can be upgraded. (Volume 2, Annex E, Appendix G)
- Alert shelter managers and assign managers as needed.
- Notify persons and organizations identified in shelter resource list about possible need for services and facilities.
- Prepare plans and standard operating procedures (SOP) for
shelters.

- Identify potential expedient shelters.
- Review the shelter stocking plan, make plans for its enactment.

(Volume 2, Annex E, Appendix H)

3. Response Activities:

- Staff and equip feeding facilities, implement shelter stocking plan. A sample Feeding Guide is included in Appendix I, Annex E.
- Ensure that the shelter managers have arrived at their designated shelters and that monitoring and communications equipment are delivered to each shelter and are in working order.
- Coordinate with EOC staff to ensure that communications are established, routes to shelters are clearly marked, and appropriate traffic control systems are established.
- Designate one or more facilities as needed as congregate care facilities for individuals or groups with specialized needs such as the physically handicapped, aged, hearing impaired, etc.
- Coordinate with evacuated area to transfer resources and personnel to reception area to augment the staff.
- Coordinate requests for supplies.
- Coordinate with Public Information Officer (Officer) on news releases detailing reception and registration, explaining congregate care and feeding, urging local residents to take relocatees into their homes, etc.
· Establish registration centers and mark ingress routes when notified that an evacuation is imminent or is starting. All relocatees must stop there to register.
· Staff, mark, and equip registration centers and congregate care facilities as needed.
· Registrees should be informed, by graphic or map if possible, as to feeding, lodging, and sheltering assignments and given meal tickets. (Appendices E and F)
· Orient and register relocatees and maintain a registry of relocatees.
· Coordinate the registry with the missing persons section (in law enforcement).
· Maintain a registry of local citizens who have volunteered to host relocatees in their homes and any relocatees assigned.
· Coordinate activities of local volunteer relief organizations.
· Receive, register, and distribute donated items as needed.
· Assist health and medical director in monitoring for health or sanitary problems associated with housing.
· Establish a campsite area, if possible, where evacuees relocating in recreational vehicles may stay and receive the same services as any other congregate care facility.
· Institute special procedures to register any persons transported directly from the evacuated area to any institution or special care facilities.
· Ensure that an information and counseling service is established
for both evacuees and residents.

- Congregate Care Facility Managers may be trained in accordance with FEMA Publication SM-11, *How To Manage Congregate Lodging Facilities*.

4. Recovery Activities:
- Coordinate with missing persons section until no longer necessary.
- Monitor the return of shelter supplies and equipment.
- Return control of the shelters to the building owners.
- Organize all logs, vouchers, receipts, and documents and deliver them to the Emergency Services Director.
- Deactivate unnecessary shelters.
- Arrange for a return of evacuees to homes or for transportation to long term shelters.
- Coordinate emergency clothing and housing until no longer necessary.
- Dispose of unused donation items.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. Individual and Family Assistance (IFA) Counselors

1. General Responsibilities:
- The general responsibilities of the IFA Coordinator are described in the “Mitigation Activities” section of this Annex and involve the coordination of emergency feeding, clothing, housing, and social services for people who must relocate due
to an emergency or disaster, and involves:

· Public shelter operators
· Staffing and equipping feeding centers
· Providing social services to persons in public shelters

2. Operational Responsibilities:

· Maintain an accurate inventory of all fund and supplies purchased and used.
· Establish a shelter organization and schedule to carry out shelter activities.
· Develop and implement plans for in-shelter training of the key-workers.
· Prepare plans for in-shelter emergency situations.
· Establish and control relocatee reception and registration centers.
· Establish liaison with State and Federal Human Services authorities, Red Cross, Salvation Army, and other relief forces to insure adequate supplies and volunteer personnel to staff the necessary functions.

B. Local Law Enforcement Responsibilities

· Provide security and law enforcement for feeding and temporary housing sites and shelters.
· Provide traffic control during movement to sites and shelters.
· Provide alternative communications through their mobile units.
· Deliver shelter management kits.
C. Fire Service Agency Responsibilities
   · Survey sites and shelters for fire safety.
   · Advise about fire security during operations.
   · Train selected evacuees to serve of feeding and housing sites and fire suppression teams.

D. Public Works/Utilities Coordinator Responsibilities
   · Inspect sites and shelters for serviceability.
   · Maintain water supplies and sanitary facilities at sites and shelters during emergency.
   · Prepare expedient shelters as directed by EOC.
   · Perform expedient shelter marking.

IV. DIRECTION AND CONTROL
   A. Personnel
      · The Resource Officer (RO) will have the overall responsibility for mass feeding, lodging and care of evacuees and shelter operations under the guidance of the County Commission and the Director of Emergency Services.
      · The IFA Coordinator and staff will perform their responsibilities under the supervision of the RO.

   B. Congregate Care Facilities
      · Congregate care facilities may be defined as: public or private
buildings that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 s.f. per person.

- Each congregate care facility will be assigned a manager who will be a point of contact for those who are housed in the facility.
- Relocatees will receive assistance for items such as: meal tickets, bedding, clothing, and sanitation by contacting the congregate care facility manager.
- The manager receives direction from the IFA Coordinator.
- A facility or facilities nearby to the evacuated area should be reserved for key workers and their dependents to enable expedient commuting.
- Facilities which may be used for congregate care are listed in the PPP Reception Area Facility Listing.

C. Mass Feeding Facilities

- Mass feeding facilities may be described as feeding relocatees as a group “cafeteria” style in a designated dining area.
- Mass feeding may be based on two meals per day. The first meal of the day could be a combination of breakfast/lunch, and the second meal could be dinner.
- Several locations might be used to feed the relocatees.
- The IFA Coordinator will determine which feeding facilities will be best to utilize depending on the number of relocatees and where they are
staying.

· Available feeding facilities are listed in the PPP Reception Area Facility Listing.
· Staffing of a mass feeding facility may be augmented as needed from skilled relocatees or other volunteer relocatees.

V. ADMINISTRATION AND LOGISTICS

· All purchasing and requisitions must be fully documented with written approval given by the Wood County Commission.
· Documentation of purchases and returns must be coordinated with the County Commission.
· All costs will be borne by the County with possible help from the State or Federal governments or the Red Cross.

VI. PLAN DEVELOPMENT AND MAINTENANCE

· The Emergency Services Director and the IFA Coordinator will be responsible to review and update this Annex.
· Resources should be reviewed semi-annually.
AUTHORITIES AND REFERENCES


ANNEX L - RESOURCE MANAGEMENT

I. PURPOSE

To provide for the proper coordination and management of resources by mitigation and preparedness actions to effectively respond to an emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation
   · The efficient coordination and management of emergency response resources requires the development of appropriate procedures and networking of resource providers.
   · An important element of this planning process is the anticipation of needed resources and a comprehensive inventory of available resources.

B. Assumptions
   · During an emergency local governments are responsible for protecting the lives and property of its citizens.
   · Emergency resource activities will be coordinated through the EOC which will maintain an inventory of available, local resources.

III. OPERATIONAL CONCEPTS

A. General
   · In protecting the lives and property of its citizens during an emergency, local governments will:
     · Commit any or all of its resources required to respond to the
emergency.
· If local resource capacities are exceeded, seek assistance from the State Office of Emergency Services.
· Maintain a current inventory of emergency response resources.
· Maintain records of all resources expended/used during an emergency.

B. Phases of Management
· Mitigation activities include the anticipation and identification of necessary emergency response resources, and
  · Coordination of management activities through the EOC,
· Train adequate and appropriate personnel:
  · Law Enforcement
  · Fire Departments
  · Health Departments
  · Hospitals
  · School System
  · Public Utilities
· Preparedness activities involve the identification of the sources of emergency response resources:
  · Maintain a current inventory of needed resources,
  · Coordinate resource maintenance activities with other involved agencies and organizations.
· Response activities require the effective distribution and management of resources during an emergency and involve:
· Resource coordination for victims,
· Identification of resource distribution centers,
· Coordination of City and County government resource allocations,
· Provide resource inventories to local agencies and organizations during an emergency,
· Maintain a record of services rendered and resources provided during an emergency.
· Recovery activities involve needs assessments of victims and the development of cost estimates for proper resource provision, as well as:
  · An assessment of the emergency’s impact on resources and resource depletion.
  · Provision of public information regarding resources available for victim needs.

**IV. ORGANIZATION AND RESPONSIBILITIES**

· During an emergency local governments are responsible for the identification and coordination of emergency response resources.
· An inventory of available local emergency resource should include the following:
  · Heavy Equipment
  · Machinery for clearance
  · Bulldozers
  · Backhoes
- Draglines
- Specialized Equipment
  - Chain Saws
  - Firefighting equipment
  - Water pumps
  - Rescue equipment
- Temporary shelters
  - American Red Cross shelters
  - Hotels and motels
  - Local public facilities
    - Churches
    - Clubs
    - Resorts
    - Schools
- Food Centers
  - Wholesalers
  - Grocery stores
  - Frozen food lockers
  - Individual farmers and farm markets
- Medical Care
  - Hospitals
  - Nursing homes
  - Drug stores
  - Ambulance service
  - Emergency medical services
V. DIRECTION AND CONTROL

· The Emergency Services Office is responsible for coordinating resource management activities and identifying available sources from which needed resources can be obtained.
· Coordination of these resources during emergencies will be handled from the EOC by the Resources Officer.
· Routine checks of supplies will be made in order to maintain an accurate list of supplies.

VI. ADMINISTRATION AND LOGISTICS

· The resource management network is a primary responsibility of the EOC and should be functional during an emergency situation.
· A list of available equipment, temporary shelters, medical care, transportation and communications are found in the Resource Inventory on file at the EOC.

VII. PLAN DEVELOPMENT AND MAINTENANCE

· The Emergency Services Office will keep an accurate and updated inventory of all available local resources and their source.

VIII. AUTHORITIES AND REFERENCES

ANNEX M - RADIOLOGICAL PROTECTION

I. PURPOSE

To establish an effective radiological monitoring and reporting capability for Wood County to deal with a radiological event.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

- All of Wood County is located in the Charleston Host Area which includes:
  - the relatively dense populated section along the Ohio River
  - Interstate Highway 77
  - US Route 50
  - Interstate 77 and Route 50 are routes that are occasionally used to transport radioactive materials.

B. Assumptions:

- There will be sufficient radiological monitoring instruments available.
- For peacetime radiological accidents, the responsible State or Federal agencies will be available to respond to an emergency involving radioactive materials:
  - West Virginia Office of Emergency Services
  - Federal Emergency Management Agency
III. OPERATIONAL CONCEPTS AND RESPONSIBILITIES

A. Wood County Radiological Protection System - The Wood County Radiological Protection System (RPS) is responsible for radiological monitoring and reporting. The RPS is composed of the following elements with the following responsibilities.

B. RPS Personnel

· Personnel for the RPS will be recruited from the following primary sources which include government agencies with an obligation to provide assistance during a radiological event. The agencies and their RPS personal responsibilities are described below.
  · Fire Department: a minimum of three trained Radiological Monitors (RMS) and one Radiological Response Team (RRT) member
  · Law Enforcement: one RM and one RRT member per each operating shift
  · Public Utilities: one RM per work crew and one RRT member
  · Hospitals: one RM per shift and one RRT member
  · Private Companies: one RM per operating shift and one RRT member

C. Radiological Officer (RO)

· All activities of the RPS are under the direction of the Radiological Officer (RO). During a radiological event, the RO will be located in the EOC where the RO’s staff will collect, analyze, and evaluate data
and information on the event.

The responsibilities of the RO and the RPS will include:

- Respond to radiological incidents or accidents: evaluate the situation, direct and assist in recovery efforts
- Train and establish a Radiological Monitoring Network (RMN)
- Train and establish a Radiological Response Team (RRT)
- Radio communication procedures are outlined in the “Communication and Warning Annexes.” Telephones will be used to report radiological incidents when possible. Radio communications will be used as a back-up and for field operations and abbreviated formats may be used.
- Assist in training shelter managers
- Assist the Damage Assessment Officer (DAO) in training the Damage Assessment Teams (DAT).
- Assist the DAO in training Weapons Effects Team (WET)
- Prepare, review, and update the RPS Annex to the EOP
- Implementation of the RMN
- Ensure that all radioactive monitoring instruments are in place
- Train radiological protection personnel and their assignments to Fixed Monitoring Stations (FMS0, EOC, and Mobile Monitoring Teams (MMTs)
- Assign radiological protection personnel to assist decontamination crews
- Provide radiological support to the RMS
- Provide incident command and control for immediate
Radiological Response

D. Radiological Monitoring Network (RMN)
   · Keep the EOC and RO advised on fallout situation/level in all parts of the County.

E. Radiological Monitors (RMs)
   · Check/advise on fallout and advise if shelter is required
   · Check/monitor fallout on a regular basis while sheltered

F. Shelter Officers
   · Develop an Emergency Shelter Program with the assistance of the RO and EOS Director and in conformity with FEMA guidelines
   · Train Shelter Managers (SM) to open, occupy, supply, staff, and close the shelters

G. Weapons Effect Damage Assessment Team (WEDAT)
   · The Damage Assessment Officer (DAO) and the Damage Assessment Team (DAT) will be trained how to evaluate the effects of nuclear devices.
   · In case of a nuclear device, the WEDAT will evaluate the resulting damage and report to the EOC as soon as possible.

H. Wood County Office of Emergency Services (OES)
   · The Director of OES or designated representative is responsible for
activating the EOC and for activating the RPS
· Participate in State and Federal national defense exercises
· Develop and conduct local radiological exercises

IV. TRAINING, CERTIFICATION, AND ROSTERS

A. Training
· Normally, during pre-alert or mitigation phase, RM will be trained by certified RM instructors in the County.
· All other radiological protection personnel will be trained at State sponsored classes.
· During the preparedness phase and early increased readiness, some personnel should become qualified to instruct the FCRRT and FCRO.
· During late increased readiness and in shelter phases, training will have to be accomplished by available personnel.
· For in-shelter training, CPG 2-2.4, Radiation Safety In Shelter will be an invaluable teaching aid as well as a ready reference book.
· During the recovery phase, use procedures outlined in attachments to Appendix 6, Annex L, Volume 2.

B. Certification
· RM certification will normally be accomplished by certified Radiological Instructors I, II, or III.
· A certified RM must have completed the FOM
· To remain certified, a RM must attend a Radiological Monitor Refresh-er Course (RMRC) at least every two years.
- All other radiological protection personnel will be certified through the State Radiological Certification Program.

C. Rosters
- The County RO will maintain current rosters for RM, RRT, and RO.
- These rosters will be forwarded to the State RO by August 15 each year or whenever significant changes occur.

D. Plan Format
- In order to reduce the bulk of this document, copies of Appendix Numbers 1 thru 7 are on file at the Wood County Office of Emergency Services, State Office of Emergency Services, and FEMA.
APPENDIX 1
RADIOLOGICAL PROTECTION ORGANIZATION CHART

ANNEX M

APPENDIX 2
RADIOLOGICAL DEFENSE PERSONNEL NEEDS

I. PERSONNEL

· To describe the Radiological Defense (RADEF) personnel requirements for Wood County, as recommended by Civil Preparedness Guide “Radiological Defense Preparedness” (CPG 2-6.1)
· To list the persons identified to meet these requirements

II. SITUATION AND ASSUMPTIONS

A. Situation:
· CPG 2-6.1 describes two levels of staffing: a “baseline” level and “full operational capability” level.
· The Wood County RADEF system should provide the means to “surge: from the “baseline” level to the “full operational capability” level.

B. Assumptions:
· There will be sufficient personnel available in Wood County to receive radiological protection training in order to attain the baseline capability level.

III. OPERATIONAL CONCEPTS

· CPG 2-6.1 describes a recommended level of staffing. The Wood County Radiological Officer (RO) will be responsible for attaining these levels.
Wood County is in the Wood Risk/Host Area. See Annex P for estimated movement of the general population.

**IV. DIRECTION AND CONTROL**

The RP’s staff is under the direct control of the Wood County RO who is directly responsible to the Wood County Emergency Service Director. (Refer to Appendix 1, Annex).

- **RO** - One for each jurisdiction:
  - Parkersburg
  - North Hills
  - Vienna
  - Williamstown
  - The baseline requirement is 9 and includes the County RO

- **RRT** - One from each jurisdiction’s emergency response organization. The baseline requirement is yet to be determined.

- **RM** - Two for each instrument set issued to emergency services. The baseline requirement is 174.

- **RM 1** - One for each jurisdiction. The baseline requirement is 10 established on the population of 93,648.

- **RO** - Two for each major jurisdiction for a total of nine

- **RRT** - Two from each emergency response organization or to be determined

- **RM** - Two for each instrument set issued or 174.

The FMS’s will be the backbone of the Radiological Monitoring Network
· Each should have a protection factor (PF) of 40 or higher or be upgradable.
· Public shelters should be used whenever possible.
· These stations should be recorded on the form “Fixed Monitoring Station Network” (Attachment 1).
· An up-to-date copy should be sent to the State’s RO and other copies filed with this Appendix, the County RO, and the County EOC.
· Maintain minimum staffing for MMT’s will be two RM’s and one team leader who must have completed RRT qualifications.
· All radiological events must be reported to the Industrial Hygiene Division, State Department of Health through proper channels:
  · Notify the Wood County Director of Emergency Service
  · Notify the WVOES who will then notify the Health Department and other agencies as required
  · Use the Hazardous Materials Release Notification Form, Attachment 2, this Appendix. All first responders, MMT’s, FMT’s, and other emergency service workers should be given copies of this form.
  · The telephone will be the usual method used for notification.
  · During wartime, particularly after nuclear detonations have occurred, communications will be greatly restricted.
  · Refer to the Communications Annex B of the Wood County Emergency Operations Plan for radio
communications and priorities.

- The procedure for reporting will be for the State EOC to contact the Zone EOC’s to receive Sector Summaries.
- The Sector EOC will contact the counties for county summaries, and the county will contract the FMS’s, MMT’s, and shelters for radiological reports.
- The rationale for this method of gathering intelligence is that State and other EOC’s will be able to handle only a limited number of messages at a given time.
- Each radiological reporting station will accomplish required reports using the **FIXED MONITORING STATION/MOBILE TEAM REPORT** form (Attachment3).
- The only exception will be that NUDET and initial fallout arrival will be transmitted to the County EOC as soon as possible.
- Zone and Sector EOC’s and their reporting areas are shown in Attachments 4 and 5.
- In-shelter reports will be transmitted to the County EOC at the request of the RO or the official in charge of emergency operations.
- MMT’s will record significant radiation readings using .5R/Hr., 1.0R/Hr., 10R/Hr., and 20R/Hr.
- For readings higher than 20R/Hr., MMT’s should note the location and immediately return to lower level areas.
- The RO will advise MMT’s of limiting dose accumula-
tions and may use lower levels for teams as required.

- Maximum exposure should be less than 75REM for life saving missions, 50 REM for urgent activities, and 25 REM or less for more routine activities.
- No one should be exposed to any amount of radiation other than is absolutely necessary.
- A record should be kept of all activities, but particularly those happenings that would provide a history of radiation received decay rates, and damage observed.
- Above items may be recovered by FMS’s and MMT’s on Attachment 6.

- To describe the Radiological Defense (RADEF) instrument requirements, locations, and distribution for Wood County.
- Civil Preparedness Guide “Radiological Defense Preparedness” (CPG 2-6.1) established the guidelines required to assure adequate instrument availability to meet any radiological emergency.
- Radiological instruments should be available for use by emergency services, vital facilities, essential industries, and fallout shelter personnel for monitoring fallout radiation in post-attack recovery operations.
- These instrument sets may also be used for monitoring peacetime radiation incidents.
- There will be sufficient instruments made available during a surge (increased readiness) period to meet the “Standard for Full Capability” as described in Chapter 10 of CPG 2-6.1.
The RO, through the OES Director, will determine the number and type of radiological instrument sets required to meet the needs for post-attack recovery operations.

The RO will also identify those instrument sets that may be used for peacetime radiation incidents.

Instrument sets assigned to emergency services will also be assigned to shelters in the County for use during an in-shelter period.

Instrument sets will not be allocated solely for shelter use until the requirements have been met for emergency services, vital facilities, and essential industries.

Instruments to be used for environmental monitoring, surveillance, and post-attack recovery operations, shall be the same sets used for shelter monitoring and monitoring in support of emergency services activities.

Civil Defense sets assigned to Wood County shall be exchanged for calibration by the West Virginia Radiological Instrument Maintenance and Calibration (RIM&C) Shop every four years.

The RO will provide for at least an annual inspection and operational check of all radiological monitoring instruments assigned to the County.

Units assigned to emergency services for self protection and those assigned to FMS’s should be checked at least once a month.

Defective instruments will be returned to the RIM&C.

The RDO is responsible for all Civil Defense instruments assigned to Wood County.
Units, agencies, and organizations who are issued radiological instruments are directly responsible for the care and operational checks of these instruments.

The West Virginia RIM&C Shop, through the State RDO, is responsible for the maintenance, calibration, bulk storage, and the expeditious exchange of the Civil Defense instruments.

Instrument sets allocated to the County will be distributed to meet local emergency services requirements.

Additional sets will be stored in bulk for deployment to shelters during a crisis period.

CDV-777 sets will be assigned to emergency units (Attachment 1) and CDV-777-2 sets will be retained in bulk storage (Attachment 2).

1 Set (CDV-777) for each emergency services organization vital facility and essential industry.

1 Set (CDV-777) for each emergency group (such as police vehicle, rescue vehicle, etc.) that is expected to conduct independent operations in a radiation environment.

1 Set (CDV-777-2) will be assigned to each shelter described in Annex L.

Additional sets may be provided for each 100-person capacity, and one dosimeter for each shelter unit (7 to 15 persons), each shelter manager, and each RM during the in-shelter period.
ANNEX M
APPENDIX 5
DECONTAMINATION AND RECOVERY OPERATIONS

I. PURPOSE
To describe radiological protection activities in support of decontamination and recovery operations following radiological events.

II. OPERATIONAL PROCEDURES
A. Peacetime Radiological Events
   · The primary purpose of radiological protection personnel is to assure protective measure to emergency workers and the affected population.
   · First responders and MMT’s will provide initial protection by establishing a secure area and a hotline to prevent unnecessary spread of contaminated materials, persons, or equipment.
   · Other protective measures will also be initiated at the local level by the first responders or the MMT.
   · Final clean-up and/or decontamination is the responsibility of the licensee who is responsible for the radioactive material involved.
   · The State Department of Health and the WVOES will assist in contacting the agencies, state and federal, and the licensee for decontamination and recovery operations.
B. Nuclear Events Causing Radioactive Fallout, Blast, and Thermal Damage and Construction

· The President of the County Commission, or the most senior elected County official, will determine the priority for decontamination activities on a geographic basis.

· This same local official will designate the personnel for decontamination units selecting from local agencies and organizations, in the following order - fire departments, law enforcement, utilities, highways, and other personnel with the advice and consent of the heads of these departments. (Attachment 1 and 2)

· The RO will advise the Emergency Services Director of the availability of MMT’s to accompany decontamination crews.

· The RO will also advise responsible officials of the radiological environment and of the safety and advisability of decontaminating the selected areas.

· The RO will check status and availability of MMT’s and shelter radiological monitors who can assist MMT’s or from new MMT’s.

· The RO will assure that radiation exposure dose records are maintained for all personnel.

· MMT’s and decontamination/recovery crews are to be closely supervised for radiation exposure doses.

III. TRAINING

Specific training manuals for decontamination crews are not usually available. The State of Alabama Civil Defense Department has compile a manual
that will prove helpful. This may be reproduced and distributed to local emergency services for guidance and for use in shelters for in-shelter training.
ANNEX M
APPENDIX 6
CRISIS RELOCATION

I. PURPOSE

· To describe the necessary responses to a crisis relocation resulting from either a radiological event or from natural disorders

II. SITUATION AND ASSUMPTIONS

A. Situation:

· People living in the portion of Wood County south of the Little Kanawha River and within the City limits of Parkersburg will relocate to Jackson County.

· The assembly areas for relocation in Jackson County will be Cedar Lakes near Ripley and Ravenswood High School in Ravenswood.

· People living in the portion of Wood County north of the Little Kanawha River, except those living within the City limits of Parkersburg, will relocate to Ritchie County.

· The assembly area for Ritchie County will be North Bend State Park.

B. Assumptions:

· Relocation will commence only by direction of the Governor, most likely at the order or advice of the President.

· Some families may relocate to second homes or to homes of relatives or friends living outside the risk area.
Most people will relocate to assigned host jurisdictions in family groups in personally-owned vehicles, including campers, motor homes, and vacation trailer homes.

These people will require some degree of local government assistance in securing food and lodging.

Public transportation will be made available for persons who have no private means of transportation.

Warning time will be sufficient to allow controlling evacuation of the risk areas.

Movement of the population from the risk area should be completed within 72 hours after relocation has been directed.

All relocatees will be housed in public and other non-residential buildings.

Relocatees will bring sufficient bedding and clothing for their immediate needs, any special medicines needed, and a limited quantity of non-perishable food.

All relocatees will be available for work assignments, especially those with training in highly specialized professional fields.

Federal and State employees will not be designated to fill key positions in host area assignments, except normal liaison positions, unless re-leased by their governmental employer and their place of employment is within Wood County.

Some portion of the risk area population (most likely between 10% and 20%) will not relocated and will remain in the risk area.

This population will have to have the basic life support services made
available.

· Crisis relocation will require a full commitment of County resources and maximum interjurisdictional cooperation.

· Local government officials will direct the orderly movement back to the risk areas after being advised by the Governor.

III. MISSION

To provide for:

· The safe and orderly movement of people in the risk portion of the County to the host portion of Jackson and Ritchie Counties.

· Continued essential operations in the risk portion of the County.

· The protection of the citizens of the County and their property, to the extent possible given available resources during the relocation period, and if an attack occurs, during the period of threat from nuclear weapons effects.

· The safe and orderly return of people.

IV. EXECUTION

A. Operational Concepts

· Crisis relocation operators are divided into six (6) phases:

  · Pre-Crisis: normal day-to-day, peace-time posture.

  · Increased Readiness:

    · This phase begins when it appears that relocation may be imminent.

    · During this phase, local government should undertake
improving operational capabilities, printing of public information materials, expanding service organizations, training augmentees, updating plans, and such other actions as may be necessary in preparation for the relocation and care of the County’s citizens.

- **Movement:**
  - This phase begins when the recommendation to relocate is given by the proper authority and the last relocatee reaches their destination in their assigned host area.
  - During this period, traffic control points, rest areas, and registration centers are manned.
  - Other actions are taken as deemed necessary for the reception of the relocatees.

- **Relocated:**
  - This phase begins when the last relocatee has reached their host destination and continues until authorities determine that it is safe to return to the risk area.
  - Relocatees will remain in their assigned congregate care facilities unless a nuclear attack, followed by radioactive fallout, dictates moving to a prepared fallout shelter.
  - Local government will be primarily concerned with providing fallout shelter, food, lodging, and health and medical care for the citizens of the County.
  - Local government will also assist local essential industries to operate and provide, to the extent possible given
available resources, protection for the property of the citizens of the County.

- The priority action in each community must be the provision of adequate fallout shelter for all persons.
- Shelter:
  - This phase begins with the receipt of an event.
  - It will continue until local officials are able to determine that fallout radiation levels in the community no longer require prolonged shelter occupancy.
  - During this phase, local government will be primarily engaged in monitoring local and regional fallout radiation levels and in providing the necessary logistic support to the sheltered population.
- Return:
  - This phase begins when authorities determine that the relocatees can safely return to the risk area.
  - Local government will be primarily engaged in controlling the returning traffic and in restoring local facilities to their pre-crisis state.

B. Services To Be Provided

- Provide information informing the public about the relocation from risk areas to the host counties, available facilities, and available fallout shelters.
- Support for the safe and orderly movement of relocatees from
the risk portion to the host counties, and the safe return to their homes.

· The registration, housing, feeding and general welfare support of the citizens of the County, including the use of public, commercial, and other non-residential buildings to house all relocatees requiring housing.

· Medical treatment of persons either in present facilities or in ones organized on a temporary basis.

· The creation of adequate fallout protection for the citizens of the County including the upgrading of existing building, and if necessary, the construction of expedient shelters.

· Support for the maintenance of essential activities and services in the County.

· Restoration of buildings used as lodging and/or fallout shelters to their pre-crisis condition as rapidly and completely as possible following the end of the crisis.

C. Local Efforts

· Essential activities and services will remain in operation.

· Relocation will require the adjournment of school and may cause the cessation of activities and services deemed non-essential.

· Limitations on the use of private vehicles not involved in essential activities may be necessary to reduce traffic congestion and to conserve fuel.
Curfews may be imposed and/or restricted areas established in response to security needs.

D. Emergency Service Functions

Law Enforcement will provide:
- Law enforcement, traffic and crowd control, warnings, communications, and support to lodging and shelter facilities,
- Security of vital facilities and supplies

Fire and Rescue Services will:
- Limit the loss of life and property from fires and other emergencies,
- Provide the public with training on fire prevention and suppression activities,
- Provide leadership in search and rescue missions,
- Provide radiological monitoring and decontamination activities.

Health and Medical Services will provide:
- Emergency medical care and treatment for the ill and injured,
- Coordination of the reception and assignment of relocated medical personnel and equipment,
- Public health safeguards,
- Assistance to minimize the incidence of communicable disease,
Coordination of the burial of the dead.

Reception and Care Services will provide:
- Support for the human needs of the residents and relocatees,
- Lodging, feeding, and shelter support,
- Arrangements for the orderly return to normal services at the end of the relocation period.

Resource Services will:
- Manage the supply and distribution of essential goods and services,
- Upgrade, construct, and stock fallout shelters as necessary.

V. ADMINISTRATION AND LOGISTICS

A. Risk Area Residents

- Risk area residents will be asked to bring such necessities as bedding, clothing, special medications, and non-perishable goods.
- If possible, relocatees’ non-perishable food supplies should be conserved for use during the shelter phase.
- Relocatees will be asked to assist in providing necessary services.
- Essential emergency supplies and equipment which cannot be obtained through normal channels will be obtained by request from the resource service.
· Adequate records and accountability for all resources/supplies must be maintained for possible future reimbursement or adjustment.

· All city and county government employees having the responsibility for the requisition or use of any private property must provide a receipt to the owner or possessor of the property and retain a duplicate as a basis for settlement of claims.

VI. DIRECTION AND CONTROL

A. Implementation

· This Plan will be implemented upon the receipt of the Governor’s recommendation to relocate residents of risk areas.

· This Plan is a supplement to the more detailed guidelines contained in the West Virginia Handbook for Crisis Relocation.

B. EOC

· The EOC is the central point for Crisis Relocation Operations.

· Coordination and supervision of all services will be through the Service Chief in the EOC to provide for the most efficient management of resources.

C. Communications

· To the extent possible, communications will be conducted through normal channels.

· All necessary communications facilities will be coordinated from the
EOC.

· Communications available to the Executive staff are detailed in the Communications Annex of the OEP.

ANNEX M
APPENDIX 6
ATTACHMENT 1

I. MISSION

The Executive Staff is responsible for the direction and control of emergency operations within its jurisdiction.

II. ORGANIZATION

A. Authority:

Upon implementation of this Annex, the Executive Staff will exercise all of the authority normally vested in the County Government and political jurisdictions within the County.

B. Responsibility:

During the differing phases of Crisis Relocation activity, the Executive Staff will supervise and coordinate the expanded activities of departments, agencies, and volunteer groups and will control the acquisition and disposition of resources by virtue of their functioning as the Board of Economic Stabilization and as the Resource Priorities Board.

C. Composition:
The Executive Staff many be composed of individuals from the following organizations:

- The Chief Executive Officer will be the President of the County Commission.
- Others include: Emergency Services Director, County Commissioners, Mayors, Members of City Councils, PIO, and Prosecuting Attorney.

D. Responsibilities:

- The County Commission President will either act as the Chief of Operations or another person to direct and coordinate the efforts of the various Service Chiefs in the performance of their respective duties.
- The individual appointed should be that person who normally has daily direction and control of the jurisdiction’s department heads, eg: County Commission President, Mayor, or other designated official.
- One of the Executive Staff will be assigned the additional function of coordinating requests for assistance from the jurisdictions within the boundaries of the County.
- This staff is designated by interjurisdictional agreement and may be re-designated as deemed necessary by local government officials.
- The purpose of this procedure is to assure that all available resources in the County have been considered before requesting outside assistance from the State.
- This coordinating staff will be located in the EOC.
- Municipal staffs will be primarily responsible for the support of Crisis
Relocation activities within their communities.

- They may be directed by the Executive Staff to support activities beyond their normal jurisdictional limits.

E. Tasks:

- The various tasks which the Executive Staff could be expected to perform during a crisis relocation are listed in “Section I” of the West Virginia Handbook for Crisis Relocation.

- The above publication also includes the following information which would prove useful to the Executive Staff:
  - Executive Staff Organizational Chart - Tab 1
  - Agreement of Responsibilities - Tab 2
ANNEX M
APPENDIX 6
ATTACHMENT 2

I. MISSION

· To provide law and order
· To protect lives and property
· To provide for the safe and orderly flow of traffic

II. ORGANIZATION

A. Responsibilities

· Normal police operations will be maintained to the fullest possible extent, recognizing that some functions may have to be suspended so personnel will be available to carry out some assignments crucial to the success of Crisis Relocation operations.
· The Police Service will provide for the safe and orderly flow of traffic from the risk portion of the County to the host county.
· The Police Service will also control the amount of traffic during the Relocated Phase and will provide for the safe and orderly return of relocatees to their homes following the crisis.
· In addition to normal security requirements, the Police Service will:
  · Control access into the risk portion of the County,
  · Protect relocatees’ vehicles in designated parking areas, and
  · Protect vital installations, supply and storage facilities.
B. Service Composition

· The Police Service will be composed of the Sheriff’s Department and City Police Departments assisted, when possible, by the State Police and a Police or Sheriff’s Auxiliary.

· These personnel may be further assisted by commissioned security officers, as well as other individuals recruited and trained to provide essential support services.

C. Responsibilities

· The Chief of Police Services (Chief) has the following responsibilities:

  · Serve as the principal advisor to the Executive Staff for all matters regarding police services
  · Direct and coordinate the efforts of the various police function managers in performing their duties,
  · Will submit to the Executive Staff’s Chief of Operations a requirement statement identifying personnel and equipment requirements which can not be met by local law enforcement assets or through mutual aid agreements,
  · Will develop responsibility statements for each of the following functions:
    · Security
    · Movement Control
    · Law Enforcement
The manager of each of the above functions will develop detailed procedures to accomplish each function.

D. Tasks

* The various tasks which the Chief of Police Operations could be expected to perform during a crisis relocation are listed in “Section II” of the *West Virginia Handbook for Crisis Relocation*.

* The above publication also includes information which could prove useful to the Chief of Police Services during a crisis relocation:
  * Police Services Functional Chart - Tab 1
  * Traffic Movement and Control - Tab 2
  * Evacuation Routing - Tab 3
  * Police Service Host Area Resources and Requirements Statement - Tab 4
ANNEX M
APPENDIX 6
ATTACHMENT 3

I. MISSION

· Fire and Rescue Services will provide trained personnel to limit loss of life and property from fire and other catastrophes,
· Conduct search and rescue operations,
· Conduct radioactive monitoring and decontamination operations in cases of a radiological event.

II. ORGANIZATION

· Fire and rescue services have the following responsibilities during a crisis relocation:
  · Provide increased fire protection measures for the crowded congregate housing conditions,
  · Provide fire protection for property located in the risk areas after a relocation is implemented,
  · Recruit and train sufficient personnel to meet the requirements for radiological stations, shelter monitors, and necessary decontamination activities.
III. TASKS

The tasks and activities which outline the major foreseeable actions to be undertaken by the Fire and Rescue Services during the several phases of the Crisis Relocation are listed in the West Virginia Handbook for Crisis Relocation in Section III - “Fire and Rescue Service”.

- Fire and Rescue Service Functional Chart - Tab 1
- Fire and Rescue Service Resources and Requirements Statement - Tab 2
- Relocated Phase Radiological Defense Plan - Tab 3
ANNEX M
APPENDIX 6
ATTACHMENT 4

I. MISSION

The Health and Medical Service will provide necessary medical care and will conduct such public health activities as may be required.

II. ORGANIZATION

A. Responsibilities

- The Medical Service will be organized to make full use of available personnel and facilities, including relocatees and expedient facilities which may be set-up to accomplish the following:
  - Provide for the treatment of disease and injuries occurring during the crisis relocation,
  - Identify, isolate, and control any existing or potential threats to the public health,
  - Report any outbreaks of disease to the Center for Disease Control (CDC) in Atlanta, Georgia,
  - Acquire the supplies required to address the health care needs of the conglomerate population.

B. Service Composition

- The Health and Medical Service will require the services of the
following:

- Physicians,
- Dentists,
- Veterinarians,
- Nurses,
- Nurse Practitioners,
- Staff and Employees of all Medical Treatment or Care Facilities,
- Volunteer Workers of any of the above,
- EMS Units,
- Pharmacists,
- People trained in First Aid.

C. Staff Functions

The Chief of Health and Medical Service (Chief) is responsible for the following:

- Direct and coordinate the efforts of the various function managers,
- Serve as the principal advisor to the Executive Staff on all matters pertaining to Health and Medical Services,
- Develop and submit to the Executive Staff’s Chief of Operations a Requirements Statement identifying personnel and equipment needs that can not be met by local assets or through mutual aid agreements.

The manager of each function under the Chief will develop
responsibility statements for each activity under their direction.

· Each manager will develop detailed procedures to accomplish their responsibilities.

D. Tasks

· The various tasks which the Chief may be expected to perform during a crisis relocation are listed in “Section IV - Health and Medical Service” of the West Virginia Handbook for Crisis Relocation.

· This document also contains the following information of use to the Chief during a crisis relocation:
  · Health and Medical Service Functional Chart - Tab 1
  · Ambulance Services Resources - Tab 2
  · Clinics - Tab 3
  · Hospitals - Tab 4
  · Medical Professions - Tab 5
  · Pharmacies - Tab 6
  · Health and Medical Service Requirements Statement - Tab 7
ANNEX M
APPENDIX 6
ATTACHMENT 5

I. MISSION

The Reception and Care Service will:

· Coordinate the provision of lodging, meals, and fallout shelter for the citizens of Wood County, especially those relocated from the risk portion of the County.

· Coordinate community welfare assistance for both the relocated and host area populations.

II. ORGANIZATION

A. Responsibilities

· The Reception and Care Service will select and operate the Registration Center in the host County and will:

  · Direct relocatees to the lodging facilities,
  · Assign relocatees to meal facilities,
  · Provide printed public information materials explaining the community fallout shelter plan and describing the conditions the relocatees will encounter in the host area,
  · Compile information regarding special skills or training which may be needed in the host area,
  · Prepare a locator file for each relocatee allowing for their loca-
tion and assignment to either general or specific work tasks,
• Operate from a central point the lodging facilities and mass feeding facilities,
• Coordinate the development and assignment of fallout shelter facilities,
• Provide training in shelter survival skills,
• Provide lines of communication to relocatees from the Executive Staff and other services.

B. Staff Composition
• The following people, groups, or organizations possess the skills and interests valuable to the service:
  • Welfare Offices,
  • Parks and Recreation Departments,
  • Central Education Offices,
  • American Red Cross,
  • Salvation Army,
  • Local Church Groups,
  • Local Service or Fraternal Groups.

C. Staff Functions
• The Chief of Receptions and Care Service has the following responsibilities:
  • Develop responsibility statements for each following function:
    • Registration
Lodging Facility Management
Feeding Facility Operation
Fallout Shelter Facility
Assignment Card Management
Welfare Assistance
Training
Public Information and Education

Serve as the principal advisor for all matters of reception and care to the Executive Staff,
Direct and coordinate the activities of the function managers,
Develop and submit to the Executive Staff’s Chief of Operations a requirements statement identifying service provision needs which can not be met with local assets or through the anticipated skills/resources of the relocatees.
Each function manager will develop detailed procedures to accomplish their assigned tasks.

D. Tasks
The tasks which the Chief may be expected to perform during a crisis relocation are listed in “Section V - Reception and Care Service” of the West Virginia Handbook for Crisis Relocation.
This document may also contain the following information of use to the Chief during a crisis relocation:
Reception and Care Service Functional Chart - Tab 1
Local Maps as Applicable - Tab 2
Congregate Care Facilities List - Tab 3
· Feeding Facilities List - Tab 4
· Fallout Shelter Facilities List - Tab 5
· National Shelter Survey Printouts - Tab 6
· CRP Host Area Facility Printouts - Tab 7
· Reception and Care Service Requirements Statement - Tab 8
I. MISSION

- To administer the emergency resource management and economic stabilization activities in accordance with guidance from the Economic Stabilization Board and the Resource Priorities Board.
- To provide manpower and material to other services.

II. ORGANIZATION

A. Responsibilities

The Resource Service is responsible for the following activities:

- Implementing the economic stabilization measures as developed by either the Economic Stabilization Board or the local Executive Staff.
- Identifying essential goods and services and coordinating the support and supply of those providing such essential supplies.
- Acting as the local government in the acquisition, management, and distribution of labor, supplies, materials, and equipment for use by other services.

B. Service Composition

- The Resource Service will be composed of local government agencies responsible for the acquisition, storage, and distribution/utilization of...
materials and equipment, and should include the representatives from the following fields:

- Accounting
- Public Works
- Utilities
- Transportation
- Personnel
- Construction
- Industrial Production
- Food Storage and Distribution
- Fuel Storage and Distribution

C. Staff Functions

The Chief of the Resource Services (Chief) is responsible for the following activities:

- Development of responsibility statements for each of the following functions:
  - Construction
  - Electrical Power
  - Food
  - Fuel
  - Industrial Production
  - Labor
  - Transportation
  - Potable Water.
Serve as the principal advisor to the Executive Staff for all matters concerning resource services.

The Chief and the Function Manager will inform and advise the Economic Stabilization Board and the Resource Priorities Board about items in critical demand.

Each Function Manager will develop a set of detailed procedures to accomplish their assigned tasks.

D. Tasks

- The various tasks which the Chief may be expected to perform during a crisis are listed in “Section VI - Resource Services” of the West Virginia Handbook for Crisis Relocation.

- This document also contains the following information of use to the Chief during a crisis:
  - Resource Service Functional Chart - Tab 1
  - Heavy Equipment Sources - Tab 2
  - Wholesale/Retail Grocers - Tab 3
  - Bulk Food Distributors - Tab 4
  - Local Transportation Resources - Tab 5
ANNEX N - HAZARDOUS MATERIALS

I. PURPOSE

· To assure a coordinated response to and recovery from any hazardous materials incident in Wood County.

II. SITUATION AND ASSUMPTIONS

A. Situation

· Wood County has several facilities that either manufacture, use, or store hazardous materials (haz-mats).

· Haz-mats are transported to, from, and through the County by various modes and in varying quantities:

  · Interstate - 77 - a major four-lane route bisects the County in a north-south direction and carries an average of 25,500 vehicles per day.

  · US Route 50 - part of the Appalachian highway corridor system, passes through the County is an east-west direction.

  · The Ohio and Little Kanawha Rivers join in Wood County and are important transportation routes with substantial commodity flows on the Ohio River.

  · CSX Railroad operates a single rail system in the northern portion of the County which includes an Ohio River bridge crossing between the Cities of Parkersburg, WV and Belpre, OH.

  · Wood County Airport, located in the north-western section of the County, provides general aviation services and some
quantity of haz-mats pass through the facility.

- All of the County’s fire departments have training on how to conduct response/recovery activities for haz-mat incidents.
- The private companies which handle substantial amounts of haz-mats have personnel who are well-trained in responding to in-facility hazardous materials incidents.
- Private industry and public emergency response agencies in Wood County, where there is a high concentration of petrochemical and related industries, have organized a Local Emergency Planning Committee (LEPC) to assist responses to haz-mats and other incidents in the industrialized areas of each County.
- There are private haz-mat response and clean-up companies and contractors within a reasonable driving distance from the County.
- DuPont has an official Chemical Manufacturing Association (CHEMNET) which has both the skills and equipment to deal with many haz-mats incidents.
  - Will respond by request through CHEMTREC or local industry,
  - Can not provide immediate emergency response.

B. Assumptions

- Motor vehicles transporting haz-mats will be properly marked (placarded) to enable the identification of the material.
- Haz-mats on barges used in waterway transport can be identified by information in the “mail box” on the barge or by papers carried by the captain of the tow boat.
The ownership of the barge can be determined by the barge’s identification number to the US Coast Guard.

In an industrial site or facility incident, there will be personnel available to identify the haz-mats and its quantity.

Most industrial site incidents will be contained to the site.

Most industrial facilities have trained facility emergency organizations (FEOs) to respond to haz-mats incidents.

Most industrial facilities have employees who are quite knowledgeable about the materials handled at their sites and have specialized response equipment.

The above people and equipment may be used elsewhere in the County.

An industrial facility may request assistance from County agencies to contain an incident.

Most haz-mat incidents will be small in scope involving only the people and the area immediately surrounding the incident.

In a haz-mat incident of large magnitude, the general public and the media, in particular, will demand information about the emergency situation and instructions on proper survival/response actions.

Material Safety Data Sheets (MSDS) are an excellent source of concise and comprehensive information.

Response to incidents involving chemicals or other industrial materials should be closely monitored by knowledgeable people who are familiar with the material and its properties.

During a high casualty incident, an on-site command post and triage
center will be established by the Officer in Charge.

II. ORGANIZATIONS AND RESPONSIBILITIES

A. Local Government

· Wood County. The County Commission is responsible for the health and protection of the County’s population in the unincorporated areas of the County.

· Municipalities. Mayors and City Councils are responsible for the health and protection of the population living within their corporate boundaries: City of Parkersburg, City of Vienna, City of Williamstown, and the town of North Hills.

B. Fire Protection Services

· Wood County is divided into eleven fire service areas where the fire department is the primary responder to emergency situations which include a hazardous materials incident.

· Only the City of Parkersburg operates a full-time, professional fire department, all others are manned by volunteers including the City of Vienna which has a full-time, professional fire chief.

· The fire departments are responsible for fire protection, search and rescue, emergency medical services, emergency communications, hazardous materials incidents, and evacuations.

C. Law Enforcement

· Law enforcement services which can prove critical in responding to a
hazardous material incident include: traffic control, security, search and rescue, along with assistance in warning, communications, and evacuation.

- Wood County law enforcement agencies include: Wood County Sheriff’s Department, Parkersburg Police Department, Vienna Police Department, Williamstown Police Department, and the West Virginia State Police Detachment.

D. Emergency Services

- The Wood County Office of Emergency Services (EOS) is responsible for the coordination of all emergency preparedness planning, training, and exercising.
- The EOS operates the Wood County Emergency Operations Center (EOC) during emergencies which could include a hazardous materials incident.
- The EOS is responsible for coordinating activities with State officials if such assistance and support is required in an emergency or hazardous materials incident.

E. Other Services

- Camden Clark Memorial Hospital and St. Joseph-Columbia Hospital provide ambulance and emergency medical services as well as emergency and regular hospital care.
- The Mid-Ohio Valley Health Department will monitor for sanitation, potable water disease control, and other public health threats.
The owners and operators which handle hazardous materials are responsible for the safe handling of the materials and complying with all laws regulating the handling of hazardous materials including the prompt notification of the proper authorities in case of an accident.

The Department of Natural Resources (DNR) is responsible for overseeing soil, water, and environmental contamination response and recovery.

III. OPERATIONAL CONCEPTS

A. Responsibilities/Tasks

The senior line officer of the responding fire department will normally be in charge of a haz-mat incident and will have the following responsibilities.

- Identify the haz-mat involved in the incident.
- If the haz-mat is known to be handled by a local industry, contact that company directly.
- If the haz-mat cannot be associated with local industry, then contact:
  - CEMTREC: 800/424-9300
  - WCOES: Material Safety Data Sheets (MSDS)
- Upon arrival, assess the situation and implement an incident command system.
- Coordinate with the brigade commander if the incident is at a facility with a fire brigade.
- All other responding agencies will coordinate with the
incident commander.

· Keep accurate records of all expenditures and costs in a haz-mat incident which will be delivered to either the Wood County Commission or the OES.

· Keep a record of all units, equipment, and personnel involved in a haz-mat incident.

B. Other

· The officer in charge of coordinating agencies will keep records of these units and provide them to the OES Director.

· If a haz-mat incident exceeds the capabilities of local assets, the State hazardous materials plan will go into effect.

· In a transportation incident, the shipper will be contacted during recovery efforts.

· In a transportation incident, the incident commander may confer with DOT handbook, CHEMTRAC, and CHEMNET to determine the proper responses and recovery methods.

C. Wood County Warning Point

· Located in the Wood County 911 Telecommunication Center

· Staffed 24 hours/day - 7 days/week

· Equipped to make immediate contact with any required emergency organization or individual.
IV. INCIDENTS: TYPES AND RESPONSES

A. Toxic Gas

- During an incident involving the release of a toxic gas, the incident commander will:
  - Evacuate all people from the required radius of the risk area.
  - Secure the risk area, and allow only those with proper equipment to enter.
  - All unprotected personnel will stay out of the risk area, upwind of the risk area, and out of low lying areas.
  - Evaluate the type of gas leak or escape to determine if repairs are possible.
  - In incidents involving a flammable gas, eliminate all sources of ignition.
  - Determine the specialities that will be needed and request their assistance from the proper authority.
  - During incidents where the release of a flammable toxic gas results in a fire, the incident commander will evaluate and consult with proper authorities to determine the appropriate response.
    - Extinguish: identify the proper methods and materials.
    - Let it burn itself out.
    - Take all necessary steps to prevent expansion.

B. Liquid Toxins

- During an incident involving the spill or release of a hazardous liquid, the incident commander will:
Secure the incident scene baring entry to those without protective equipment.

Determine if an evacuation is required.

Determine the actions necessary to resolve the hazard: diking, pumping, transferring to containers for transport, or absorbent materials.

Insure that no ignition source is present in the hazard area.

Contact DNR to determine contamination potential and any water contamination hazard.

C. Solid or Powder

During an incident involving a toxic or hazardous material in either a solid or powder form, the incident commander will:

- Secure the hazard area, baring entry to those without proper, protective equipment.
- Contact DNR to determine the potential for ground or surface water contamination.
- Determine the most appropriate actions to resolve the incident:
  - Required resources, and
  - Necessary personnel.

D. Navigable Waterway Incidents

As the first federal agency on the scene, the US Coast Guard will coordinate an incident on either the Ohio or Little Kanawha River.

Upon request this status may be relinquished to the US Envir-
onmental Protection Agency (EPA).

· The Coast Guard will handle the initial notification of other State/Federal agencies.

· The Coast Guard will control river traffic during navigable waterway incidents.

· The DNR is the lead State agency for law enforcement and environmental response activities on waterways and will be notified by the Coast Guard.

· The Coast Guard and DNR will coordinate their response and recovery efforts with the OES.

· When an incident threatens to contaminate the Ohio River, the Coast Guard will notify ORJANCO and the WVOES to enable the warning of downstream water users.

E. Non-navigable Waterway Incidents

· The senior fire officer on the scene will act as the incident commander and take on the same tasks and responsibilities as in any other type of haz-mat incident.

· The incident commander may transfer command to another person or authority as the incident situation may dictate.

· The Department of Natural Resource will assist and advise the incident commander on response and recovery methods and coordinate activities with other State and Federal agencies which may be involved in the incident.
F. In-Facility

1. Facilities with FEO’s

- The FEO is responsible for taking charge of an in-facility incident.
- The facility’s fire brigade chief (or equivalent officer) will be in charge of the incident scene.
- The activities of the FEO will be restricted to the facility’s property.
- If assistance is needed from other emergency response organizations:
  - The requests will be made by either the facility’s or person in charge of the incident scene.
  - The request will be made through the Wood County Warning Point.
- Responding outside organizations will remain in stand-by status until requested to enter the facility.
- The chief of the responding fire department will act as the incident commander and direct the department’s personnel after receiving information from the Chief of the FEO.
  - Is responsible for initiating any necessary actions outside of the facility boundaries.
  - Will establish and maintain communications with all necessary agencies and organizations to effectively coordinate expense and recovery efforts.
2. Facility Emergency Organization

- Most industrial or manufacturing facilities which are involved with hazardous materials will have trained and knowledgeable facility emergency organization (FEO).
- Usually the plant manager or other designated company official will have the overall responsibility for the FEO.
- Consult the facility’s emergency plan to determine its FEO structure or other emergency procedures.
- FEOs may also be called Emergency Control Organization (ECO) at some facilities.

3. Facilities Without FEOs

- In situations where the facility does not have an FEO, the senior fire officer of the responding fire department will be the incident commander and will initiate the incident command system.
- No response or recovery efforts will begin before the haz-mat has been identified.
- The incident commander will coordinate response and recovery activities with the facility’s management or the ranking facility supervisor on the scene.
- The incident commander may order any equipment or materials required to respond to the incident under the following conditions:
  - Must obtain the materials through the Director of Emer-
gency Services, the County Commission, or the Mayor.

- The owner of the haz-mat, the facility, or those responsible for the incident will be responsible for the cost of the supplies and/or materials.

G. High Casualty Incident

- The primary responsibility of emergency responders to a haz-mat incident involving a high casualty count is the protection of life.
  - Rescue and first aid are of prime concern.
  - Gain control of the incident to prevent additional casualties.
- Whenever high casualties or multiple injuries are involved in an incident, the officer in charge will:
  - Immediately contact REACOM (304/422-4555) and provide an incident assessment.
  - Establish a triage center at a safe distance from the incident and inform all responders of the location.

Treatment

- The senior person on the first ambulance arriving at the incident will act as the EMS Commander and Triage Officer and direct the evaluation of patients and patient priorities.
- The most immediate treatment will be performed at the triage center.
- Fire department personnel trained in first aid and emergency medical treatment will act as primary treatment providers with assistance from:
EMTs, Red Cross personnel, Health Department personnel, and Private citizens.

The ill and injured will be evaluated at the triage center and those in the most urgent need of additional treatment will be transported first.

Transportation

The senior person on the second ambulance arriving at the incident will act as Transportation Officer and direct the distribution of patients by coordinating with local hospitals.

Volunteer and county operated ambulance services will coordinate their response activities through:

- REACOM
- The Transportation and Triage Office, and
- The Office of Emergency Services.

If the local hospitals reach their capacity for treating patients or if roadway access becomes impossible, EMS Communications will direct patients to other neighboring hospitals.

Any request for assistance from the Air National Guard Medical Transport will be made through OES.

V. SUPERFUND AMENDMENT AND REAUTHORIZATION ACT (SARA) TITLE III FACILITIES
The facilities covered under SARA Title III in Wood County include the following public and private facilities which are listed with a primary contact along with nearby facilities and any other contributing risk factors.

<table>
<thead>
<tr>
<th>A. Public Facilities/Contact</th>
<th>Other Facilities/Contributing Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Parkersburg</td>
<td>Water Treatment Plant</td>
</tr>
<tr>
<td>- Parkersburg</td>
<td>- Treatment Plant</td>
</tr>
<tr>
<td>Wastewater</td>
<td>- CSX Railroad</td>
</tr>
<tr>
<td>P. O. Box 1627</td>
<td>Virginia Welding Supply</td>
</tr>
<tr>
<td>Parkersburg, WV 26101</td>
<td>- Ohio River</td>
</tr>
<tr>
<td>Clarence Cox</td>
<td></td>
</tr>
<tr>
<td>Utility Board Supervisor</td>
<td></td>
</tr>
<tr>
<td>304/424-8535</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Private Facilities</th>
<th>Other Facilities/Contributing Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGA Gas, Inc.</td>
<td>GE Plastics</td>
</tr>
<tr>
<td>P. O. Box 400</td>
<td>- E I DuPont Company</td>
</tr>
<tr>
<td>DuPont Road</td>
<td>- Foster NICO</td>
</tr>
<tr>
<td>Washington, WV 26181</td>
<td>- CSX Railroad</td>
</tr>
<tr>
<td></td>
<td>- Ohio River</td>
</tr>
</tbody>
</table>
Dennis Stark  - Blennerhassett Island
Plant Manager  - Shell Chemical Company (Ohio)
304/863-8086  - Huntsman Chemical Company (Ohio)
- Residences and People in WV & Ohio

Ames Plant #2  - Badger Lumber Company
3301 Camden Avenue - Residence and People in WV
Parkersburg, WV 26101

I. R. Philips
Vice President Operations
304/424-3414

GE Plastics  - AGA Gas, Inc.
P. O. Box 68  - E. I. DuPont Company
Washington, WV 26181  - Foster NICO
- CSX Railroad
Guard House  - Ohio River
304/863-7231  - Blennerhassett Island
- Shell Chemical Company (Ohio)
- Huntsman Chemical Company (Ohio)
- Residences and People in WV & Ohio

Bell Atlantic Telephone Co.  - Residences and People in WV
921 Market Street
Parkersburg, WV 26101

Schott Scientific Glass  - Little Kanawha River
1624 Staunton Avenue  - Boys and Girls Club of Parkersburg
Parkersburg, WV 26101  - Air Products and Chemicals
- Litton DK Fabricators & Contractors
Mike Doyle
- Assorted Retail and Restaurants
Safety and Environmental - People and Residences in WV
Engineer
304/424-8927

Recreation Club*
P. O. Box 1217
Parkersburg, WV 26101

DuPont Employees - None

E. I. DuPont Company  - AGA Gas
Company
P. O. Box 1217  - Foster NICO
Parkersburg, WV 26101  - CSX Railroad (single-line)
- GE Plastics
Arnie Green*
Senior Safety Specialist
304/863-2059  - Ohio River
- Blennerhassett Island
- Shell Chemical Company (Ohio)
- Huntsman Chemical Company (Ohio)
- People and Residences in WV & Ohio

Fenton Glass Company  - People and
Residents in WV & Ohio
700 Elizabeth Street
Williamstown, WV 26187

George Fenton
304/375-0122

Nashua Photo  - Bearings, Inc.
400 Rayon Drive  - People’s Cartage
Parkersburg, WV 26101  - Overnight Transportation Company
- State Electric Supply Company

N16
Stanley Vaughan - CSX Railroad
304/863-5451 - People and Residences in WV

30th and Broad Streets
Parkersburg, WV 26101

Bob Davaria
Executive Director
304/485-5585

Virginia Welding Supply -
Parkersburg Wastewater Treatment Plant
145 19th Street
Parkersburg, WV 26101 - Park Shopping Center: Big Bear Super Store and other small retail and restaurant businesses

Tom Hoyt - Raleigh Supply Company
Operations Manager - St. Joseph’s Hospital
304/485-6353 - Ohio River
ANNEX N
APPENDIX 1
EMERGENCY EVACUATION

I. PURPOSE

· To describe the responsible parties and tasks to effect a safe and efficient evacuation out of a risk area created by a hazardous materials incident.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

· An evacuation may be ordered by any of the following:
  · County Commission
  · Any County Commissioner
  · Mayor
  · Director of Emergency Services
  · County Emergency Coordinator
· Health Department
· Incident Commander

Evacuations are generally under the control and direction of the Incident Commander.

B. Assumptions

· Evacuees will be encouraged to carpool to reduce the number of vehicles on the road and lessen traffic congestion during an evacuation.
· Friend, neighbors, and relatives will be encouraged to offer transportation to others to reduce the demands on public transportation.
· Buses will be used to transport those without any available transportation.
· Special consideration will be given to:
  · The evacuation of facilities such as hospitals, nursing homes, and jails,
  · The specific areas of the County with limited access.
· Schools will serve as the primary evacuation shelters.
  · Food provisions used for evacuees from the school’s existing stock will be reimbursed.
  · When schools are unavailable, facilities such as churches, community centers, and other public buildings may act as shelters.
· Shelter selection criteria include: access, adequate space, communications, sanitary facilities, cooking facilities, and the potential for providing medical treatment.
· Evacuation routes should be pre-planned.
Evacuees in public, group shelters will be identified, and shelter population records will be updated and maintained daily.

**III. EVACUATION PROCEDURES AND RESPONSIBILITIES**

**A. Incident Commander**

- Determine if an evacuation is necessary,
- Determine existing and potential hazards,
- Establish a command post,
- Set-up and maintain communications with the incident scene, the EOC, and other emergency responders, and
- Notify the OES of the incident and its hazards.

**B. Office of Emergency Services (OES)**

- Responsible for the overall coordination of the evacuation,
- Notify the responsible law enforcement agency which will be responsible for coordinating the evacuation, and any other agencies that will be involved in evacuation activities:
  - American Red Cross
  - Hospitals
  - Wood County School System
- Responsible for providing radio communications at the County and local levels with other State or Federal agencies,
- Coordinate response and recovery efforts based upon incoming information,
- Request supplies, equipment, and other needs from proper authorities,
· Receive and relay information to proper agencies,
· Obtain needed information from outside agencies,
· All involved agencies and emergency responders will send a representative with decision-making authority to the EOC to coordinate response and recovery efforts

C. Law Enforcement
· Each of the County’s four local law enforcement agencies have the primary responsibility for carrying out an evacuation within their primary jurisdictions, including the following tasks:
  · Determine the area which needs to be evacuated,
  · Estimate the number of people living and/or working in the area,
  · Establish traffic control points,
  · Establish area security,
  · Locate the evacuation route/s,
  · Locate assembly areas,
  · Brief personnel involved in identifying the public of the evacuation and their need to move and cooperate,
  · Establish field communications,
  · Send a representative to the assembly area who will maintain communications with the EOC.

D. Officer in Charge
· Depending upon a range of factors, including the time, location, and
type of incident, a range of actors/responders may have the responsi-

dility of evacuating people from a risk area:

· Senior fire officer of the responding fire department,

· Senior law enforcement officer (including DNR offices),

· County Commission,

· Mayor,

· Commanding officer of the lead agency as designated by the
  Governor.

· Once designated, the Chief Officer has the following responsibilities
  and will perform the following initial tasks:

  · Notify the OES and all other applicable agencies.

  · May request evacuees to move to a safe assembly area for trans-
    portation and/or shelter.

  · Make a determination of the following critical matters:
    · Number of people needing evacuation,
    · Number of people needing transportation to shelter,
    · Number of people needing shelter,
    · Number of people who are aged, ill, injured, or require
      special consideration.

  · Arrange with the proper authorities for security of the
    evacuated area, perimeter control, and traffic control.

  · Notify the people to be evacuated by any or all of the following
    methods: telephone, public address system, local radio, or tele-
    vision.

  · Brief the personnel informing the public of the evacuation
ensuring that all have the proper information, particularly:
· Why they are evacuating,
· Where they are to go,
· What they need to take with them.
· Establish and maintain a command post.
· Establish and maintain communications with:
  · EOC
  · Red Cross
  · Assembly Area
  · Shelter Area
  · Public Notification Personnel
  · Other Responding/Involved Agencies.

E. Wood County School System
· The school system is responsible for providing:
  · School buildings for use as emergency shelters,
  · School buses for emergency transportation,
  · Food from existing stocks at school shelter sites.

F. American Red Cross
· The Red Cross will set-up operations at the assembly area and perform the following evacuee assistance activities:
  · Determine the are and appropriate facilities to act as shelters based on information from the incident scene,
  · Set-up shelters,
• Direct evacuees to the proper shelter,
• Register evacuees using shelters,
• Provide food, clothing, and some medical care,
• Assist in locate missing or misplaced persons,
• Assist evacuees with the disposition of their personal vehicles, pets/animals, personal belongings, proper transportation, and notification of relatives and friends.
• The Red Cross will work with the EOC and other involved agencies in developing an incident or damage assessment.

G. Other Agencies and Organizations
• The Wood County Office of the West Virginia Department of Health and Human Resources will coordinate the provision of government services to meet the basic needs of the evacuees - food, clothing, etc.
• Local hospitals should evaluate the incident based on information from the incident scene, field reports from the coordinating agencies, particularly the Red Cross and OES, to determine the appropriate readiness level.
• The ambulance services will distribute their assets based on available information.

IV. IN PLACE EVACUATION
• An “in-place” evacuation is a viable option for incidents involving particle releases which are only harmful if people come in direct contact with or breathe the particles.
• In cases where such a release will only last a few hours, the public
may be advised to remain indoors and take the following actions:

· Close all windows and doors.
· Turn off ventilation systems.
· Turn radios to an EBS station.
I. PURPOSE

- To identify potential hazards which could result in the loss of life, human suffering, and/or property damage.

II. UTILITY DESCRIPTION

- Any uncontrolled description of essential services: electric power, natural gas, or potable water.

A. Situation

- There is little or no history of major electric blackouts involving the entire County.
- Most electric power outages were the result of severe weather, snow, and ice storms, in particular.
- A variety of natural gas transmission and service mains are located in Wood County.
  - Range in size from 1" to 48" in diameter.
  - Service disruptions due to breaks in the lines.
  - No major/minor disasters involving natural gas lines.
  - Some customers have experienced lowered gas pressure during severe cold weather.
- Water service disruptions are associated with severe cold weather when water transmission mains and service lines become frozen.
B. Service Providers

- Electrical Power: Allegheny Power
- Natural Gas: Hope Gas Company
- Water: City of Parkersburg, Vienna, and Williamstown
  Claywood Park PSD
  Lubeck PSD
  Union-Williams PSD

III. LANDSLIDES

- Earth/soil moving down a slope.

A. Situation

- Soil and slope conditions in Wood County are prone to landslides:
  - Silty clay soils
  - Sand clay loamed soils
  - 80% of terrain involves sloping to steep ground
- Utility and communication disruptions may result from landslide activities.

B. Types of Potential Landslides

- Slumps - downslope rotation of detached slump blocks along curved slip surfaces
- Rockfalls and Soilfalls - occur on extreme verticle slopes, bedrock, or unconsolidated materials
Debris Slides/Avalanches/Flows - involve various sorts of materials (soil, colluvium, vegetation, etc.) sliding down slope
Earthflows/Mudflows - involve slope soils and materials becoming saturated with water, particularly on hillsides, composed of poorly drained clay soils
Blockslides/Rockslides - involve massive amounts of rock or debris which overlie a weak layer of soil

V. FLOODS/FLASHFLOODS
Flood: the rise of a stream/river above and out of its banks due to excessive rainfall or melting of snowfall.
Flashflood: localized flood which rises and subsides rapidly.
Debris accumulation in rivers and streams can cause flooding.

A. Situation
Both the Ohio River and the Little Kanawha River have flooding histories.

Ohio River Floodstage: 36'
Little Kanawha River Floodstage 20'
The City of Parkersburg is protected from flooding on the Ohio River by a floodwall.
Other streams with histories of flooding/flash flooding are: Tucker Creek, Slate Creek, Tygart Creek, and Sandy Creek.
Gradual rise flooding on the Ohio River has diminished as the result
of:
· Ohio River Lock and Dam System
· Parkersburg Floodwall
· Gradual rise flooding could affect all of the incorporated areas along the Ohio River, industrial sites, residential, and agricultural areas.
· Would cause backwash flooding on the Little Kanawha River
· Could result in substantial property damage but little injury or loss of life
· Flash flooding is common in Wood County any only rarely results in property damage due to development patterns.

B. Areas of High Hazard Flood Potential
· Little Kanawha River - Enters Wood County from the east near Slate, West Virginia and meanders roughly through the middle dissecting Parkersburg then emptying into the Ohio River. Potential damage may occur to residential, industrial, and commercial sites. West Virginia Routes 14 and 47, along with east-west rail, may be impassible in spots. Most of the flooding along this stream pattern occurs once the Ohio River is above flood stage.
· Tucker Creek - Located in Wirt County, however it borders Wood County and empties into the Little Kanawha River potentially causing the Little Kanawha River to flood downstream.
· Slate Creek - Located in the southeastern portion of the County. It is a very rural setting with scattered housing and agricultural lands. The entire surrounding area is primarily forested. West Virginia Routes 14
and 47 and County Route 19, including several bridges, may be impassable in spots.

- Tygart Creek - Located in the southcentral portion of Wood County. It is a north flowing stream which eventually empties into the Little Kanawha River. Interstate 77 and West Virginia Route 21 follows on each side the length of the stream while crossing it at several points. Interstate 77 was build on an elevated plane and would not normally flood. West Virginia Route 21, however, was built at the level of stream and could potentially affect agricultural, commercial, and residential landuse.

- Sandy Creek - Located in the southwestern portion of Wood County. The area which is known as the Lubeck District is one of the fastest growing area in the County. West Virginia Route 68, West Virginia Route 892, and County Route 9 could potentially flood in spots. Agricultural and scattered residents could be affected.
ANNEX P - HAZARD MITIGATION

I. PURPOSE

· To provide hazard mitigation information to reduce losses stemming from natural or technological hazards.

II. DEFINITIONS

· Avoidance: To eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger.

· Construction Practices: Codes, standards, and specifications applicable to repairs, alterations, or new construction of a structure.

· Disaster: Any tornado, storm, flood, earthquake, landslide, drought, fire, explosion, or other which causes damage of sufficient severity and magnitude to warrant assistance above and beyond the efforts and available resources of State, local government, and disaster relief organizations.

· Emergency: An event that threatens life and/or property, usually developing rapidly, and requesting immediate action to lessen its adverse effects.

· Hazard: Any source of danger or element of risk which has been identified as a cause of previous disasters or emergencies and/or a potential cause of future disasters/emergencies.

· Land Use Regulations: Includes zoning for purposes compatible with prudent hazard mitigation practices and both preventive and corrective restrictions on construction, repairs, or alterations of facilities within
specified areas.

- Preventive restrictions provide for regulation of new land use such as use of high flood hazard areas for parks, farms, and recreational areas.
- Corrective restrictions tend to address existing problems and include floodproofing, property acquisition, insurance, and removal of non-conforming uses.
- Mitigation: Actions to eliminate or reduce the long term risk to human life and property from natural and technological hazards.
- Reduction: To diminish in strength and intensity or to restrict or lessen the size, amount, and extent of damage resulting from an emergency/disaster or the potential of future emergencies/disasters.

III. HAZARD MITIGATION

A. Hazard Identification

- This initial process involves a comprehensive inventory of natural and man-made hazards which could create an emergency situation or disaster.

B. Vulnerability Monitoring

- The Director of Emergency Services should monitor risk activities and
- Encourage other local government agencies and departments to monitor risk activities within their sphere of responsibility.
- Encourage the private sector to monitor risk activities within their operations.
Public Awareness: Once a risk or vulnerability has been identified, the next step is to marshal public support for the mitigation activities by informing the public of the risks they are facing, the possible consequences, and the need to address the problem before property is damaged, and people are injured or killed.

C. Technology Assistance

Mitigation involves identifying experts in the public and private sectors, particularly in the areas of: planning, engineering, construction, etc.

D. Collaboration

Hazards know no boundaries and the cause of flood may rest with an upstream hazard in another political jurisdiction. Hence the need to work with other emergency services and related agencies.

E. Public Participation

This element provides citizens the opportunity to identify needs and feedback on the acceptability of mitigation strategies and projects.

- Method to inform the public of the risk situation.
- Method to build and develop support.

IV. STRATEGIES
A. Avoidance

· The first strategy for dealing with identified hazards involves avoiding certain areas or activities.
  · Avoid construction on steep slopes with unstable soils.
  · Avoid construction in flood prone areas.

B. Relocation

· These strategies involve reducing either the impact or the probability of hazardous situations.

C. Land Use Regulations

· Land use regulations are a function of either municipal or county governments and can be used to reduce or avoid certain hazardous situations.

D. Construction Practices

· Following a disaster or emergency, local governments should review and revise construction standards as the experience may warrant.
ANNEX Q - EMERGENCY OPERATIONS CENTER PLAN

I. PURPOSE

· To provide operational procedures for the emergency management staff of the Emergency Operations Center during an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

· The effective direction and control of emergency or disaster response activities requires a central operating site for local government officials and managers.

· Emergency Operations Centers (EOC) are designed to enable local government officials and managers to respond to an emergency or disaster in an efficient, effective, and comprehensive manner.

B. Assumption

· This Annex is based on the assumption that the emergency operational procedures will provide the appropriate direction and control of emergency responses for all emergencies or disasters which may arise.

III. OPERATIONAL CONCEPTS

A. General

· An EOC is essential for successful response and recovery activities.

· Key decision makers are located together in a central site to enable:

    · More efficient use of personnel and other assets.
Enhanced coordination and little or no duplication of effort.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Activation of the EOC

- The EOC may be activated in either of the two following manners:
  - The Emergency Services Director will evaluate the emergency or disaster and alert the various staff members required to handle the situation.
  - All local law enforcement agencies and REACOM have emergency service call-down lists and can contact an emergency service member who can then proceed to the EOC, evaluate the situation, and alert the staff members required to handle the situation.

B. EOC Staff

- The staff of the EOC is organized into four working groups:
  - Executive Group
    - Local government officials (County Commissioners and Mayors)
    - Emergency Services Director
    - Prosecuting Attorney
    - Public Information Officer
  - Disaster Analysis Group
    - Disaster Analysis Officer
    - Radiological Protection Officer
C. Broad Responsibilities of the EOC Staff

1. County Commissioners
   · Direct and control all County agencies.
   · Establish public information policy to provide official information to the public.
   · Establish policies concerning use of available funds.
   · Establish priorities for the use, distribution, and management of
equipment and resources available before, during, and after the emergency.

- Insure that the terms of any mutual aid agreements, loan agreements, or relief contracts are met when assisting, or being assisted by other jurisdictions.
- Determine if an evacuation of all or part of the County is warranted and coordinate with law enforcement and other concerned agencies.

2. Emergency Services Director (ESD)

- Act as Chief of Staff.
- Insures that proper briefings are presented to the Chief Executive.
- Responsible for the overall coordination of survival activities within Wood County.
- Insures that the population is made aware of the type of emergency by the best means available.
- Checks with each Section to determine if their group is manned and ready.
- Reviews with the Operations Officer what actions are being taken by the operating section in response to major emergencies.
  Insures that these actions conform to policy set by the Chief Executives.
- Refers all problems that require the exercise of emergency powers to the Chief Executives.
· Briefs the Chief Executives on all situations that exist in the County, including a summary of the major emergencies that have occurred or are being reviewed by the staff.
· Assists the Chief Executives in preparing policy statements.

3. Operations Officer (OO)
· Supervises and coordinates activity within the operations section.
· Reviews with the section coordinators the status of their operation plans to insure they are current.
· Insures that rapid, well coordinated, and effective responses are made to the situations referred to the operations sections by outside field forces.
· Briefs the Emergency Services Director on the status of emergency operations and major problems.
· Assists section coordinators in formulating requests from outside Wood County.

4. Health and Medical Coordinator (H/MC)
· Advises the County Commissioners on all health and medical functions relative to the emergency.
· Assumes control of all health and medical personnel, facilities, equipment, supplies, and activities.
· Designates and organizes medical and first aid stations where needed, and coordinates the supply and operation.
· Arranges for emergency transportation of the sick, disabled, and injured.
· Coordinates and controls the use of ambulances and emergency medical vehicles.
· Advises on drinking water and food stocks.
· Prepares for possible mass inoculations of people.
· Coordinates with the American Red Cross and other relief agencies.
· Coordinates morgue and burial services available in the area.
· Prepares to set up temporary holding places for bodies, as required.
· Provides guidance for Search and Rescue Services on identifying, marking and moving of dead persons for storage.
· Provides Missing Persons Section with names of dead.

5. Public Works Coordinator (PWC)
· Directs and controls public works and engineering manpower as well as vehicles, equipment, and facilities.
· Directs major field operations that are required in an emergency.
· Handles emergency situations on a priority basis determined by the number of people involved, the seriousness of the situation, and if immediate action must be taken or can be deferred.
· Informs the Operations Officer as to developing situations.
· Communicates with the Power Company and the Telephone Company to advise them of priorities in making primary service restorations.
· Advises the Operations Officer if outside resources are needed.
· Consults with the Radiological Officer to insure a safe working area for manpower.
· Sets priorities for public service and utility usage.
· Establishes liaisons with all public and private utilities to facilitate shutting off service to prevent injury or property damage.

6. Transportation Coordinator (TC)
· Coordinates and supports the Sheriff and State Department of Highways by providing necessary vehicles, equipment, barricades, road signs, and roadblocks to guide, direct, and control the traffic flow on all roads in the County.
· Coordinates efforts to remove highway debris and wrecked/disabled vehicles to permit continuous flow of vehicles and supplies.
· Manages the use of transit resources in providing transportation as required for intra-County movements and for transportation of key workers, as required.

7. Fire Services Coordinator (FSC)
· Directs and controls fire department operations throughout the County in combating fires and conducting rescue operations.
· Advises the Operations Officer on the status of major operation-al activity and hazardous missions.
· Advises the Chief Executives on the status of emergency operations and major problems.

8. Law Enforcement Coordinator (LEC)
· Establishes security patrols and other law enforcement activities
in and around the disaster area.

- Implements a traffic control plan to route traffic around the disaster area or to control an evacuation.
- Provides a communication link between the County and the cities within the County, adjacent counties, and the State Emergency Operating Center.
- Satisfies expanded personnel and specialized equipment requirements by using auxiliary organizations and volunteers.
- Activates search and rescue operations when needed.
- Establishes control point at the scene.
- Coordinates search and rescue activities.
- Oversees the operations of the missing persons section.

9. **Individual and Family Assistance Coordinator (IAFC)**

- Coordinates emergency feeding, clothing, lodging, and social services.
- Provides direction under local executive authority for emergency social services in public shelters.
- Establishes a shelter organization and a shelter schedule by which to carry out all shelter activities.
- Develops and implements plans for in-shelter training of the key workers.
- Prepares and implements plans for in-shelter emergency situations.
- Establishes and directs relocation, reception, and registration centers.
· Staffs, equips, and maintains congregate care lodging facilities.
· Establishes liaisons with State and Federal welfare authorities, Red Cross, Salvation Army, and other relief forces.

10. Radiological Officer (RO)
· Advises on the actual and potential effects of a radiological event.
· Notifies the Operations Officer on all situations involving the overall activities of the Emergency Operations Center.
· Establishes adequate monitoring system to receive fallout dosage information specifically pertaining to the locations used for sheltering essential workers and residents.
· Trains and supervises monitoring personnel.
· Provides contamination information to the EOC and appropriate control staff.
· Advises on the stay times and allowable exposures for those who are required to temporarily leave shelters.
· Advises on-scene personnel at a radioactive transportation accident as to safe working distances from the spill.

11. Communications Coordinator (CC)
· Manages the use of emergency communications system, capabilities, and equipment.
· Determines, in conjunction with the Public Information Officer, that communications are established with local broadcast facilities and if appropriate the Emergency Broadcast System programming underway.
· Serves as official communications controller and point of contact for amateur radio organizations or individuals serving as auxiliary telecommunications support.

· Manages the placement of radio communication at traffic control stations, collection points, lodging, feeding and shelter facilities, and other areas that may deem necessary.

12. Public Information Officer (PIO)

· Issues official information, advise, and instructions from the local government to the public.

· Consults with the Emergency Services Director as well as other staff members of the EOC to keep informed of the developing situation and to determine what information should be issued.

· Functions as the single point of contact for release of information to the news media and the general public.

· Conducts news conferences and/or public meetings.

13. Message Controller (MC)

· Insures that reports and messages flow properly thru the EOC.

· Reports to the Communications Coordinator.

· Manages the messengers assigned to the EOC.

· Insures that report forms are available in the EOC and used properly.

14. Disaster Analysis Officer (DAO)

· Maintains close contact with the Radiological Section’s monitoring network, shelter complexes, and adjacent communities to receive reports of nuclear effects.
· In case of natural disaster gather information reports from the Law Enforcement, Fire Service, and Utilities and Public Works Coordinators.
· Insures that a quick and accurate analysis of damage is reported to the EOC staff.

15. Emergency Plotters (EP)
· Gather data from the operating sections and use the map displays to keep all staff members aware of current events.

16. Messengers (Ms)
· Duties are outlined under Message Controller - #13.

17. Resources Officer (RO)
· Advises the County Commissioners on matters relating to material and resource requirements generated by the crisis.
· Serves as coordinator for all requests for emergency assistance.
· Coordinates with the Transportation Coordinator for use of all transport equipment to move material, supplies, key workers, and equipment during the emergency.
· Assigns priorities to each request for material or manpower assistance.
· Maintains a resource guide of available resources in the County.
· Performs liaison functions with the private sector, including inter-municipal, inter-County, State and Federal agencies for the purpose of the sharing or procurement of material resources.
· Oversees the transportation, feeding, lodging, and sheltering of key workers.
18. **Damage Assessment Coordinator (DAC)**
   - Assesses damages to effect a rapid recovery.
   - Collects and compiles damage information.
   - Monitors restoration activities.
   - Organizes, directs, and coordinates damage assessment teams.
   - Monitors and quality checks damage surveys.

19. **Prosecuting Attorney (PA)**
   - Advises the Executive Group regarding the legality of emergency response policy decisions.
   - Provides legal guidance to all staff negotiations for supplies and services.
   - Initiates in a proper legal form all necessary agreements pertaining to use of private property (real and personal) as are needed.
   - Prepares all legal orders of the County Commission pertaining to specific actions to be taken to safeguard people and/or property.
ANNEX R - COUNTERTERRORISM

I. PURPOSE

To provide a comprehensive and effective counterterrorism program

II. SITUATIONS AND ASSUMPTIONS

A. Situation

· The site of any potential or confirmed terrorist attack must be considered and treated as a crime scene.

· Responders should consider themselves vulnerable to a secondary or delayed device, particularly a bomb. It is not uncommon for such a tactic to be employed with the specific intention of harming emergency respondents.

· Responders should not disregard any person or persons at the scene as potential perpetrators. As a general rule, victims, witnesses, and bystanders should not be ignored.

· The criminal incidents which pose the most dangerous challenge to emergency responders are those which involve unconventional components such as nuclear, biological, or chemical elements (NBC Elements). These unconventional elements are commonly referred to as weapons of mass destruction (WMD).

· Based on past history, terrorist acts quite often involve Improvised Explosive Devices (IEDs) which are highly unstable and require emergency responders to exercise great caution when responding to an event which may also involve a delayed device.

· Experience demonstrates that the delivery of EMS is the most critical
to injured people within the first fifteen (15) to thirty (30) minutes of the incident. A terrorist event may overwhelm EMS resources, and it often requires fifteen (15) to thirty (30) minutes to activate mutual assistance agreements.

- A terrorist event may result in emergency responders assisting injured people in a badly damaged building or facility which could result in the injury or death of the responders.
- Initially emergency responders may not be aware of the fact that they are reacting to a terrorist act.

B. Assumptions

- The effects of a WMD will, in all likelihood, overwhelm local, regional, and state emergency response systems.
- Given the nature of many potential terrorist targets, such as government facilities housing police, fire, and emergency services and emergency communications, a terrorist incident could seriously impair the initial local emergency response.
- The fact that an emergency/disaster event was the result of a terrorist incident may not be evident initially and may not be determined until quite some time has passed.
- A terrorist event/incident will occur with little or no warning and will involve a range of tactics such as bombing, WMD, hostage taking, and similar events.
- Some potential terrorist targets, such as industrial sites, will have some level of terrorist security measures in place as a part of their risk
Some potential terrorist targets, particularly industrial sites which handle chemical or other potentially hazardous materials, will have resources on-site to respond to a terrorist incident, but in the case of WMD these resources could be severely damaged and overwhelmed.

The first responsibility of all emergency responders is the protection and saving of lives. Rescue activities and the delivery of emergency medical concerns must be the prime concern.

**III. OPERATIONAL CONCEPTS**

A. Management Concepts

- Emergency functions for various responder groups will in general parallel their normal day-to-day functions, and to the extent possible, the same personnel and material resources will be employed in normal and emergency cases.

- A disaster is recognized as a situation in which the normal way of operating is no longer possible. But, while it is desirable to maintain organizational and operational continuity, in large scale disasters it may be necessary to draw on basic capabilities and direct these skills where they are most needed.

- The WCEOP utilizes an integrated emergency management system (IEMS) and is concerned with all forms or types of emergency situations which may develop. This Plan accounts for activities before, during, and after emergency operations.

- The core leaders of the counterterrorist response effort will involve
the heads of the law enforcement agency and fire fighting unit within
the jurisdiction and the Director of the WCOES.

These agencies command the key elements and resources required for
responding to a terrorist act. The leaders of the agencies have the
responsibility to ensure that their agency is capable of responding to a
terrorist event at any time. To accomplish each, such agency has the
following responsibilities:

- Remain current in information regarding a terrorist threat,
- Meet regularly and designate alternate members who will be
  kept up-to-date on information,
- Maintain contact and liaison with support agencies and the
  State Office of Emergency Services,
- Schedule required training for key members and conduct annual
  Terrorism Counteraction Exercises (TCE),
- Update, refine, and test organizational plans, including the
  WCCP, and
- Ensure that their organization is prepared to respond when
  activated.

B. Crisis Management Team (CMT)

1. CMT Formation:
   - A Crisis Management Team (CMT) is a command team spe-
     cializing in the management of terrorist incidents.
   - To ensure their effectiveness the CMT members should be:
     - trained in counterterrorism measures,
· receive appropriate intelligence information regarding the terrorist threat to their area of responsibility,
· coordinate their activities with the local FBI Office
· invite the FBI senior agent-in-charge to CMT meetings.

2. CMT Responsibilities
· The CMT must be prepared to respond to and manage a terrorist incident with local resources.
· The CMT must be prepared to provide the initial response to a terrorist incident and provide any resources that may be requested by other agencies such as the State Police or the FBI.
· The CMT must be prepared to manage the entire incident.
· The CMT will have the primary responsibility for developing the Terrorism Counteraction Plan (TCP) in coordination with lead, primary, and support agencies, and which should compliment normal operating procedures.
· The TCP should always include provisions for a protracted terrorist event, such as:
  · Assignment of alternate team members,
  · Protocols regarding the transfer of responsibilities during a prolonged event,
  · Ensure that all team members and their alternates understand the CMT’s overall tasks and their particular tasks.

3. CMT Capabilities
· Whenever possible, resolve an incident without any casualties.
· Influence and manage the continuous information flow from
civilian law enforcement and other agencies involved in the situation.

· Be prepared to resolve an incident without any additional resources.

· Be able to deal with multiple and diversionary tactics.

· Operate effectively under the understanding that if the incident has political ramifications, politicians will probably be involved in the decision making throughout the entire incident.

· Receive, analyze, use, and disseminate information and intelligence at all levels of command and control.

· Deal with a rapidly shifting series of encounters.

· Deal with an incident that may become mobile.

IV. RESPONSIBILITIES

A. Law Enforcement

· In a terrorist event law enforcement is responsible for all the earlier tasks with the additional responsibility for taking control of and management over a crime scene.

· The appropriate Police Chief or Sheriff will take command of the management of the incident acting as the Lead Law Enforcement Officer.

· Local law enforcement has the initial responsibility of establishing the inner and outer perimeter security at the incident scene.

· The Lead Law Enforcement Officer will designate an Incident Commander who will take over command of the tactical situation of the in-
The Incident Commander will determine the size of the outer-perimeter security team to match the needs of the situation.

Passage through the outer-perimeter will be coordinated with the Incident Commander.

The outer-perimeter team may be used to:

- Establish and maintain the area outside the perimeter of the incident scene,
- Evacuate and seal off the area,
- Control access to the incident scene,
- Guard critical and restricted areas outside the incident area, and
- Augment on-site personnel.

The Incident Commander will determine the size of the inner-perimeter team given the available resources and the degree of control required by the situation.

The inner-perimeter team is responsible for controlling the physical environment surrounding the incident.

The inner-perimeter team has the responsibilities to:

- Prevent the loss of life,
- Maintain self-defense,
- Gather and report intelligence.

If the terrorist event involves a hostage-taking situation, a negotiation team may be employed on the order of the Incident Commander.

The Incident Commander has the responsibility of recommending the use of appropriate force in hostage or barricade terrorist event, which
can involve three options:

- An immediate assault with initial forces,
- Contain and stabilize the incident,
- A planned assault on the terrorist which usually involves one or two Special Response Teams (SRTs).
- Once a terrorist or hostage situation is defined, local law enforcement will respond in a fast and efficient manner to counter the incident.

B. Wood County Office of Emergency Services

- The WCCP assumes that a terrorist act will occur with little or no warning and be timed so as to produce the greatest amount of casualties possible and cause widespread damage.
- During the response period, during and immediately following an incident, WCOES will take actions to identify requirements, mobilize, and deploy resources to the area effected by the incident to assist in lifesaving and life protection response efforts.
- Upon notification of a suspected or confirmed terrorist incident, the Director of the WCOES will activate the Wood County Emergency Operations Center (WCEOC) and will then:
  - Notify the Director of the West Virginia Office of Emergency Services of the situation and if necessary, provide them with a list of alternate EOC locations.
- Upon its activation, the WCOEC will implement the following tasks and perform the following requirements:
· Gather information about the terrorist incident,
· Implement information and planning activities,
· Act as the point of contact for State department and agencies,
· Establish communication links with State department and agencies, and
· If required, support the deployment of the State Rapid Impact Assessment Teams.

· The Director of the WCOES will utilize local capabilities to quickly determine the potential impact of the terrorist incident and will identify, mobilize, and deploy resources to support response activities within the area affected.

C. Fire Service Agencies
· The responsibilities of fire service agencies in disaster or terrorist situations are basically the same as in daily operations. These responsibilities include:
  · Hazardous Materials Management
  · Fire Control
  · Rescue Operations
  · Public Warning Systems
  · Radiological Preparedness Activities
· Each agency will be responsible for conducting operations within its fire service area.
· In the case of a terrorist event, the fire service emergency operations will be directed from the WCOEC by the Fire Coordinator.
Fire service operations during or as the result of a terrorist event which involve multi-city or multi-emergency operations will be coordinated from the EOC.

If a terrorist event requires the involvement of two or more fire service agencies as anticipated in existing mutual aid agreements, requests for mutual aid should be directed to the County Chief.

Rescue operations will be implemented as directed by each department’s procedures except in situations where a downed aircraft is involved.

Assistance from State or volunteer agencies will be directed to the Director of the Wood County Office of Emergency Services.

Fire service responders at the scene of a potential or verified terrorist event should bear in mind that they are involved in a crime scene.

V. INVENTORY OF POTENTIAL TERRORIST TARGETS

The WCOES will develop and maintain an inventory of potential terrorist targets in Wood County.

These potential targets will be organized in the inventory according to the following categories:

- Government
- Commercial/Financial
- Transportation
- Recreation
- Miscellaneous

The following information will be collected on each potential target:
Facility Name
Facility Type
Location
Consequences of a Terrorist Attack with Estimated Casualties
Primary Point of Contact (POC)
Alternate POC
Target Selection/Assessment Factors
Risk Level

AUTHORITIES AND REFERENCES

3. Wood County Office of Emergency Services. Wood County Counterterrorism Plan:
Inventory of Potential Terrorist Targets, 1997.