TIPTON COUNTY

EMERGENCY MANAGEMENT PLAN 2022

September 12, 2022

TO: Local Agencies and the Citizens of Tipton County

Tipton County has been and will continue to be subjected to a wide variety of hazards and possible disasters (natural and manmade) that have the potential for causing significant damage and/or loss of life. It is imperative that local government agencies, as well as the citizens at large, be prepared to deal effectively with the results brought about by the occurrence of such events. Additionally, it is prudent to take appropriate steps to lessen the potential effects of such events or to prevent their occurrence altogether. This Emergency Management Plan is one of many mechanisms through which this can be accomplished.

By virtue of the powers and authority vested in me by the Constitution of the State of Tennessee and in accordance with the provisions of the Tennessee Code Annotated, the Federal Civil Defense Act of 1950, as amended, Presidential Directive 5, and the National Incident Management System (NIMS), as the County Executive of Tipton County, I hereby promulgate and issue, effective this date, the Tipton County Emergency Management Plan. Further, I declare this plan to be the official emergency management plan for Tipton County, and its municipalities and mandatory upon all agencies and political subdivisions within.

This plan is effective upon receipt and for execution when directed. The Director of the Emergency Management Agency is responsible for maintaining and updating this plan, as required, in coordination with the appropriate agencies.

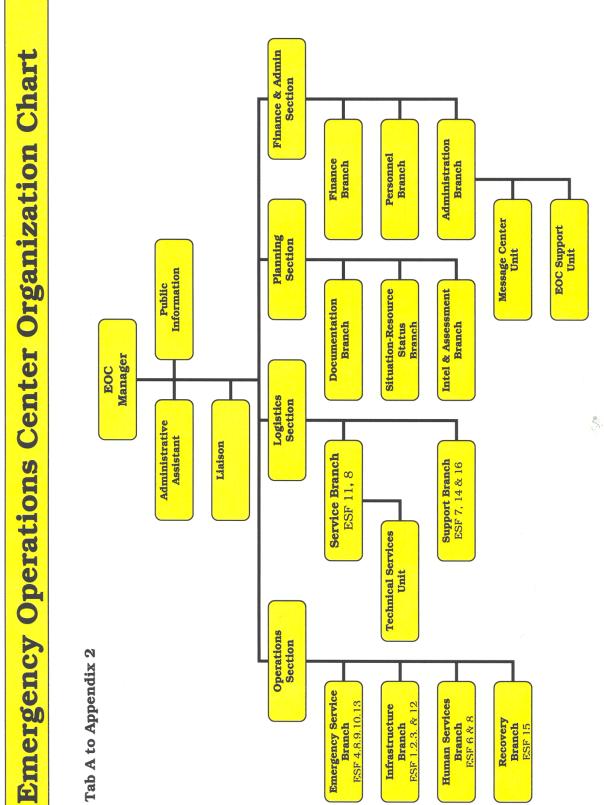Sincerely,

Jeff Huffman, County Executive

ABSTRACT

The County Emergency Management Plan (hereinafter referred to as "the plan" is organized into three (3) parts: The Introduction, the Basic Plan, and the 16 Emergency Support Function (ESF) annexes (plus supporting documentation).

The Introduction contains the following: table of contents, a preface (which describes the process used to develop this plan and its related documents), a form for recording changes, a list of offices and personnel who receive a copy of the plan, a list of definitions and acronyms used throughout the plan, the authorities and references used as bases for the development of the document, and a comprehensive hazard analysis for the state of Tennessee. Included are maps delineating areas subject to seismic risk, areas potentially targets for nuclear attack, and other maps showing the various portions of the state subject to particular hazards.

The Basic Plan describes, in general, the concept of operations for emergency management activities within the County given the hazards presented in the Introduction. The purpose and scope of the plan are provided, as are the situations and assumptions upon which the plan is based. A description of the emergency management organization and assigned responsibilities follows, as does a section on the direction and control mechanisms utilized in the emergency management process, a description of continuity of government principles, and sections dedicated to describing the upkeep and promulgation of the plan itself. Finally, a series of appendices are provided that describe the Emergency Operations Center, the Emergency Services Coordinator (ESC) program, and a wide variety of other support documentation.

The third part of the plan consists of 16 Emergency Support Function (ESF) annexes. These are: Transportation, Communications, Infrastructure, Firefighting, Information and Planning, Human Services, Resource Support, Health and Medical, Urban Search and Rescue, Environmental Response, Food, Energy, Law Enforcement, Donations/Volunteers, Recovery and Animal Shelter & Care Services. These correspond with the ESF's of the Tennessee Emergency Management Plan as promulgated on September 24, 1999. Each ESF may be broken down into smaller components. For each annex, supporting documentation in the form of maps, organizational charts, checklists, etc., are provided as necessary.

Emergency Operations Center Organization Chart

Tab A to Appendix 2

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                                EOC
                              Manager
                                 |
        +----------------+-------+-------+----------------+
        |                |               |                |
  Administrative     Public          Liaison
    Assistant      Information

        +----------------+---------------+----------------+----------------+
        |                |               |                |
   Operations       Logistics       Planning        Finance & Admin
    Section          Section         Section            Section
```

Operations Section
- Emergency Service Branch — ESF 4,8,9,10,13
- Infrastructure Branch — ESF 1,2,3, & 12
- Human Services Branch — ESF 6 & 8
- Recovery Branch — ESF 15

Logistics Section
- Service Branch — ESF 11, 8
  - Technical Services Unit
- Support Branch — ESF 7, 14 & 16

Planning Section
- Documentation Branch
- Situation-Resource Status Branch
- Intel & Assessment Branch

Finance & Admin Section
- Finance Branch
- Personnel Branch
- Administration Branch
  - Message Center Unit
  - EOC Support Unit

v

PART ONE: INTRODUCTION   **Page**

PART TWO: EXECUTIVE OVERVIEW

PART THREE: BASIC PLAN

PART FOUR: EMERGENCY SUPPORT FUNCTIONS

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	ENTERED BY
1 – ESF2 Page 1-31	February 1998	Trisha Miller
2 – ESF 16 Animal Shelter and Care	November 2000	Trisha Miller
3 – ESF 13 Terrorism Annex	September 2001	Trisha Miller
4 – Updated entire plan and added ESF16	September 2002	Trisha Miller
5 – Updated entire plan and added an Executive Overview, new Terrorism/WMD Annex and updated ESF 16 Animal Shelter & Care Services	December 2003	Trisha Miller
6 – Updated ESF 6, 8 and 14. Took the ARC out as the Lead Agency.	May 2004	Trisha Miller
7 – Incorporated NIMS into Plan	July 2004	Trisha Miller
8 – Updated entire plan	June 2011	Tommy Dunavant
9 – Update entire plan	May 2017	Tommy Dunavant
10- Update entire plan	September 2022	Tommy Dunavant

DISTRIBUTION LIST

Copies	Copy #	Office/Department
1	1	County Mayor
8	2-10	Mayors, (Cities of Covington, Brighton, Atoka, Munford, Gilt Edge, Garland, Burlison, Mason, and Tipton County Government)
1	11	EMA Director
1	12	County Attorney's Office
1	13	Munford City Manager
9	14-24	Fire Chiefs (Atoka,Covington, Brighton, Munford, Gilt Edge, Garland, Mason, Three Star, Tipton County, Quito, and Charleston)
1	25	County Sheriff
5	26-30	Police Chiefs (Covington/Mason/Brighton/Munford/Atoka)
1	31	Ambulance Service
1	32	Chief, Hazardous Materials Team
1	33	Budget and Accounts Director
1	34	First Utility District
1	35	Poplar Grove Utility District
1	36	Covington Electric System
1	37	Southwest Electric System
1	38	Covington Department of Parks and Recreation
1	39	Munford Department of Parks and Recreation
1	40	Director, County Health Department
1	41	Superintendent, County School System
1	42	Administrator, Hospital
1	43	Director/Tipton County Department of Public Works

DISTRIBUTION LIST (Con't)

Copies	Copy #	Office/Department
1	44-48	Director/(Atoka/Brighton/Covington/Mason/Munford) Department of Public Works
1	49	Tipton County Chamber of Commerce
1	50	Emergency Communications (E 9-1-1) Coordinator
1	51	Tipton County Central Dispatch
1	52	TEMA Regional Office
1	53	Tennessee Highway Patrol (District Office)
1	54	Tennessee Department of Corrections
1	55	Tennessee Department of Transportation (County Office)
1	56	Tennessee Department of Human Services (County Office)
1	57	American Red Cross
1	58	Radio Amateur Civil Emergency Service (RACES)
1	59	County Medical Examiner
7	60-66	Code Enforcement Offices (Tipton County, Covington, Munford, Atoka, Mason, Brighton, and Gilt Edge)
1	67	Maintenance Supervisor – Tipton County School System
1	68	Public Information Officer
1	69	Damage Assessment Coordinator
1	70	Crisis Counseling Center
1	71	Nursing Service Director – Hospital
1	72	Safety Officer – Hospital
1	73	City of Covington Attorney's Office
1	74	Covington City Recorder
1	75	UT Agricultural Extension Office

FOREWORD

Historically, both before and after the enactment of the Federal Civil Defense Act of 1950, attack preparedness (both conventional and later, nuclear), natural disaster preparedness, disaster relief, resource management, etc., were handled by separate entities within the federal government. Even when attempts at consolidation were made, the resulting single agency had different divisions concentrating on their own specific concerns. With the creation of the Federal Emergency Management Agency (FEMA) in 1979, most of these programs were again consolidated into one agency. However, legislative authorities were not changed and FEMA still reported to more than 100 subcommittees in the U. S. Senate and House of Representatives. Within FEMA, each specific area was still handled by a separate division.

In 1983, FEMA developed a concept called the Integrated Emergency Management System (IEMS). IEMS recognized that the majority of problems that would be evident in a nuclear attack were identical or similar in nature to those brought about as a result of a natural disaster (or vice versa). IEMS recognized that these common elements could be planned for in general terms and satisfy, to a large extent, the logistical problems associated with having multiple groups plan for similar results of different origins. Therefore, one could prepare evacuation plans (for instance) that could be used in both natural disasters and nuclear attack. The same would be true for such concepts as communications, warning, fire protection, emergency medical services, etc. This concept still forms the basis for emergency management planning today.

In 1986, the state of Tennessee promulgated a new Tennessee Emergency Management Plan (TEMP). This plan was based on the 1981 TEMP, the 1978 Tennessee Disaster Assistance Plan, the 1983 State Emergency Evacuation Plan, and the 1986 Greeneville-Greene County Emergency Operations Plan (which was the first to be built under the IEMS concept). The result was a new TEMP that formed the basis for the state emergency management program until 1993. In 1993, the emergency planning staff, using concepts contained in the 1986 TEMP, as well as the new ESF format utilized in the Federal Response Plan, developed a new TEMP that reflects the current planning philosophies used at both the state and federal level. The TEMP was updated in 2018.

All of the agencies tasked in the County EMP have provided input into its development. In addition, concepts outlined in FEMA's CPG1-8, Guide for the Development of State and Local Emergency Operations Plans, and CPG1-8a, Guide for the Review of State and Local Emergency Operations Plans, have been incorporated to the extent possible. Additionally, a revised Hazard Analysis was accomplished in mid-1993 that provided the contextual framework for the development of concepts utilized within the plan.

The planning process used in the county is as follows: The Emergency Management Director, County Mayor, representatives of the cities, and county department heads attended one or more planning sessions held by TEMA Emergency Management Planners. At these meetings, the various planning criteria were discussed and a copy of the model county plan was distributed for review. TEMA planners went through the model EOP line by line with this group and made the necessary modifications to allow the plan to conform to current county practices. A draft of the final revision was circulated to those who attended the meetings and any final comments were solicited. Final changes were made, maps were prepared, and the plan was finalized for publication. This plan was updated in 2022.

Emergency planning is a very dynamic field. Natural and human-caused disasters continue to occur, and the local, state, and federal response structure will continue to adapt to the pressures brought about as a result of those events. Continuous evaluation of the response to these situations will inevitably lead to new and more efficient emergency planning concepts. Additionally, drills, tests, and exercises are used to identify weaknesses in the coordination of response activities. Lessons learned from both the exercises and actual events will be used to formulate changes in procedures that will be incorporated into future versions of the county Emergency Management Plan.

LETTER OF AGREEMENT

The Tipton County Emergency Management Plan, hereinafter referred to as the Plan, establishes the basis for all emergency management activities within the county and its political subdivisions. The plan is required by Section 58-2-101, et. seq., of the Tennessee Code Annotated, and by the Tennessee Emergency Management Plan.

The following department and agency heads having been consulted in the development of this plan and agreeing to support its policies, procedures, and responsibilites, by affixing their signatures hereto, signify their approval of this document and the policies, procedures, and responsibilities contained herein.

_____   _____
County Executive   Director, Health Department

_____   _____
Director, EMA   Tipton County Sheriff

_____   _____
Director, Budget and Accounts   Director, Public Works

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HAZARD IDENTIFICATION

The state of Tennessee is faced with a wide variety of both natural and technological hazards. A brief summary of these hazards follows. More detailed information concerning the nature of these hazards, and the extent to which they might affect state residents can be found in other guidance produced by the Tennessee Emergency Management Agency.

Natural Hazards

Earthquake

An earthquake is the sudden motion or trembling in the earth caused by an abrupt release of slowly accumulating strain. This sudden release results in ground shaking, surface faulting, and/or ground failures. Most earthquakes result in little or no damage, but they are potentially the most dangerous of all natural hazards affecting this state. Each year more than 400 seismic events occur--largely unfelt by the populace. Over the past few years, several have been large enough to be felt in the western portion of the state adjacent to what is known as the New Madrid Seismic Zone (NMSZ). The NMSZ is the most seismically active area east of the Rocky Mountains. The area for the greatest potential for earthquakes in Tennessee, therefore, is the western third of the state. A series of large events occurred during the winter of 1811-1812 that caused the formation of Reelfoot Lake in northwestern Tennessee. An equivalent event today would wreak havoc on a wide area of the Mid-South, including the Memphis area. Fortunately, the vast majority of these events are detectable only with sensitive instrumentation. In terms of response, the state could experience a relatively significant earthquake every 25 years. There is concern, however, that a large magnitude event grows more probable with each passing day. Such an event could directly affect more than 50% of the state's population.

As is demonstrated on the attached maps, the County is at high risk of being affected by an earthquake. Such an event could be expected to affect 100% of the county's population.

Winter Storm

Winter storms include ice storms, blizzards and extreme cold. Winter storms in Tennessee often include extreme cold and ice. These storms are especially hazardous in terms of closing emergency routes, creating power and utility system failures, and immobilizing economic activity. Because of the state's generally mild winters, major storms occur on average about once every five years. When they do occur, they typically affect as much as one half of the state's population. The potential, however, exists that a major storm could affect the entire state. In March of 1993 the "Storm of the Century" struck the eastern half of the state killing 18 people and causing $22 million in damage. In 1994, a major ice storm created massive utility outages and road damage over two-thirds of the state. The net result was over $100 million in damages--by far the largest disaster in the state's history.

On the average winter storms occur once every five years affecting the entire county.

Tornado

A tornado is a violently whirling column of air extending downward to the ground with winds as high as 300 miles per hour. In a typical year in Tennessee, 11 tornadoes occur, killing five and injuring about a dozen of the state's citizens. Since tornado statistics began in 1916 more than 525 tornadoes have impacted the state--126 of which have killed almost 450 people. Tornadoes occur more frequently in the western portion of the state than in the middle or eastern portions.

The springtime months, from mid-March through the first of June, are the peak months for tornado activity; however, tornadoes can and have occurred in every month of the year. The afternoon and early evening hours from 3:00 P.M. to 9:00 P.M. are the best time for tornado development. In Tipton County significant

tornadoes occur once every five years and affect up to two percent of the county's population, but the entire county is susceptible to the occurrence of tornadoes.

Flood

There are several different types of floods: flash, ravine, urban, and coastal. Obviously, coastal flooding would not be a problem in Tennessee. There are several incidents of each of the other types annually, however. Regardless of the type of flood, the cause can almost always be attributed to excessive rainfall, either in the flood area or upstream. Since most precipitation in the state occurs between December and late March, this is the period during which the majority of the flooding can be expected to occur. There are several instances each year, however, of locally heavy rainfall that results in flash flooding.

On an annual basis, flooding causes the most damage in Tennessee. From 1963 through 1993, flooding had resulted in 16 Presidential-declared disasters across the state, with expenditures in excess of $30 million. Flooding occurs several times a year in Tipton County, most of which is of the minor flash flood variety. Floods typically affect less than 2% of the county's population at any given time.

Agricultural Drought

A drought is a prolonged period with little or no rain. This is, generally speaking, mostly an agricultural (and therefore economic) problem. Significant droughts occur about once every 15 years or so in Tennessee. The potential is there for such events to affect the entire state.

Wildfire

A wildfire is any incident of uncontrolled burning in grasslands, brush, or woodlands. In 1992, there were almost 3,000 such occurrences in Tennessee, burning just under 26,000 acres. Significant wild land fires occur about once every two years. However, several hundred lesser events occur annually across the entire state. The eastern and middle portions of the state are most affected. Wildfires occur three or four times a year

Technological Hazards

Terrorism

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. This may be broken down into two types: Domestic terrorism, groups of individuals who are based and operate entirely within the United States and U.S. Territories without foreign direction and whose acts are directed at elements of the U.S. Government or population and International Terrorism: unlawful use of force or violence committed by a group or individual who has some connection to a foreign power whose activities transcend national boundaries against persons or property, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorist are working to obtain biological, chemical, nuclear and radiological weapons (weapons of mass destruction) as well as the utilization of cyber-terrorism and agri-terrorism, and the threat of an attack is very real.

Power Failure

A power failure is any interruption or loss of electrical service due to disruption of power generation or transmission caused by an accident, sabotage, natural hazards, equipment failure, or fuel shortage. These interruptions can last anywhere from a few seconds to several days. Power failures are considered significant problems only if the local emergency management organization is required to coordinate the provision of food, water, heating, etc. as a result. Power failures are common with severe weather and

winter storm activity. Significant power outages occur, on the average, about every five years, affecting as much as 50 percent of the population.

Hazardous Materials Transportation Incident

This is any occurrence resulting in uncontrolled release of materials, during transport, that are capable of posing risk to health, safety, and property as defined by Department of Transportation Materials Transport regulations. Each year, about 250,000 shipments of hazardous materials crisscross the state of Tennessee. Incidents such as the propane explosion in Waverly in 1978 and the bromine spill in Rockwood occur several times a year throughout the state. Additionally, thousands of shipments of radiological materials, mostly medical materials and low-level radioactive waste, take place across the state. Many incidents occur in sparsely populated areas and affect very few people. There are occasions, however, where materials are involved in accidents in areas with much higher population densities such as the propane tanker explosion in Memphis on December 23, 1989, that killed eight people. Fortunately, such events are rare. Hazardous materials transportation incidents can occur at any place within the state, although the vast majority occurs on the interstate highways or major federal or state highways, or on the major rail lines. There are five major highways passing through Tipton County. A significant incident occurs on these routes on an average of about one time a year.

Urban Fire

An urban fire is any instance of uncontrolled burning which results in structural damage to residential, commercial, industrial, institutional, or other properties in developed areas. Almost every county has at least one city that has significant development in either a downtown area or an industrial park. Each of these locations is a prime target for this type of occurrence. Tipton County has not had a major occurrence in the area of urban fire.

Stationary Hazardous Materials Incident

This is any occurrence of uncontrolled release of materials, from a fixed site, capable of posing a risk to health, safety, and property as determined in the EPA's Resource Conservation and Recovery Act. These materials are classed identically to those specified in the section on transportation accidents. Hazardous materials incidents of this type occur several times a month in many of the counties in Tennessee. Major events (i.e., those requiring significant evacuations) occur approximately six times per year across the state. There are approximately 40 facilities within Tipton County that manufacture, store, or utilize hazardous materials in some capacity. An incident at one of these facilities could be expected to affect as much as two percent of the county's population.

Civil Disturbance

A civil disorder is defined as any incident intended to disrupt community affairs and threaten the public safety. Civil disorders include terrorist attacks, riots, mob violence, and any demonstration resulting in police intervention and arrests. Civil Disturbances occur once every five years in Tipton County.

Attack

An attack upon the United States (either conventional or nuclear) is extremely unlikely. The potential for such an event, however, does exist. Although the chances of a massive nuclear strike on the U.S. have greatly diminished, several countries throughout the world have developed, or are seeking to develop the capability of deploying nuclear weapons, either on a tactical basis or a strategic one. Additionally, the possibility exists that a terrorist organization might acquire the capability of creating a small nuclear detonation. A single nuclear detonation in the United States would likely produce fallout affecting an area many times greater than that of the blast itself. The Nuclear Attack Planning Base (NAPB) developed by the Federal Emergency Management Agency (FEMA) in cooperation with TEMA and other state emergency management organizations, provided 15 potential target sites in the state of Tennessee. Those areas not affected by direct blast or thermal effects, however, would still likely suffer the effects of

radioactive fallout. The attached map shows that Tipton County is a risk/host area with respect to a potential nuclear attack.

OTHER NATURAL AND TECHNOLOGICAL INCIDENTS

Urban Drought

Urban droughts generally affect areas dependent on reservoirs for water. Such droughts usually lead to restrictions on water use to what is essential for living. Urban droughts occur less frequently than agricultural droughts, occurring once every 15 years and affecting about 10-15% of the state's population.

Air and Rail Transportation Accidents

These are incidents involving air or rail passenger travel resulting in death or serious injury. Highway incidents are excluded because they are generally handled without emergency management organization involvement. In Tennessee, significant air incidents occur less than once every seven years, while rail incidents involving passengers are less frequent.

Landslide

A landslide is the downward movement of slope-forming materials reacting to the force of gravity. Landslides are the least significant hazard (with respect to its effects upon the citizenry), and most often occur in the mountainous regions of the eastern part of the state.

ATTACHMENT 1A - HAZARD IDENTIFICATION
EARTHQUAKE RISK

ESTIMATED MAXIMUM REGIONAL SEISMIC INTENSITIES ASSOCIATED WITH AN ENSEMBLE OF GREAT EARTHQUAKES THAT MIGHT OCCUR ALONG THE NEW MADRID SEISMIC ZONE, EAST-CENTRAL UNITED STATES

Note: Modified Mercalli Scale (Ms) Intensity indicated by Roman Numerals (**IX**) for hypothetical quake events of a given magnitude (6.5, 7.5, or 8.5)

This map shows hypothetical maximum intensities, by county, that would result from a magnitude; Ms = 6.5, 7.5, or 8.5 maximum intensity IQ=X, earthquake anywhere along the New Madrid Seismic Zone. The estimated distribution of effects on the map is based on an analysis of the effects of smaller, but better documented earthquakes in the New Madrid Seismic Zone. This composite intensity map shows a more widespread distribution of effects than would result from a single earthquake of a given magnitude because the distributions of effects were plotted for such earthquakes that could occur anywhere from the northern to the southern end of the seismic zone. A composite map has been prepared because (1) it is not certain where in the zone an earthquake might occur in the future, and (2) in 1811-1812 at least three and probably four large shocks occurred at different places throughout the zone. This composite intensity map is believed to represent the upper level of shaking likely to occur in any county regardless of the location of the epicenter within the seismic zone.

See Attachment 1B for a description of the Modified Mercalli Intensity Scale. This map is for planning purposes only.

ATTACHMENT 1B - MODIFIED MERCALLI INTENSITY SCALE

Intensity Value	Description
I	Not felt. Detectable only by sensitive seismic instrumentation.
II	Felt by persons at rest, on upper floors, or favorably placed.
III	Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
IV	Hanging objects swing. Vibration like passing of heavy trucks; or sensation of jolt like a heavy ball striking the walls. Standing cars rock. Windows, dishes, and doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
V	Felt outdoors; direction estimated. Sleepers awakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., fall off shelves. Pictures fall from walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring. Tress, bushes shaken visibly, heard.
VII	Difficult to stand. Noticed by drivers. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices, also unbraced parapets, and architectural ornaments. Some cracks in masonry C. Waves on ponds, water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII	Steering of cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundation if not bolted down; loose panel walls thrown out. Decaying piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.
IX	General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. General damage to foundations. Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Obvious cracks in ground. In alluvial areas, sand and mud ejected, earthquake fountains, sand craters; liquefaction occurs.
X	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
XI	Rails bent greatly. Underground pipelines completely out of service.
XII	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Masonry A, B, C, & D. To avoid ambiguity of language, the quality of masonry, brick, and otherwise, is specified by the following lettering.

Masonry A: Good workmanship, mortar, and design, reinforced, especially laterally, and bound together using steel, concrete, etc.

Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar, no extreme weaknesses like failing to tie at corners, but neither reinforced nor designed against horizontal forces.

Masonry D: Weak materials, such as adobe; poor mortar, low standards of workmanship; weak horizontally.
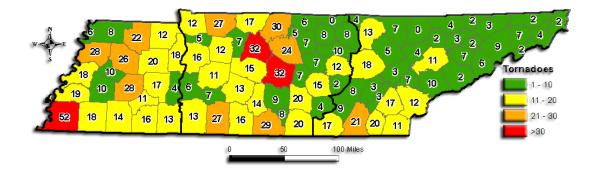
ATTACHMENT 2 - HAZARD IDENTIFICATION
COMMERCIAL NUCLEAR POWER PLANT REACTOR SITES,
U. S. DEPARTMENT OF ENERGY RESEARCH FACILITIES
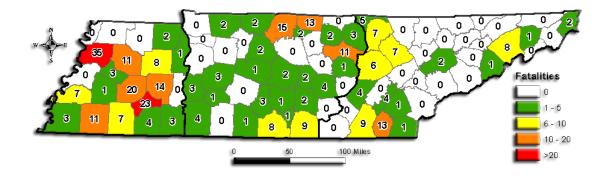
1. Sequoyah Nuclear Power Plant (TVA)
2. Watts Bar Nuclear Power Plant (TVA)
3. U. S. Department of Energy Research Facilities
4. Spent Nuclear Fuel Services

ATTACHMENT 3 - HAZARD IDENTIFICATION
TORNADO INCIDENCE/FATALITIES IN TENNESSEE

Number of Tornadoes (1950 – 2022)
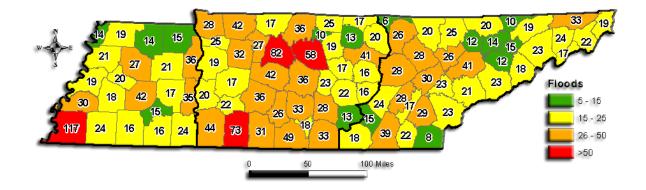
Tornado Fatalities (1916-2022)

National Climatic Data Center http://www.ncdc.noaa.gov/oa/about/systemsinfo.html
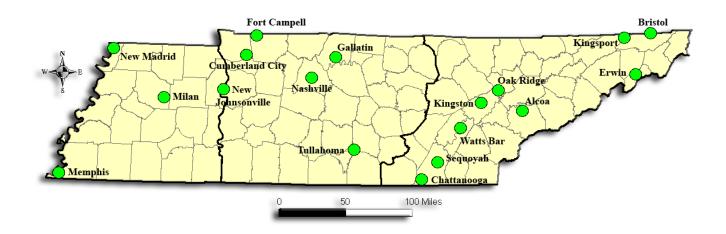
Note: The flood event totals are from the NCDC Storm events database, which ranges from 1993 to September 2022

National Climatic Data Center http://www.ncdc.noaa.gov/oa/about/systemsinfo.html

ATTACHMENT 5 - HAZARD IDENTIFICATION
TENNESSEE KEY INFRASTRUCTURE, ATTACK RISK CONGLOMERATES

DEFINITIONS/ACRONYMS

ADD ANY OTHER ACRONYMS/DEFINITIONS THAT APPLY TO THE LOCAL SITUATION

ARC

American Red Cross

AT&T

American Telephone & Telegraph

B.N.I.C.E.

Biological, Nuclear, Incendiary, Chemical, Explosive – weapons of terrorism

CCP

Casualty Collection Point

Civil Protection Guide (CPG)

Series of FEMA publications providing guidance to state and local emergency management organizations in preparing for emergencies/disasters

CUSEC

Central United States Earthquake Consortium

DAC

Disaster Assistance Center

DFO

Disaster Field Office

Direction and Control

The control/coordination group in an EOC.

Disaster

An event, the effects of which cause loss of life, human suffering, property damage, both public and private, and severe economic and social disruption. Disasters can be natural or manmade events, major accidents, or enemy attack. Disasters are differentiated from those day-to-day emergencies and accidents that are routinely responded to by local emergency organizations, and may be of such magnitude or unusual circumstance as to require response by all levels of government - local, state, and federal.

Disaster Application Center (DAC)

A preselected area designed to provide information on a variety of disaster assistance programs as quickly and conveniently as possible to those adversely affected by a disaster.

EEI

Essential Elements of Information

Emergency

According to the Disaster Relief Act of 1974 (PL 93-288), the term emergency means   any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and property, carry out public health and safety activities, or to avert or lessen the threat of a major disaster.

Emergency Broadcast System (EBS)

A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during war, state of peril or disaster, or other national emergency.

Emergency Management Plan

A brief, clear, and concise document which provides instructions to appropriate individuals and entities as to what steps should be taken to prepare for and respond to emergencies or the threat of emergencies. The plan describes these instructions based on a given set of circumstances and assumptions as to what the plan will accomplish. The entirety of the local or state response scheme is considered throughout the plan.

Emergency Medical Services (EMS)

Ambulances and rescue units, staffed by paramedics and emergency medical technicians who provide emergency medical treatment to victims in a pre-hospital environment (i.e., in the field).

Emergency Operations Center (EOC)

This is a facility from which key officials can direct and coordinate emergency response personnel.

Emergency Public Information (EPI)

Information which is disseminated before, during, and/or after an emergency; it instructs and transmits direct orders to the public via the news media.

Emergency Services Coordinator (ESC)

Person designated by each agency, tasked with the responsibility of providing expertise to the emergency management director, and empowered to act on the behalf of the agency in terms of allocating personnel, resources, etc., to emergencies.

EMP

Emergency Management Plan

EO

Executive Order

ESF

Emergency Support Function

EPA

U. S. Environmental Protection Agency

Evacuees, Spontaneous

Persons who leave an area in periods of emergency whether or not they are advised to do so.

Executive Group

The governing body of the local jurisdiction during an emergency.

FD

Fire Department

FEMA

Federal Emergency Management Agency

FNF

Fixed Nuclear Facility (Nuclear Power Plant)

Forward Command Post (FCP)

An assigned area which is set up to supervise on-site response as well as coordinating communications with the EOC.

Hazard

A potential threat or circumstance which presents a threat to life and/or property.

HAZMAT

Hazardous Materials

HMTUSA

Hazardous Materials Transportation Uniform Safety Act

High Hazard Areas

Areas designated by the federal government, or through a hazard analysis as relatively more likely to experience the direct effects of any given hazard.

I&FG

Individual and Family Grant Program

In-Place Shelter

The use of a person's house or building to shield him from the negative effects of the environment.

Integrated Emergency Management System (IEMS)

A concept that applies mitigation, preparedness, response, and recovery activities to all-hazards in a local/state/federal partnership.

JIC

Joint Information Center

Local Planning Zone

Usually a fire district or other suitable planning district used to simplify planning efforts directed at preparing for local emergencies.

Major Disaster

According to the Disaster Relief Act of 1974 (PL 93-288), the term means any occurrence listed under "Emergency" which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act, above and beyond the emergency services by the federal government to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MC

Mobilization Center

MHz

Megahertz

Mobile Reserve Unit (MRU)

An organization created for emergency management to provide support to local organizations when dispatched by the Governor to a stricken area.

NAWAS

National Warning System

NDMS

National Disaster Medical System

NIMS

National Incident Management System

NJTTF

National Joint Terrorism Task Force

NOAA-NWS

National Oceanic and Atmospheric Administration, National Weather Service

OSC

On-Scene Commander

PD

Police Department

POA

Point of Arrival

Public Information Officer (PIO)

Person responsible for providing disaster-related information to the media and other people in a disaster area.

RACES

Radio Amateur Civil Emergency Services (Ham radio operators)

Radiological Officer (RO)

A person who has been trained to assume the responsibility for policy recommendations for the radiological protection of a state, county, or facility.

Monitor

A person who has been trained to detect, record, and report radiation exposures and exposure rates.

Analyst

A person who has been trained to prepare monitored radiological data in analyzed form for use in the area served as well as by other levels of government to which reports of such data are sent. The analyst also evaluates the radiation decay patterns as a basis for estimates of future exposure rates and exposures associated with emergency operations.

Reception Area

A specified area which is relatively unlikely to experience the direct effects of a disaster and which is designated for the reception, care, and logistical support of the hazard evacuees.

REOC

Regional Emergency Operations Center

Resources

Manpower, raw or basic materials, finished goods and products, services and facilities.

Primary Resources

Those which by their nature have a national or interstate use. These generally include interstate wholesale goods or manufacturers' inventories.

Secondary Resources

Retail goods and intrastate wholesale goods necessary to meet essential   needs within a single state.

Resource List

A list, maintained by the emergency management agency, of the resources (personnel, equipment, and supplies) in the county/state which can be used by the emergency services in response to local disasters/emergencies.

SARA

Superfund Amendments and Reauthorization Act

SCB

South Central Bell

SCO

State Coordinating Officer

SITREP (Situation Report)

Reports of damage assessment in a disaster area.

SO

Sheriff's Office

SEOC

State Emergency Operations Center

Staging Area

Area specifically set aside for the marshaling and coordination of incoming resources.

SOPs (Standard Operating Procedures)

A set of instructions, having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

TARS

Tennessee Association of Rescue Squads

Terrorism

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

TCA

Tennessee Code Annotated (Tennessee state law)

TEMA

Tennessee Emergency Management Agency

TEMP

Tennessee Emergency Management Plan, designed specifically for state-level response to emergencies or disasters and which sets forth actions to be taken by state and local governments, including those for implementing federal disaster assistance programs.

US&R

Urban Search and Rescue

Vulnerability (or Risk)

The degree to which people, property, the environment, or social and economic activity are susceptible to injury, damage, disruption, or loss of life.

Weapons of Mass Destruction

Nuclear, Biological, Chemicals weapons used by terrorist.

AUTHORITIES AND REFERENCES

I. Authorities (All Authorities and References are listed below and are added to and amended as changes occur)

A. Federal

1. Public Law 93-288, as amended by PL 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act, November 23, 1988.

2. Public Law 81-920, Federal Civil Defense Act of 1950, as amended.

3. 44 CFR, Emergency Management and Assistance.

4. Public Law 92-367, National Dam Inspection Act of 1972.

5. 36 USC, American Red Cross, January 5, 1905, as amended.

6. Public Law 81-774, Defense Production Act of 1950, as amended.

7. Public Law 95-124, Earthquake Hazards Reduction Act of 1977.

8. Public Law 95-313, Cooperative Forestry Assistance Act of 1978.

9. Public Law 96-510, Section 104(i),Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund).

10. Presidential Executive Order 12148, "Federal Emergency Management," July 20, 1979.

11. Presidential Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," November 18, 1988.

12. Presidential Executive Order 12777, "FEMA Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants," October 18, 1991.

B. State

1. TCA 58-2-101 through 58-2-518, Civil Defense Act of 1951, as amended.

2. TCA 68-212-201 through 68-212-207, Hazardous Waste Management.

3. TCA 69-12-102, Safe Dams Act of 1973.

4. Governor's Executive Order No. 4, February 13, 1987.

5. Governor's Executive Order No. 7, April 1, 1987.

C. Local

1. County Resolution, Tipton County Court, 2022.

II. References

A. General

1. Federal

    a. <u>Federal Response Plan for Public Law 93-288, as amended</u>, April 1992.

    b. FEMA CPG 1-6, <u>Disaster Operations</u>, 1981.

    c. FEMA CPG 1-8, <u>Guide for the Development of State and Local Emergency Operations Plans</u>, September, 1990.

    d. FEMA CPG 1-8a, <u>Guide for the Review of State and Local Emergency Operations Plans</u>, October, 1992.

    e. FEMA CPG 1-3, <u>CCA General Program Guidance</u>, August, 1992.

    f. Second U. S. Army, <u>Military Support to Civil Authority Plan</u>, 1985.

    g. U. S. Air Force, <u>State and Regional Disaster Airlift (SARDA) Planning</u>, August 31, 1987.

2. State

    a. <u>Tennessee Emergency Management Plan,</u> 2018.

    b. <u>Tennessee Hazard Mitigation Plan,</u> 2018.

    c. <u>Tennessee Multi-Jurisdictional Radiological Emergency Response Plan for Watts Bar Nuclear Plant,</u> as amended.

    d. <u>Tennessee Multi-Jurisdictional Radiological Emergency Response Plan for Sequoyah Nuclear Plant,</u> as amended.

    e. <u>Tennessee Multi-Jurisdictional Emergency Response Plan for the Department of Energy Oak Ridge Reservation,</u> as amended.

Emergency Operations Plan

Executive Overview

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Emergency Operations Plan

Disaster Response

When disaster threatens a community – a flood, tornado, earthquake, chemical spill, acts of terrorism – local responders, government agencies and private organizations take actions. Their Goal: to save lives and help people cope with the chaos. Most of the time local government has the skills and equipment to do the job and they do it well.

However, sometimes the destruction goes beyond the capabilities of a single agency or single jurisdiction.   That's when the County Basic Emergency Operations Plan is activated, and disaster response is coordinated through the Emergency Management Agency in the Emergency Operations Center.

At times, the local response capability will be overwhelmed by a catastrophic disaster. If so, assistance can be requested for State and Federal resources.   Usually Federal Assistance is in the form of financial aid.   But, when local and State governments are overwhelmed by a catastrophic event, the State may request resources from the Federal Emergency Management Agency.

Emergency Response Plan

The concept of the Emergency Operations Plan is simple and in compliance with the Tennessee State Law: In a major emergency or disaster the Emergency Management Agency Basic EOP establishes a procedure for providing personnel, technical expertise, equipment and other resources, and assumes an active role in managing the response and recovery.

Resources are provided by one or more of the city and county departments and agencies as well as the private sector. Resources and tasking are grouped into 16 Emergency Support Functions (ESF). Each ESF has a lead or primary agency and support agencies for that particular task. Each agency or department responds within its own authority and under its own leadership.

Disaster response and resource coordination will be managed by the Director of Emergency Management and the Disaster Management Team designated under the BEOP and will be coordinated through an ICS in accordance with the NIMS. This coordination takes place from the Countywide Emergency Operations Center.

Policy, public information and overall management of the disaster is handled by the Disaster Management Team, chaired by the Emergency Management Director.   The EOC is furnished and is supported by all governmental departments and agencies.

Hazards

West Tennessee and its 21 counties are exposed to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. Possible natural hazards include but are not limited to drought, earthquake, tornado, flood, and severe weather. Other disaster situations could develop from a release of hazardous materials, either from a fixed site or while in transit. Acts of terrorism also has the potential of causing catastrophic affects on citizens and facilities by the use of Biological, Nuclear, Incendiary, Chemical or Explosive devices. Civil strikes, civil disorder, major transportation (rail, air, bus) accidents and the potential of conventional attack on our country are all addressed in the County's Basic Emergency Operations Plan.

Anticipated Needs

The BEOP enables a flexible and rapid response. When a predictable disaster threatens an area, local, State and Federal officials work together to track the event and prepare for the potential destruction. Public information, warning and protective actions will be directed by the Emergency Management Agency.

Emergency personnel, supplies and equipment are pre-positioned. Emergency Response Teams are dispatched by the State and Federal Government to the potential disaster area, ready to:

- Protect life and property
- Establish Communications
- Assess damages
- Identify needs
- Direct response activities

Process

The decision to activate the county Emergency Operations Plan is made by the County Mayor /Mayor or by the Director of Emergency Management, under the authorization of State law and local resolutions and ordinances. The County Mayor /Mayor or in his or her absence, the Director of Emergency Management may make a local Emergency or Disaster declaration.

When the situation escalates beyond the capabilities of local government to respond, or if additional resources or assistance is needed, the County Mayor /Mayor may request assistance through TEMA. If the assistance is beyond the resource capabilities of the State, the Governor may request federal assistance through FEMA to the President. This formal request process is handled by Emergency Management on all three levels of government.

Upon determination that all guidelines are met for making assistance available, the President may declare that an Emergency or Disaster exist and Federal Assistance may be utilized in response and recovery. This may include both public and/or individual disaster assistance.

Managing Essential Services

*M*anagement of local preparedness, mitigation, response and recovery activities are grouped into 16 Emergency Support Functions. Each is headed by a Primary Agency and Supported by other public and private sector agencies, departments or groups.

- **ESF 1 – TRANSPORTATION**
  Responsibility: Provide transportation networks and support
  Primary Agency: Tipton County Public Works

- **ESF 2 – COMMUNICATIONS**
  Responsibility: Provide radio, telecommunications, and data communications systems. Provide dissemination of warnings to the public.
  Primary Agency: 911 Emergency Communications Board & EMA

- **ESF 3 – INFRASTRUCTURE**
  Responsibility: Building Inspection, route clearance, bridge inspection, debris removal, water and wastewater systems.
  Primary Agency: Tipton County Public Works

- **ESF 4 – FIREFIGHTING**
  Responsibility: Detect and suppress wild-and, rural and urban fire
  Primary Agency: Jurisdictional Fire Departments

- **ESF 5 – INFORMATIN AND PLANNING**
  Responsibility: Collect, analyze and disseminate critical information to facilitate the overall response and recovery.
  Primary Agency: Covington-Tipton County EMA

- **ESF 6 – HUMAN SERVICES**
  Responsibility: Provide Shelter & Mass Care Operations
  Provide Disaster Victim Services
  Primary Agency: Tennessee Department of Human Services

- **ESF 7 – RESOURCE SUPPORT**
  Responsibility: Logistics, Resource Management, Staging areas
  Primary Agency: Tipton County Budget & Accounts Director

- **ESF 8 – HEALTH AND MEDICAL SERVICES**
  Responsibility: Emergency Medical Services, Public Health and Crisis Intervention Support.
  Primary Agency: Tipton County Health Dept.

- **ESF 9 – SEARCH AND RESCUE**
  Responsibility: Search for missing person, missing or downed aircraft and rescue operations.
  Primary Agency: Jurisdictional Fire Departments

- **ESF 10 - ENVIRONMENTAL RESPONSE**
  Responsibility: Hazardous Materials, Radiological Materials
  Primary Agency: Covington-Tipton County Haz Mat Team

- **ESF 11 - FOOD**
  Responsibility: Identify, secure and deliver food assistance.
  Primary Agency: Covington-Tipton County EMA

- **ESF 12 – ENERGY**
  Responsibility: Facilitate restoration of the energy systems of the County.
  Primary Agency: Covington Electric/Southwest Electric System

- **ESF 13 – LAW ENFORCEMENT**
  Responsibility: Traffic Control, Security/Crime Control, Terrorism Crisis Management, Institutions/Jails, Evacuation.
  Primary Agency: Tipton County Sheriff's Office

- **ESF 14 – DONATIONS & VOLUNTEERS**
  Responsibility: Orderly handling of donated goods and the coordination of volunteer resources.
  Primary Agency: Tipton County Budget & Accounts Director

- **ESF 15 – RECOVERY**
- **Responsibility**: Provide for the delivery of Local, State and Federal recovery assistance.
  Development of long-range recovery
  Primary Agency: Covington-Tipton County EMA

- **ESF 16 – ANIMAL HOUSING & CARE**
  Responsibility: Coordination of emergency medical, temporary confinement, housing, food and water, identification and tracking of animals affected by disaster.
  Coordination of the disposal of dead or unclaimed animals
  Primary Agency: Tipton County Public Works

Key Players

A localized disaster requires a coordinated response involving all levels of local government. A catastrophic disaster may effect the region, state or several states and will require coordinated response from outside the local government level.

➤ **CITIZENS**
All citizens are encouraged to be prepared for disasters. They should have a Family Disaster Plan, emergency training and the supplies of food water and other needs to be self sufficient for up to 72 hours after the event.

➤ **LOCAL GOVERNMENT**
County Mayor/Municipal Mayors, EM Director: Activate the local Emergency Operations Plan. Makes a declaration of Emergency, communicates with the Regional State EOC. Makes request for additional resources or assistance through the SEOC.
Disaster Management Team: Division/Department Directors or Chiefs (Police, Fire, Public Works, Health and EMA) Responsible is to develop policy and manage overall response operations. Acts as advisors to the County Mayor/Municipal Mayors.
Emergency Service Coordinators: Appointed by each department/agency, to represent that agency in the ESF's at the EOC. They have full authority of the appointing agency to commit resources and to coordinate response and recovery for their respective department or agency.

➤ **STATE OF TENNESSEE**
Governor, TEMA Director: Activates the State EOC and the TEMP. Declares a State of Emergency or Disaster; makes contact with FEMA and makes request for Federal assistance as necessary.
State Coordinating Officer: Leads State response and recovery. Coordinates State activities with Federal response effort.
Catastrophic Emergency Response Team: Group of quick response personnel to meet with local EMA officials in the disaster area to establish communications and gather disaster intelligence information and help assess needs.

➤ **FEDERAL**
President of the United States: Declares a State of Emergency or Major Disaster upon request by the Governor; appoints the Federal Coordinating Officer.
FEMA Director: Coordinates Federal response efforts, makes recommendations to the President for making a disaster declaration.
Federal Coordinating Officer: Serves as the FEMA representative at the disaster field site and at the Disaster Field Office. Manages the Federal response and recovery efforts.

Homeland Protection Annex

*I*n short: **"terrorism is a technique for inducing fear by intimidation".** It may be domestic or international based.

*T*he FBI distinguishes between three distinct categories of terrorism-related activity:

- A **Terrorist Incident** is a violent act or acts dangerous to human life, in violation of the criminal laws of the U.S. or any state, to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives.
- A **suspected terrorist incident** is a potential act of terrorism in which responsibility for the act cannot be attributed at the time to a known or suspected terrorist group or individual.
- A **terrorist prevention** is a documented instance in which a violent act by a known or suspected terrorist group or individual with the means and a proven propensity for violence is successfully interdicted through investigative activity.

*T*errorist Tactics at a functional level, seek to create a sense of fear to further their cause or achieve political or other objectives.

*T*raditional terrorist tactics include:

- Assassination
- Armed assault
- Bombing
- Hijacking
- Hostage-taking
- Kidnapping.
- Product contamination
- Cyber-terrorism

*I*t is virtually impossible to develop an all-inclusive list of potential terrorism targets, though in most cases potential targets have obvious symbolic traits.

Potential Terrorist Targets

Persons	Places	Things
Elected government officials	Airports, bridges	Computer terminals
Federal, state and local officials	Federal, state, local facilities	Utilities, pipelines, power
Military officials and personnel	Sporting events	Cruise ships
Public safety officials	Military bases	Satellite transmitters
Business leaders	Universities	Vehicles
Government workers	Planned events (parades)	Commo antennas

*T*his annex assigns responsibility for the three phases of terrorism response activities:

- **Pre-Event** – *(Prevention)* Lead Law enforcement
- **Event** *(Consequences)*– Lead Emergency Management
- **Post-Even** *(Investigative),* FBI & law enforcement

*R*esponse to the consequences of an act of terrorism will be handled under the responsible ESF of the County Basic Emergency Operations plan.

National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-
Advisory System (HSAS). This new system will more effectively comm
terrorist threats by providing timely, detailed information to the publi
first responders, airports and other transportation hubs, and the priv
It recognizes that Americans all share responsibility for the nation's
security, and should always be aware of the heightened risk of
terrorist attack in the United States and what they should do.

NTAS Alerts

Imminent Threat Alert
Warns of a credible, specific, and impending terrorist threat against
the United States.

Elevated Threat Alert
Warns of a credible terrorist threat against the United States.
After reviewing the available information, the Secretary of Homeland
Security will decide, in coordination with other Federal entities,
whether an NTAS Alert should be issued.
NTAS Alerts will only be issued when credible information is
available.
These alerts will include a clear statement that there is an
imminent threat or elevated **threat**. Using available information,
the alerts will provide a concise summary of the potential threat,
information about actions being taken to ensure public safety, and
recommended steps that individuals, communities, businesses and
governments can take to help prevent, mitigate or respond to the
threat.
The NTAS Alerts will be based on the nature of the threat: in some
cases, alerts will be sent directly to law enforcement or affected
areas of the private sector, while in others, alerts will be issued more
broadly to the American people through both official and media
channels.

Sunset Provision
An individual threat alert is issued for a specific time period and
then automatically expires. It may be extended if new information
becomes available or the threat evolves.
If threat information changes for an alert, the Secretary of Homeland
Security may announce an updated NTAS Alert. All changes,
including the announcement that cancels an NTAS Alert, will be
distributed the same way as the original alert.

The NTAS Alert – How can you help?

Terrorism Information
Terrorism information and intelligence is based on the collection,
analysis and reporting of a range of sources and methods. While
intelligence may indicate that a threat is credible, specific details
may still not be known. As such, Americans should continue to stay
informed and vigilant throughout the duration of an NTAS Alert.
Each alert provides information to the public about the threat,
including, if available, the geographic region, mode of
transportation, or critical infrastructure potentially affected by the
threat; protective actions being taken by authorities, and steps that
individuals and communities can take to protect themselves and

their families, and help prevent, mitigate or respond to the threat. Citizens should be encouraged to report suspicious activity to their local law enforcement authorities. The "If You See Something, Say Something™" campaign across the United States encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity.

<u>Alert Announcements</u>

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – http://www.dhs.gov/alerts
- Via email signup at – http://www.dhs.gov/alerts
- Via social media
    - Facebook – http://facebook.com/NTASAlerts
    - Twitter – http://www.twitter.com/NTASAlerts
- Via data feeds, web widgets and graphics
    - http://www.dhs.gov/alerts

    The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

NOTE: An act of terrorism or potential act of terrorism is to be considered a crime scene and response planning and coordination must be made in corporation with law enforcement officials, local, state and Federal.

*E*mergency Support Functions of the basic plan will be utilized to in the management of respond in the event of disaster, to include an act of terrorism.

BASIC PLAN

I.   Introduction

A.   Purpose

This plan establishes the framework for the development of a comprehensive emergency management program within and for Tipton County and its various political subdivisions. The emergency management program's purpose is to mitigate the potential effects of the various hazards that might impact the county, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the citizens and local jurisdictions during emergencies, and to provide a recovery system to return the county and its communities to a normal status as soon as possible after such emergencies. This plan defines the roles and responsibilities associated with the mitigation, preparedness, response, and recovery efforts directed at natural disasters, technological accidents, enemy attacks, and other major events that might impact Tipton County.

B.   Scope

This plan addresses all types of emergency functions in Tipton County, except those for which the state or federal governments have primary responsibility. These functions include: the provision of fire and police services; emergency and continuing medical services; rescue; warning; communications; engineering; hazardous materials abatement; evacuation; emergency welfare services; emergency transportation services; and all other functions related to the protection of the civil population as defined by TCA 58-2-102. Additionally, responsibilities associated with the preparedness for, response to, and recovery from disasters, enemy attack, sabotage, hostile actions, rioting, mob violence, power failures, energy emergencies and/or their threatened occurrence are addressed as prescribed by TCA 58-2-101.

This plan addresses potential situations that might be brought about as the result of all natural disasters, enemy attack (including the nuclear threat), and all technological incidents.

Specifically, this plan addresses:

1.   The interrelationship between the organizations with roles in the emergency management program of Tipton County. These organizations include various departments and divisions of county government, local governments, the state and federal governments, and the private sector.

2.   Procedures for establishing a continuous program for reviewing and updating this plan and supporting plans, and the evaluation of their adequacy for their intended purpose(s).

II.   Situation and Assumptions

A.   Situation

Tipton County is situated in the southwest portion of Tennessee. There are eight municipalities in the county. The 2020 census indicated the county's population at 60,970.

The Hazard Identification section in the Introduction describes the various hazards to which the county may be subjected. It must also be realized that any event that occurs within Tipton County might potentially affect one of the adjoining counties, and vice versa.

B. Threat

The potential for disasters, natural, technological, and terrorism, in Tipton County has increased markedly over the past few years. Although the forces of nature as a source for natural disasters remains much the same, others, such as the irresponsible and careless actions of people are a source for man-made disasters. Domestic or International terrorism, lawlessness, and economic struggles are sources of conventional or, possibly, nuclear war. Approximately a dozen countries have, or are suspected of having the capability of waging at least a limited nuclear war and, therefore, the possibility of a nuclear attack on the United States is still present.

There is no question that disasters will continue to occur. The only reasonable alternative is to be prepared. Our technology and present day knowledge cannot eliminate these threats. However, the Tipton County Emergency Management Plan is a significant step towards mitigating the threats to the citizens of Tipton County.

C. Planning Assumptions

1. Emergencies and disasters will continue to occur within Tipton County and citizens of this county and its political subdivisions will be affected to one degree or another. This includes those identified in the Hazard Analysis as well as those which may obviate themselves in the future.

2. The full authority and resources of Tipton County will be used to cope with any situations which occur within this county.

3. The complex scope and potential consequences of a terrorist threat or incident require that there be a rapid and decisive capability to resolve the situation and demands an extraordinary level of coordination of crisis and consequence management functions and technical expertise across all levels of government.

4. State and/or federal assistance will be available, when requested, for those situations which exceed the capabilities of local government. However, resources could potentially be constrained based on the size and scope of the incident.

5. The Tipton County Emergency Management Plan will be the basis for emergency management programs in the county and serves as an all-hazards plan.

III. Concept of Operations

A. General

1. It is the responsibility of government to undertake emergency management to protect life and property from the effects of disasters. Under the current system, local government has the primary responsibility for preparing for emergencies at the local level. Should the situation escalate to the point where the local government is no longer able to adequately handle the problems posed by such events, the state government may be asked to assist. It is the responsibility of state government to be prepared to deal with those situations which exceed the capabilities of its political subdivisions. Similarly, the state may request assistance from the federal government to meet the requirements imposed by emergencies beyond the state's capabilities. The federal government, therefore, is responsible for developing the capability to assist the state of Tennessee (and others) with problems which it is unable to handle effectively.

2. The complexity, scope, and potential consequences of a terrorist threat or incident require that there be a rapid and decisive capability to resolve the situation. The

resolution to an act of terrorism demands an extraordinary level of coordination of crisis and consequence management functions and technical expertise across all levels of government. No single local, state or federal government agency has the capability or requisite authority to respond independently and mitigate the consequences of such a threat to national security. Such an incident may affect a single location or multiple locations each of which may be a disaster scene, a hazardous materials scene, and/or a crime scene simultaneously.

3. This plan is based on the concept that the emergency functions of the various groups involved in the emergency management process will generally parallel their daily functions. To the extent possible, the same personnel and materiel resources will be employed in both cases.

4. Those daily functions which do not contribute directly to the emergency operations may be suspended for the duration of the emergency. The efforts normally required for those functions will be redirected to accomplishing emergency tasks by the agency concerned.

5. An integrated emergency management plan is concerned with all hazardous situations which may develop within a state or community. This emergency management plan is more than an operations plan in that it addresses activities that occur before, during, and after a disaster.

6. This document does not contain a complete listing of all department or agency resources. However, it is expected that each department or agency will maintain an updated resource listing and provide this information to the Tipton County EMA and other agencies as the need arises. A listing of local resources is maintained by the Tipton County EMA.

B. Phases of Management

1. Mitigation

    Mitigation activities are those which eliminate or reduce the probability of a disaster occurring, or lessen the destructive or damaging effects of those that do. Examples of mitigation activities include the adoption of building codes, vulnerability analyses, tax incentives/disincentives, zoning and land use management, safety codes, and public education. Tipton County has a hazard mitigation plan in place.

2. Preparedness

    Preparedness activities serve to develop the response capabilities that may be needed if an emergency does occur. Planning and training are among the activities conducted in preparation of such events. The Tipton County LEPC (all hazards) meets twice a year. Other examples include the development of warning and communications systems, the development of evacuation plans, the conducting of exercises, and the development of mutual-aid agreements.

3. Response

    Response is the process of providing emergency services during a crisis. These activities help reduce casualties and damage and speed recovery. Response activities include activation of warning systems, implementing plans, firefighting activities, rescue operations, etc. Response is conducted utilizing the ICS as defined under the NIMS.

4. Recovery

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital and essential services to a community and provide for the individual needs of the public. Long-term recovery, on the other hand, focuses on restoring the community as a whole to a normal or near-normal state. The recovery period is a perfect opportunity to institute mitigation measures in an attempt to alleviate the effects of disasters that may occur in the future. Examples of recovery activities include the provision of shelter and food, restoration of utilities, restoration of government services, counseling programs, and damage/disaster insurance, loans, and grants.

C. Execution

1. The central point of coordination for all local emergency operations will be the Tipton County Emergency Operations Center (EOC). This is to ensure harmonious response when an emergency arises that involves more than one agency or political entity.

2. In an emergency there will be two levels of control. The first level of control will be at the scene of the incident, utilizing the NIMS/Incident Command System. The second level will be at the EOC, where overall coordination will be exercised and may be advanced to a Unified Command structure. Response and recovery will be conducted utilizing the ICS and in compliance with the NIMS.

3. In an emergency, the government body having jurisdiction will respond to the scene. The on-scene management will fall under the jurisdiction of the local department best qualified to direct the rescue, recovery, and control operations (i.e., the fire department or police department). The department's senior representative at the scene will become the on-scene commander and will be responsible for the overall recovery operation. The specific department that will assume on-scene command in various emergencies is specified in annexes to this and other emergency plans where specific emergency situations are addressed. In the event assistance from the state is requested, the state will provide an on-scene coordinator whose job it is to coordinate the activities of local responders with responders from the state. State personnel will not assume control of a scene unless the event falls within the jurisdiction of a particular agency(ies) as specified by current state or federal law, administrative practice, or policy.

4. In responding to the various emergencies which occur throughout the county, it is essential that the organization be structured to provide maximum flexibility to satisfy functional requirements. The Tipton County EMP shows the agencies, departments, and organizations which provide resources needed in response to any given disaster or emergency. These plans reflect all agencies which may be tasked to respond to such events; however, in the majority of cases, only a limited number of these organizations may be called upon to assist.

5. It is imperative that all personnel involved in emergency response actions know when and under what circumstances the Tipton County EMP or the various emergency support functions within the plan is(are) implemented. Further guidance concerning the implementation of the plan or portions thereof can be found under the Direction and Control section of the Basic Plan.

IV. Organization and Responsibilities

A. General

Most departments within local government have emergency functions. Each department is responsible for developing and maintaining their own internal emergency management procedures. Specific responsibilities are outlined below as well as in the individual ESF annexes that follow. Responsibilities for certain organizations not a part of local government are also included.

B. Organization

1. Geographically

   a. The Tipton County Emergency Management Agency is charged with the overall responsibility of coordinating the county's preparedness for and response to disasters. Geographically, its authority extends to the entire county. Except for those functions for which the state or federal governments are responsible, the Tipton County EMA has responsibility for the coordination of all other emergency functions as defined by state law.

   b. For purposes of direction, administration, and response coordination the county is divided into nine regions.

   c. The Tipton County Emergency Management Director responds to all major incidents that occur within the county to provide coordination and other necessary assistance. The Director has the authority to request assistance from any agency within the county to address the needs of the situation. This arrangement allows the county to address 99 percent of all emergency situations that affect the county or one of its political subdivisions.

   d. When the local director determines that he needs assistance from the state, he contacts the State EOC (SEOC). The SEOC notifies the appropriate regional director, who is then responsible for dispatching an area coordinator to the scene to coordinate the state's role with that of the local government. The area coordinator channels all requests for assistance from state agencies through the SEOC.

   e. The Tipton County EMA is assisted in the performance of its emergency mission by 16 Emergency Services Coordinators (ESCs). The ESCs are representatives of the various local departments, agencies, and divisions, many volunteer and private sector organizations, as well as some state agencies. Each ESC (and alternate) is required to be on call 24 hours a day, seven days a week to assist in resolving emergencies within the scope of his office. The ESC is empowered to act for and on behalf of his agency or department, including the commitment of personnel and or resources to any situations requiring the attention of that agency. The ESCs are responsible for developing and implementing procedures associated with the various ESFs attached herewith.

C. Responsibilities

1. Common Responsibilities

All county departments and local governments have common responsibilities, to include the following:

a. Disaster preparedness training;

b. Preparation of internal emergency plans, standard operating procedures, and implementing instructions, including provisions for:

    (1) Protection of personnel

    (2) Alerting and warning of personnel

    (3) Transmission of emergency information to appropriate EOC

    (4) Establishment of lines of succession for key personnel

    (5) Maintaining a list of available resources within the agency as well as those of the private sector with which they customarily conduct business

    (6) Activation of emergency control structures within the specific agencies themselves to assist with the delivery of the agencies' emergency responsibilities to the citizens of the county

    (7) Assist in the collection of damage intelligence/damage assessment.

c. If not assigned a specific task in this or another emergency plan, support within their respective capabilities for emergency operations.

2. Specific local agency responsibilities

a. Emergency Management Agency

    (1) EOC operations

    (2) Coordinate all phases of emergency management

    (3) Emergency management planning

    (4) Provide timely warning to appropriate government officials of information predicting natural or man-made phenomena and attack that could threaten life and/or property

    (5) Provide overall direction and coordination of emergency communications

    (6) Ascertain state of readiness

    (7) Radiological protection monitoring support

    (8) Compilation of damage survey reports to determine eligibility for state and/or federal disaster assistance and to support project applications for public assistance under PL 93-288, as amended

    (9) Manage Warning, Disaster Intelligence, Damage Assessment, Staging Areas, Crisis Intervention, Evacuation and Assistance Programs.

    (10) Coordination of shelter/evacuation/movement operations

    (11) Coordinate general supply and resource management

(12) Develop overall emergency preparedness training objectives to meet national standards and provide guidance and assistance to other local agencies, municipal governments, and citizens

(13) Provide guidance and assistance to affected local governments in disaster response

(14) Coordinate disaster response and recovery actions of local agencies as detailed in this plan

(15) Provide overall coordination of quasi-public and private disaster assistance

(16) Maintain liaison with state and federal agencies

(17) Inform individuals, local officials, and businesses of authorized disaster assistance and procedures for obtaining such assistance

b. Ambulance Service

(1) Provide Emergency Medical Services to the county.

c. Attorney General's Office

(1) Provide prosecution of persons charged with crimes during emergencies and disasters.

(2) Assist with investigation of consumer fraud following a disaster/emergency.

d. Board of Education

(1) Provide school busses for use in evacuations.

(2) Provide school facilities for use as shelters.

(3) Conduct damage assessment of school facilities following a disaster.

e. Budget and Accounts Director and City Recorders

(1) Manage the use of volunteers.

(2) Maintain financial records associated with disaster response.

(3) Manage cash donations received during disasters.

(4) Arrange for payment of vendors during emergency operations.

(5) Procure items/resources needed for emergency operations.

(6) Manage logistics operations during emergency operations.

(7) Conduct damage assessment of county- or city-owned buildings, property, and real estate following a disaster.

f. City/County Attorney's Office

Provide legal/technical advice to County Mayor/City Mayor during emergency operations.

g.   Code Enforcement Office/Building Inspection

Conduct building inspections following disasters.

h.   County Coroner

Arrange for removal of deceased victims following a disaster.

I.   County Mayor/City Mayor

Head the Direction and Control group in the EOC during emergency operations.

j.   County Sheriff

(1)   Conduct law enforcement operations in the county.

(2)   Operate the county jail.

k.   Electrical Utility Systems

(1)   Conduct damage assessment of utility systems following a disaster.

(2)   Restore electrical power to critical facilities following a disaster.

l.   Emergency Communications Board (E 9-1-1)

Coordinate the development of emergency communications systems in the county.

m.   Fire Departments

(1)   Perform fire service operations in jurisdiction

(2)   Provide EMS, rescue, hazmat, and other operations within scope of capabilities.

n.   Hazardous Materials Team

Perform hazardous materials response, containment, and mitigation activities.

o.   Department of Health

(1)   Perform public health functions following a disaster.

(2)   Provide assistance to local responders with respect to health hazards associated with emergencies/disasters.

p.   Local Emergency Planning Committee (LEPC)

Maintain records as required by the appropriate federal laws (i.e., SARA)

q.   Natural Gas Utility Systems

(1)   Conduct damage assessment of utility systems following a disaster.

(2)   Restore natural gas supply to critical facilities following a disaster.

r.   Department of Parks and Recreation

(1)   Assist with shelter operations.

(2)   Coordinate emergency operations in local parks.

s.   Police Departments

Provide law enforcement operations within jurisdiction.

t.   Department of Public Works

(1)   Conduct damage assessment and perform restoration of county roads and bridges following a disaster.

(2)   Provide debris removal services following a disaster.

(3)   Provide assistance with building demolition activities.

(4)   Provide containment support to hazardous materials operations.

(5)   Provide logistical assistance to emergency operations.

u.   Rescue Units

Provide specialized rescue services within jurisdiction.

v.   Sewer Department

Conduct damage assessment and restoration of sanitary wastewater system following a disaster.

w.   Street Department

(1)   Conduct damage assessment and perform restoration of city roads and bridges following a disaster.

(2)   Provide debris removal services following a disaster.

(3)   Provide assistance with building demolition activities.

(4)   Provide containment support to hazardous materials operations.

(5)   Provide logistical assistance to emergency operations.

x.   Tax Assessor's Office

(1)   Conduct damage assessment for county.

(2)   Provide records for use in damage assessment activities following a disaster.

y.	Water Department

Conduct damage assessment and restoration of potable water treatment system following a disaster.

z.	State Agencies

(1)	Tennessee Department of Correction

Coordinate planning for escapee recapture with local law enforcement agencies.

(2)	Tennessee Department of Human Services

(a)	Manage and operate temporary emergency shelters.

(b)	Perform damage assessment activities for individual families.

(3)	Tennessee Department of Transportation

(a)	Maintain state highways and bridges following a disaster.

(b)	Assist local public works crews with damage assessment, traffic control, and other activities as required.

(4)	Tennessee Division of Forestry (Department of Agriculture)

Perform wild land/brush fire control activities as per agreement with local fire departments.

(5)	Tennessee Highway Patrol (Department of Safety)

(a)	Perform law enforcement functions on state highways/property.

(b)	Provide assistance to local law enforcement agencies when required.

aa.	Federal Agencies

National Oceanic and Atmospheric Administration (NOAA)

(1)	Provide weather warning support to the county.

(2)	Make NOAA Weather Radio System available to EMA for use in warning residents of impending dangers.

bb.	Private and Quasi-Governmental Agencies

(1)	American Red Cross

(a)	Assist in the management and operations of temporary emergency shelters during disasters.

(b)	Perform damage assessment activities following a disaster (as they relate to ARC activities).

(c)   Provide assistance to disaster victims as required by situation.

(2)   Chamber of Commerce

(a)   Provide assistance to EMA in arranging for local business/commercial establishments to participate in disaster planning/response activities.

(b)   Provide assistance in locating hotel/motel rooms to house emergency response personnel.

(3)   Local Flying Club

Provide assistance to local response organizations in conducting aerial damage assessment and surveying activities.

(4)   Radio Amateur Civil Emergency Service (RACES)

Provide communications support to local emergency operations.

(5)   Crisis Counseling Center

(a)   Deliver crisis counseling to persons affected by the disaster.

(b)   Provide psychological support and counseling to emergency response personnel to assist them in coping with the situation and conditions they encounter during the disaster.

4.   Assignment of Responsibilities by ESF

a.   ESF 1 - Transportation

(1)   Transportation Networking

(a)   Lead Agency - Tipton County Department of Public Works

(b)   Support Agencies -   Street Departments
                            Law Enforcement Agencies

(2)   Vehicle Allocation (Handled under ESF 7, Resource Management).

b.   ESF 2 - Communications

(1)   Communications Systems

(a)   Lead Agency – 911 Emergency Communication Board

(b)   Support Agencies -   Emergency Management Agency
                            Fire Departments
                            Law Enforcement Agencies
                            Ambulance Service

Dept of Public Works/Street Departments
Regional EMS Communications Center
Board of Education
Radio Amateur Civil Emergency Srv (RACES)
Radio Maintenance Shop

  (2)   Warning

    (a) Lead Agency - 911 Emergency Communications

    (b) Support Agencies - Emergency Management Agency
Law Enforcement Agencies
Fire Departments
Hazardous Materials Team
Department of Health
Tennessee Emergency Management Agency
Tennessee Highway Patrol
National Weather Service (NOAA)
RACES
Local Media
TVA

(c)   ESF 3 - Infrastructure

  (1)   Building Inspection and Condemnation

    (a)   Lead Agency – County Building Inspector/Code Enforcement Office

    (b)   Support Agencies – County Safety Officer
County Board of Education
Departments of Public Works

  (2)   Route Clearance & Bridge Inspection

    (a)   Lead Agency - Department of Public Works

    (b)   Support Agencies - Street Departments
Law Enforcement Agencies
Fire Departments
Ambulance Services
Rescue Squads
Local Flying Club
Tennessee Department of Transportation

  (3)   Debris Removal

    (a)   Lead Agency - Department of Public Works

    (b)   Support Agencies - Street Departments

  (4)   Water and Wastewater Systems

    (a)   Lead Agency - Water Departments

    (b)   Support Agencies - Department of Health
Sewer Departments

d. ESF 4 - Firefighting

    (1) Lead Agency – Jurisdictional Fire Departments

    (2) Support Agencies -   Other Municipal/Volunteer Fire Departments
                        Emergency Management Agency
                        Tennessee Division of Forestry

e. ESF 5 - Information & Planning

    (1) Current Information

        (a) Lead Agency - Emergency Management Agency

        (b) Support Agencies - County/City Attorneys Office
                              Local Agencies w/ Emergency Responsibilities
                              Local Flying Club

    (2) Public Information
        (a) Lead Agency - County Mayor/Municipal Mayors
        (b) Support Agencies - Emergency Management Agency
                              Public Information Officer
                              National Weather Service
                              Local Media

    (3) Damage Assessment

        (a) Lead Agency – EMA/Tipton County Office of Planning and
                            Development

        (b) Support Agencies - Tax Assessor's Office
                              Local Agencies w/ Emergency Responsibilities
                              Code Enforcement/Building Inspectors Offices
                              Dept of Public Works/Street Departments
                              Local Utility Systems
                              Board of Education
                              Chamber of Commerce
                              American Red Cross

f. ESF 6 - Human Services

    (1) Shelter and Mass Care Operations

        (a) Lead Agency –   Tipton County Emergency Management Agency

        (b) Support Agencies - Parks and Recreation Department
                              Department of Health
                              RACES
                              American Red Cross
                              Tipton County Board of Education
                              Tennessee Department of Human Services

    (2) Disaster Victim Services

        (a)   Lead Agency - Emergency Management Agency

        (b)   Support Agencies -   Crisis Counseling Center
                                       American Red Cross
                                       U. S. Postal Service
                                     RACES

g.   ESF 7 - Resource Support

    (1)   Logistics

        (a)   Lead Agency - Budget and Accounts Director

        (b)   Support Agencies - Department of Public Works
                                       Emergency Management Agency
                                       City Recorders

    (2)   Resource Management

        (a)   Lead Agency - Budget and Accounts Director

        (b)   Support Agencies - Emergency Management Agency
                                       City Recorders

    (3)   Logistical Support

        (a)   Lead Agency - Emergency Management Agency

        (b)   Support Agencies - Fire Departments
                                       Ambulance Service
                                     Law Enforcement Agencies
                                     Department of Public Works
                                     Budget and Accounts Director

h.   ESF 8 - Health & Medical Services

    (1)   Emergency Medical Services

        (a)   Lead Agency - Emergency Medical Services Coordinator

        (b)   Support Agencies - Ambulance Service
                                     Emergency Management Agency
                                     Fire Departments
                                     Law Enforcement Agencies
                                     County Coroner
                                     Rescue Units
                                     Baptist Memorial Hospital/Tipton
                                     Health Department
                                     Regional EMS Communications Center
                                     American Red Cross

    (2)   Public Health

        (a)   Lead Agency - Department of Health

        (b)   Support Agencies - Baptist Memorial Hospital/Tipton

Street Departments
Water Departments
Sewer Departments
Emergency Management Agency
American Red Cross
Tennessee Department of Human Services

      (3)   Crisis Intervention Support

          (a)   Lead Agency - Emergency Management Agency

          (b)   Support Agencies - Crisis Counseling Center
                                  All local tasked agencies

i.   ESF 9 - Search & Rescue

    (1)   Lead Agency – Jurisdictional Fire Departments

    (2)   Support Agencies - Tipton County Sheriff Office
                            Emergency Management Agency
                            Ambulance Service
                            Other Law Enforcement Agencies
                            Department of Public Works
                            Local Flying Club
                            Rescue Units

j.   ESF 10 - Environmental Response

    (1)   Hazardous Materials/Radiological Materials

          (a)   Lead Agency - Hazardous Materials Team

          (b)   Support Agencies - Emergency Management Agency
                                  Fire Departments
                                  Department of Public Works
                                  Law Enforcement Agencies
                                  Ambulance Service
                                  Local Emergency Planning Committee (LEPC)

k.   ESF 11 - Food

    (1)   Lead Agency – Emergency Management Agency

    (2)   Support Agencies - Parks and Recreation
                            Department of Human Services
                            American Red Cross

l.   ESF 12 - Energy

    (1) Lead Agency – Southwest Electric System/Covington Electric System

    (2) Support Agencies - Natural Gas Utility System
                            Emergency Management Agency
                            Texas Gas Transmission Corp.
                            Local Propane Distributors

m.　ESF 13 - Law Enforcement

(1)　Traffic Control

(a)　Lead Agency - Sheriff's Office

(b)　Support Agencies - Police Departments
Department of Public Works
Tennessee Highway Patrol

(2)　Security/Crime Control

(a)　Lead Agency - Sheriff's Office

(b)　Support Agencies - Police Departments
Attorney General's Office
Tennessee State Fire Marshal's Office
Tennessee Department of Correction

(3)　Institutions/Jails

(a)　Lead Agency - Sheriff's Office

(b)　Support Agencies - Police Departments
Tennessee Highway Patrol
Tennessee Bureau of Investigation
Tennessee Department of Correction

(4)　Evacuation/Movement

(a)　Lead Agency - Emergency Management Agency

(b)　Support Agencies - County Mayor/City Mayor's Office
Law Enforcement Agencies
Fire Departments
Hazardous Materials Team
Budget and Accounts Director
Ambulance Services
Code Enforcement Office/Building Inspector
Tennessee Dept of Ag.- Division of Forestry
American Red Cross
Board of Education

n.　ESF 14 - Donations/Volunteer Services

(1)　Donations

(a)　Lead Agency - Budget and Accounts Director

(b)　Support Agencies - Tipton County Emergency Management Agency
City Recorders
Department of Public Works
Law Enforcement Agencies
American Red Cross

(2)   Volunteers

     (a)   Lead Agency - Budget and Accounts Director

     (b)   Support Agencies - Emergency Management Agency
                                      City Recorders

o.   ESF 15 – Recovery

(1)   Assistance Programs

     (a)   Lead Agency - Emergency Management Agency

     (b)   Support Agencies - County Mayor/City Mayors
                                      Departments of Public Works
                                      Budget and Accounts Director/City Recorders
                                      Board of Education
                                        Utility Systems
                                        American Red Cross

(2)   Recovery and Reconstruction

     (a)   Lead Agency - County Mayor/City Mayors

     (b)   Support Agencies - Emergency Management Agency
                                      Budget and Accounts Director
                                      Office of Planning and Development
                                      Chamber of Commerce

p.   ESF 16 – Animal Housing & Care Services

     (a)   Lead Agency – Tipton County Public Works Department

     (b)   Support Agencies – Emergency Management Agency
                                      Tipton County Agricultural Extension Agency
                                      Public Works Department
                                      Local Anima; Control Agencies
                                      Tipton County Health Department
                                      Tennessee Humane Association (THA)
                                      Tennessee Emergency Management Agency
                                      Tennessee Wildlife Resources Agency(TWRA)
                                      American Red Cross

V. Direction and Control

A. County Mayor/City Mayor

Direction and control of the emergencies that affect the citizens of Tipton County will be exercised by the County Mayor and/or mayors of the affected cities through the Local EMA Director. The personnel, facilities, and equipment for decision-making and the initiation of appropriate response activities are located in the EOC. The NIMS/Incident Command System will be utilized in all disaster responses and the use of the Unified Command structure will be utilized in major emergency or disaster situations when multi jurisdictional responses are necessary.

B. Emergency Management Agency

The EMA Director, who has the responsibility for coordinating the entire emergency management program within Tipton County, is appointed by the County Mayor or County Commission. The Director makes all routine decisions and advises the officials on courses of action available for major decisions. During emergency operations the Director is responsible for the proper functioning of the EOC. The Director also acts as a liaison with other local, state, and federal emergency management agencies.

C. Emergency Services Coordinators (ESCs)

1. During emergency situations, certain agencies will be required to relocate their center of control to the EOC. During large-scale emergencies, the EOC will become the local command post for the duration of the crisis.

2. All ESCs will coordinate their activities in the EOC under the supervision of the EMA Director.

3. Agencies with emergency responsibilities may activate their own office and staffing systems to carry out objectives necessary to fulfill their obligations. ESCs provide the liaison between the EOC and the field units of their respective offices. A diagram of emergency response and reporting channels is attached as an appendix to the ESF Concept of Operations statement (ESF 0).

4. Specific persons and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and its functional annexes. Each agency will be responsible for having its own standard operating procedures or plans to be followed during emergency response operations.

D. EOC Location

The EOC is located in the Speaker Jimmy Naifeh National Guard Armory (EMA) in Covington,
Tennessee. At the discretion of the EMA Director, and with the concurrence of the County Mayor, direction and control may be exercised at an alternate EOC site.

E. Line of Succession

In the absence of the EMA Director, direction and control authority is vested in the Deputy Director. One of the foregoing individuals should be available at all times. However, should they both be out of service at the same time a memorandum will be issued designating the individual with acting authority.

F.   Heads of Local Departments

    1.   This plan requires that the heads of all local departments and agencies with emergency preparedness responsibilities designate primary and alternate Emergency Services Coordinators (ESCs). ESCs have the authority and responsibility to respond to incidents occurring within the county that require the assistance and/or resources of their respective agencies. ESCs are responsible for insuring their agencies' emergency functions are carried out in accordance with this plan and other guidance from the Tipton County Emergency Management Agency.

    2.   Heads of local departments will remain responsible for the personnel and resources under their respective jurisdictions.

    3.   Lines of succession to the department heads are as specified in their respective SOPs.

G.   State and Federal Responders

Upon the arrival of state and/or federal officials whose assistance has been requested they will report to the EOC for a situation briefing and strategy session with the Executive Group, followed by deployment as may be agreed upon.

H. Alert/Increased Readiness Periods

    1. The threat of a disaster, terrorism or attack may develop at any time. In cases where the onset of such events is preceded by a warning (i.e., severe weather), it is the responsibility of local agencies to implement precautionary measures to mitigate the anticipated effects of the disaster. In many cases, however, such events are not preceded by any type of warning (i.e., earthquake). The ability to react immediately must therefore be present at all levels of government. There are five distinct levels of local activation for emergencies:

        a. <u>Level 5</u>

            This is normal, day-to-day EOC operational status.

        b. <u>Level 4</u>

            This level is assumed when there is a likelihood of an emergency developing (i.e., the issuance of severe weather watches, etc.). EMA field personnel and other agencies may be notified of developing situations, etc. Emergency public information may be distributed as warranted by the situation.

        c. <u>Level 3</u>

            This level is assumed as the situation deteriorates further (i.e., with the issuance of tornado warnings, notification of impending emergency). During this phase EMA staff notifications are made, appropriate state and local government/agency notifications are made, EPI is broadcast as appropriate, and the EMA Director may elect to implement the local EMP if required.

        d. <u>Level 2</u>

            This level is reached when the emergency has been initiated (i.e., the actual occurrence). EMA staff reports to the EOC to commence local emergency operations, appropriate ESCs are tasked to respond to the EOC, and EMA field personnel are deployed to assist local governments (i.e., full emergency operations

in effect). Limited state assistance may be required at this point.

    e. <u>Level 1</u>

This level is assumed for catastrophic disasters (i.e., earthquake) and includes a total local and state emergency organization response. Large-scale federal assistance may be required.

2. Specific actions for individual organizations and/or departments for each of these periods is provided in their respective SOPs and implementing procedures.

I. Legislative Liaison Officer (LLO)

1. During significant emergencies/disasters, the EMA Director may appoint one or more individuals to act as Legislative Liaison Officers. The primary function of the LLO(s) is to keep the jurisdiction's state and local legislative officials advised as to the status of the event in their respective districts.

VI. Continuity of Government

A. Emergencies/Disasters are rarely of sufficient magnitude to necessitate significant adjustments in the governmental structure. In most cases, continuity of operations can be provided simply by relocating to a structurally sound facility. The relocation of government and movement of key officials to other locations will be dictated by the size and type of threat or disaster being confronted. During an elevated and severe condition, emergency response personnel may be pre-positioned. Workers may be assigned to alternate site to disperse workforce.

B. Succession of local government officials will follow lines of succession as prescribed in the state constitution, state law, and local ordinances.

C. Operating Locations - The County Mayor and his staff may relocate to the EOC during major emergencies. Local government offices will continue to occupy current facilities unless an event renders them unusable. Each agency is responsible for maintaining plans for relocation of critical operations in such cases. Relocation of the EOC staff is described in Appendix 2, Emergency Operations Centers. EOC may be opened at the alternate site during condition Orange or Red.

D. Preservation of Records - To provide normal government operations following a disaster, vital records must be protected. Each local agency is responsible for developing procedures to insure the preservation of essential records. Examples of essential records include:

1. Records required to protect the rights and interests of individuals. These include vital statistics, land and tax records, license registers, articles of incorporation, etc.

2. Records required to conduct emergency operations. Examples include utility system maps, locations of emergency supplies and equipment, emergency operating plans and procedures, lines of succession, personnel lists, etc.

3. Records required to reestablish normal governmental functions and protect the rights and interests of government such as constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records.

VII. Administration and Logistics

A. Emergency Authority

Authorities for this plan are contained in Part I, Introduction, to this plan.

B. Agreements and Understandings

Should local government resources prove to be inadequate during an emergency, they will request assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings and state law. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing when possible.

Similarly, when the resources of the State of Tennessee are inadequate, assistance from the federal government will be requested. Additionally, Tennessee is a signatory to the Southern Regional Emergency Management Compact.

C. Administration

1. Administration of emergencies will use existing forms, reports, and analytical processes used in the EOC. All records subject to controversy over actions taken will be retained until the statute of limitations expires.

2. Local agencies occupying the EOC will be responsible for the maintenance of their own records. Supply of vouchers, receipts, and other administrative forms peculiar to their operations are the responsibility of that particular agency as well. Standard forms used in the EOC (i.e., message and activity logs and forms) will be provided by the Tipton County EMA.

3. Reimbursement for expenditures will follow established local administrative procedures

D. Plan Development and Maintenance

1. The Tipton County EMA will:

   a. Develop and maintain the Tipton County Emergency Management Plan.

   b. Ensure the local EMP is current by having amendments and errata prepared, coordinated, and issued as necessary.

   c. Annually review the local EMP to assure that it reflects current policy and state of the art with respect to emergency management planning principles.

   d. Maintain stocks of the local EMP and amendments along with distribution lists to assure all plan recipients are properly serviced.

   e. Review, approve, or disapprove requests for material to be included in the local EMP.

   f. Assure annexes, appendices, tables, and figures prepared for inclusion in the local EMP adhere to established guidelines.

   g. Prescribe format, review procedures, and submission dates for all local emergency management and supporting plans.

   h. Task local agencies to prepare supporting annexes and documentation for the local EMP in accordance with their responsibilities or technical expertise.

2. Local Agencies

   a. Tipton County, in its emergency management effort, operates under a concept of total commitment of its personnel and resources to contain a disaster/emergency if required. Moreover, those agencies in local government that have emergency-oriented missions or support roles are required to provide an emergency response capability 24 hours a day, 365 days a year. Each of these agencies will:

      (1) Prepare plans and directives in support of the local EMP and provide the Tipton County EMA with one copy of each for reference.

      (2) Annually review published directives and their respective portions of the local EMP to assure that commitments can be filled and resources provided. Each agency must provide the Tipton County EMA with a copy of any recommended revisions or a signed statement indicating the directive/plan as written remains current and supports the local EMP on or before October 1 each year.

3. Local Governments will:

   a. Prepare plans and directives in support of the county EMP as it pertains to their area of jurisdiction, including a COOP (Continuity of Operations Plan) and a COG (Continuity of Government) for the county and cities/towns.

   b. Submit one copy of all supporting plans/documents to EMA for review and approval.

E. Plan Implementation

   1. This plan (or its components) can be implemented in several ways:

      a. By direction of the County Mayor or the Tipton County EMA Director

      b. As a result of the occurrence of a disaster or an emergency

      c. As a response to increased international tensions or the threat of enemy attack

      d. Specific functional annexes may be activated by the department responsible for the particular function(s) associated with that annex.

F. Primary and Support Responsibilities

   1. Support

      Primary and support responsibilities for various emergency functions have been assigned to departments and agencies of local government, and to key organizations in the state government or private sector. Each department, agency, or organization is either a lead agency in an ESF or a supporting agency in an ESF. These assignments of responsibility are delineated based on a set of common functions associated with all types (or many types) of emergencies and/or responses required for those emergencies. Assignments of functional responsibility are not the same as authorizing

EOC staffing requirements. EOC staffing and augmentation will be as prescribed by the EMA Director.

While most of the agencies having primary responsibilities are included as part of the EOC staff for direction and control of their areas of responsibility and assured access to communications, they are not all inclusive. There are other supporting agencies in operating locations outside the EOC that will be fully operational during emergencies, and still other agencies that will not be functional until the recovery phase begins. Only those agencies essential to preserve the continuity of government during an emergency, or those necessary to deal effectively with the given set of circumstances of any emergency will staff and augment the EOC. Selectivity is essential due to space limitations.

2.   Responsibility

a.   This plan is binding on all local government agencies authorized or directed to conduct emergency management activities.

b.   The EMA Director's authority under this plan is extensive. As the local disaster coordinator, he coordinates the activities of all local organizations as they relate to emergency management. Each local agency that has an emergency-oriented mission will:

(1)   Assign personnel as directed to augment EOC operations when implemented.

(2)   Maintain and operate a 24-hour response capability in the department or agency headquarters when this plan is implemented in addition to any staff operating from the EOC.

(3)   Participate in exercises when scheduled by the EMA Director.

(4)   Prepare plans and supporting documents which set forth policies and provisions for carrying out the agency's emergency responsibilities.

(5)   Conduct training essential to implementation of assigned functions.

(6)   Conduct an annual review to update the supporting documentation and operating procedures and advise the EMA Director of modifications required.

c.   In addition to the functional planning documents that should insure coordination, implementation, and emergency response, each department or agency of local government having a primary or support role will prepare and maintain standard operating procedures (SOPs) describing how functions will be accomplished. Subordinate divisions of these agencies will also furnish copies of their SOPs to their parent department for inclusion in the department's supporting plan.

d.   All other departments or agencies not assigned a primary or support function will carry out whatever duties or services are specified by the EMA Director or ordered by the County Mayor.

e.   Although technically not a part of a "local" response, several state and federal agencies are delegated responsibilities within this plan. All responsibilities and tasks associated with these state or federal organizations are in accord with existing state and/or federal legislation or practice authorizing said agencies to

provide these services to local governments on a daily basis regardless of whether or not a major disaster declaration exists, or are a part of their normal course of activities.

G.   Logistics

1.   Local Agencies

Support services for local agency vehicles will be provided by the Tipton County Department of Public Works. Logistics for other vehicles will be provided as directed by the EMA Director.

2.   Local Resources

ESCs responding to a disaster will apply resources available to them as directed by the EMA Director through the authority of the County Mayor.

3.   Tipton County EMA

The EMA Director or the Deputy Director in charge of a disaster response will procure and coordinate the application of personnel, materials, equipment, and supplies including those immediately available within the local EMA.

BASIC PLAN

APPENDICES

FUNCTIONAL GROUP	1	2		3				4	5			6		7			8			9	10	11	12	13				14		15		16
ESF Subfunction	1.1	2.1	2.2	3.1	3.2	3.3	3.4	4.1	5.1	5.2	5.3	6.1	6.2	7.1	7.2	7.3	8.1	8.2	8.3	9.1	10.1	11.1	12.1	13.1	13.2	13.3	13.4	14.1	14.2	15.1	15.2	16.1
LOCAL AGENCIES																																
American Red Cross									S		S	S	S				S	S				S					S	S		S		S
Chamber of Commerce											S																			S		
City Attorneys									S																							
City Code Enforcement				P					S		S																	S				
City Mayors									S	P																		S		S	P	
City Police Departments	S	S	S		S				S											S	S			S	S	S	S	S				
City Recorders														S	S												S	S	S	S		
City Street Departments	S	S		S		S			S		S							S														
Cov Electric System									S		S												P							S		
Cov Police Department	S	P	S		S				S		S								S	S	S			S	S	S	S	S				
Crisis Counseling Center													S							S												
EMS/Ambulance		S			S				S										S	P	S							S				
Hazardous Materials Team			S						S		S											P						S				
Hospital																	S	S														
Jurisdictional Fire Department		S	S		S			P	S		S								S	S	P	S						S				
Natural Gas Departments									S		S												S							S	S	
Parks & Recreation									S			S										S										
TC Attorney									S																							
TC Board of Education		S			S				S		S	S															S			S	S	
TC Building Inspector				P					S		S																	S				
TC Coroner																				S												
TC Emergency Unit					S				S		S									S	S											
TC Executive									S	P																		S		S	P	
TC Public Works	P	S		S	P	P			S		S			S		S				S	S			S				S		S	S	P
TC Rescue Squad			S						S		S									S	S											
TC Sheriff's Department	S	S	S		S				S		S								S	S	S			P	P	P	S	S				
TC Tax Assessor											S																					
TC Budget & Accounts														P	P	S											S	P	P	S	S	
TC Emergency Management		P						S	P	S	P	P	P	S	S	P	S	S	P	S	S	P	S				P	S	S	P	S	S
RACES		S	S						S		S	S	S																			
Sewer Departments						S			S		S							S												S		
Southwest Electric System									S		S												S							S		
TN Defense Force									S		S																					
Water Departments						P			S		S							S												S		

FUNCTIONAL GROUP	1	2		3				4	5			6		7			8			9	10	11	12	13				14		15		16
ESF Subfunction	1.1	2.1	2.2	3.1	3.2	3.3	3.4	4.1	5.1	5.2	5.3	6.1	6.2	7.1	7.2	7.3	8.1	8.2	8.3	9.1	10.1	11.1	12.1	13.1	13.2	13.3	13.4	14.1	14.2	15.1	15.2	16.1
Dept of Health		S				S			S			S					S	P														
Dept of Human Services									S			S										S										
Dept of Transportation	S				S				S																							
Division of Forestry								S																				S				
Fire Marshal								S																	S							
TN Bureau of Investigation																										S						
TN Emergency Management		S								S																				S	S	S
TN Highway Patrol		S																						S	S							
FEDERAL AGENCIES																																
FEMA																														S		
National Weather Service		S								S																						

P = Primary or Lead Agency   S = Support Agency

1.1 Transportation Networking	6.1 Shelter & Mass Care	12.1 Energy
2.1 Communications Systems	6.2 Disaster Victims Services	13.1 Traffic Control
2.2 Warning	7.1 Logistics	13.2 Security/Crime Control
3.1 Building Inspections/Condemnation	7.2 Resource Management	13.3 Institutions/Jails
3.2 Route Clearance/Bridge Inspection	7.3 Logistical Support	13.4 Evacuation/Movement
3.3 Debris Removal	8.1 Emergency Medical Services	14.1 Donations
3.4 Water/Wastewater Systems	8.2 Public Health	14.2 Volunteers
4.1 Firefighting	8.3 Crisis Intervention Support	15.1 Assistance Programs
5.1 Current Information	9.1 Search & Rescue	15.2 Recovery and Reconstruction
5.2 Public Information	10.1 Hazardous Materials/Radiological Materials	16.1 Animal Shelter & Care Services
5.3 Damage Assessment	11.1 Food	

APPENDIX 2 TO THE BASIC PLAN

EMERGENCY OPERATIONS CENTER

I. **INTRODUCTION**

   A. Purpose

   The purpose of the Emergency Operations Center (EOC) is to provide a central location through which all local emergency management activities and functions can be coordinated. This includes routine activities as well as those associated with emergency response and recovery activities.

   B. Scope

   The entire county emergency management program is coordinated from the EOC.

II. **POLICIES**

   To insure maximum control and coordination of local resources during emergencies, it is essential to have a central location from which command and control decisions can be made. The EOC serves this purpose by bringing together the local emergency management staff, as well as the Emergency Services Coordinators and support personnel from all local and agencies tasked with emergency responsibilities. Operations will be conducted under the Unified Command Structure. Additionally, National Guard, private sector, state and federal relief agencies may also operate from the EOC during significant disasters.

III. **SITUATION AND ASSUMPTIONS**

   A. Situation

   1. Several disasters occur each year that require the commitment of numerous local resources from any one or more local, state, or private sector relief agencies. It would be impossible to coordinate the efforts of all of these organizations if there were no centralized location for representatives of these organizations to meet, discuss, and coordinate their respective emergency responsibilities.

   2. There are a wide variety of local, regional, state, national, and international disaster and emergency management activities that must be coordinated across the county to the extent that they affect the citizens and political jurisdictions of the county. The EOC provides a central point of coordination for all emergency management activities that affect the various political entities and citizens of this county.

   B. Planning Assumptions

   1. Disasters will continue to occur that require the application of local, state, and private sector resources to combat.

   2. The coordination of these resources is essential to mounting an effective response to disasters in the county.

IV. **CONCEPT OF OPERATIONS**

   A. General

1. The EOC is the central location of emergency management activities within the county. It is the location from which the County Mayor and local agency representatives operate during emergencies.

2. Primary and Alternate Emergency Operations Centers

    a. Primary EOC

        1) The primary EOC is located in the Covington Fire Department Station North.

        2) The facility has approximately 1,000 square feet of floor space, and is equipped with an emergency power generator, sanitary facilities and kitchen.

    b. Alternate EOC

        1) The alternate EOC is the Covington Electric Department. This facility has approximately 1,000 square feet of space and is equipped with sanitary facilities, kitchen, and an emergency power generator.

        2) Transfer of responsibility from the primary to alternate EOC is accomplished by using the Sheriff's Department personnel to relocate equipment and supplies to one of the alternate sites. As soon as communication checks are accomplished, the actual shift of control will be at the direction of the EMA Director. The EMA Deputy Director will be responsible for the operation of the alternate EOC. The EMA Director will notify TEMA, as well as other affected agencies and governments.

    c. Primary EOC Organizational and Functional Structure

        1) The EOC is composed of two major sections.

            a) The Communications Room is the nerve center of the EOC. From this area the dispatchers monitor nine radio frequencies, the 911 equipment and other communications equipment. This operation is manned 24-hours-a-day, 365-day-per-year. All incoming and outgoing calls are recorded for future reference. The second section is the operations room. This is where most of the central direction and control decisions are made.

            b) The Tipton County EMA Organizational Chart is provided at the end of this appendix.

        2) EOC Operations

            a) Following the occurrence of an emergency or disaster, the dispatcher will receive notification through any of one or more sources. These include: Radio, telephone, NWS teletype, etc. The event is logged by date and time.

            b) The EMA Director and other key personnel are notified of the situation and report to the EOC. The EMA Director will brief the County Mayor, Mayors, and other department heads as appropriate.

c) The dispatcher relays pertinent data to affected agencies such as adjacent county's emergency management offices, fire, police, sheriff, and EMS units.

d) If the situation warrants, local agency ESCs having responsibilities associated with the particular disaster are notified and asked to report to the EOC or to the scene of the emergency as required.

e) From this point on, the EOC monitors the progress of the emergency and evaluates efforts to contain the situation. Resource requirements that cannot be met at the local level are channeled to the State Regional EOC and the appropriate ESCs for disposition as provided by ESF/individual agency SOPs. This continues until the situation is resolved.

f) If the situation warrants, the EMA Director will request assistance from a neighboring county or the Tennessee Emergency Management Agency. In either case, the respective organizations provide liaison officers to the EOC for coordination of operations.

g) News releases and emergency public information is prepared and disseminated from the EOC through the Public Information Officers (PIOs).

h) The EMA Director insures continuity of operations and sustained manpower capability around the clock for the duration of the emergency.

i) This operation continues until the emergency condition terminates, at which time various EOC staff members conduct follow-up activities with respect to after-action reports, response evaluation, conducting debriefings, compiling reports and logs, etc.

B. Organization and Responsibilities

1. EMA Director

The Director of the Tipton County Emergency Management Agency is the executive head of the agency and as such is responsible for coordinating all emergency management activities throughout the county. Among his/her functions:

a. Advise elected officials, departments, and agencies of local government and other non-governmental relief agencies with respect to the magnitude and effects of the emergencies that affect Tipton County.

b. Orient and train the emergency staff, and periodically conduct exercises,

c. Coordinate local emergency operations with TEMA and local emergency management offices in the counties that border Tipton County,

d. Develop and maintain local emergency staffing capabilities,

e. Develop and maintain appropriate emergency public information, communications and warning capabilities,

f.   Develop and maintain the Tipton County Emergency Management Plan, mutual aid agreements, memoranda of understanding, etc., and periodically test and exercise these mechanisms.

2.   Deputy Director

The Deputy Director serves as the successor to the Director in all matters with which the Director has responsibility.

3.   Emergency Services Coordinators (ESCs)

The ESCs represent local, state, private, and quasi-governmental agencies with emergency responsibilities during major disasters. The roles and responsibilities of the ESCs are provided in Appendix 3.

4.   Public Information

The Tipton County EMA Director or the County Mayor will designate an individual to act as the Public Information Officer.

5.   EMA Organization

The Tipton County EMA organizational chart is provided as Tab A to this annex.

6.   Support Requirements

a.   Reports and Records

1)   Messages

All messages will be handled using the procedures established by the EMA Director. This includes the use of written forms and electronic messaging systems (E-Mail).

2)   Event Logs
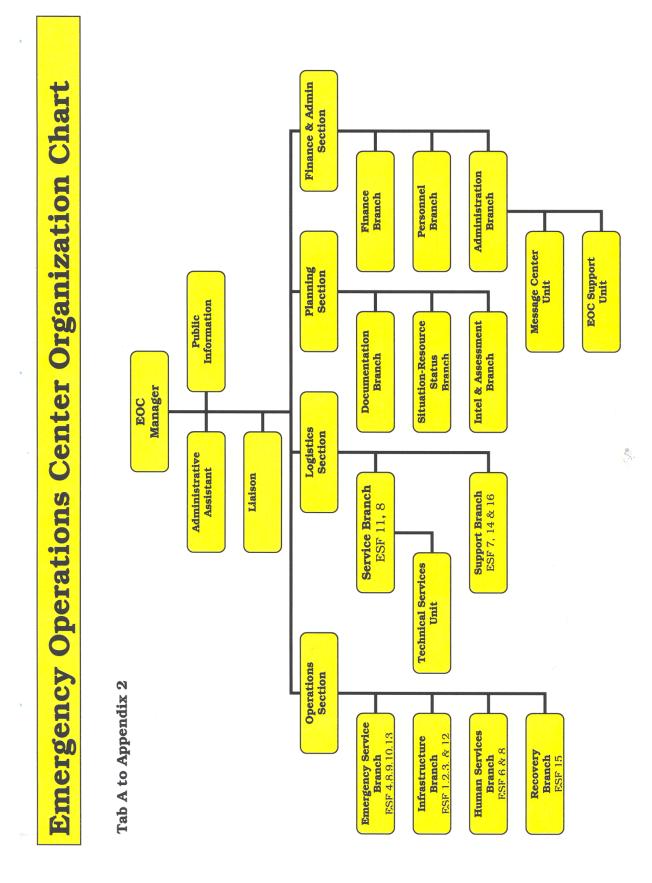
A record of major events during EOC operations will be compiled by a member of the operations support staff.

3)   Daily Operations Log

A log of all incoming messages is maintained by the operations section.

4)   Security Log

a)   A record of all persons entering and leaving the EOC is maintained.

b)   During major emergency operations, a record of all persons entering the EOC will be maintained by security personnel at the entrance.

b.   Security

1)   All EMA staff and ESCs are provided with ID Cards which authorize them entrance into the EOC during routine operations.

2)   During emergency operations, the Sheriff's Department will station an officer at the entrance to log in all personnel entering the facility.

(3)   In the event of an elevation of the Homeland Security Alert system to severe condition (RED) the EOC will be secured with access to EOC staff only.

Emergency Operations Center Organization Chart

Tab A to Appendix 2

```
                              EOC
                            Manager
                               |
        +----------------+-----+-----+----------------+
        |                |           |                |
  Public           Administrative              Liaison
  Information         Assistant
        |
  +-----------+---------------+---------------+---------------+
  |           |               |               |               |
Operations  Logistics      Planning      Finance & Admin
 Section     Section        Section         Section
```

Operations Section
- Emergency Service Branch ESF 4,8,9,10,13
- Infrastructure Branch ESF 1,2,3, & 12
- Human Services Branch ESF 6 & 8
- Recovery Branch ESF 15

Logistics Section
- Service Branch ESF 11, 8
  - Technical Services Unit
- Support Branch ESF 7, 14 & 16

Planning Section
- Documentation Branch
- Situation-Resource Status Branch
- Intel & Assessment Branch

Finance & Admin Section
- Finance Branch
- Personnel Branch
- Administration Branch
  - Message Center Unit
  - EOC Support Unit

33

TAB B TO APPENDIX 2 TO THE BASIC PLAN

EMERGENCY OPERATIONS CENTER DIAGRAM

EOC:
8629 Hwy 51 S,
Brighton, TN 38011

TAB C TO APPENDIX 2 TO THE BASIC PLAN

COUNTY OPERATIONAL AREAS

1. Atoka Fire Department District, 684 Walker Pkwy, Atoka, TN 38004 – 837-5322
2. Brighton Fire Department District, 66 School St. Brighton, TN 38011 - 475-6536
3. Charleston Fire Department District, 1845 Davis Rd. Covington, TN 38019 - 476-4300
4. Covington Fire Department District, 101 Tennessee Ave. Covington, TN 38019 - 476-2578
5. Garland Fire Department District, 1598 Garland Dr. Covington, TN 38019 - 476-8430
6. Gilt Edge Fire Department District, 9149 Munford Gilt Edge Rd. Gilt Edge, TN 38015 - 476-2971
7. Mason Fire Department District, 12162 Main St. Mason, TN 38049 - 294-2344
8. Munford Fire Department District, 1375 Munford Ave. Munford, TN 38058 - 837-5960
9. Quito Fire Department District, 1239 Quito Drummonds Rd. Drummonds, TN 38023 - 835-3939
10. Three Star Fire Department District, 2050 Sadler School Rd. Brighton, TN 38011 - 476-8183
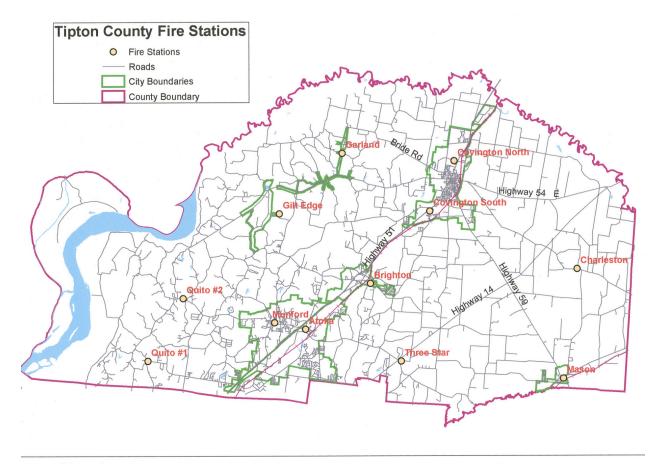
Map Created November 25, 2003 by Tipton County GI

Tab D to Appendix 2 to the Basic Plan
EOC and Alternate EOC Location

EOC: 8629 Hwy 51 S, Brighton, TN 38011

EOC Alternate Location: 4500 Mueller Brass Road, Covington, TN 38019

APPENDIX 3 TO THE BASIC PLAN

EMERGENCY SERVICES COORDINATOR PROGRAM

I. **Purpose**

The Emergency Services Coordinator (ESC) program is designed to provide the EMA Director with an immediate source of expertise from any and all agencies of local government to cope with man-made and natural disasters/emergencies, including attack. In addition to representation, each department, bureau, or other agency of local government is required to provide the Tipton County EMA with any and all personnel, equipment, facilities, materials, or other assets during any period of disaster, emergency, or threat to include the period of recovery.

II. **Scope**

The ESC program encompasses all agencies, departments, divisions, and bureaus within local government; in particular, those agencies that, by the very function they perform, have an inherent emergency mission. Agencies listed in Tab A to this appendix are required to provide ESCs to the Tipton County EMA in accordance with the criteria in paragraph III below. Other agencies and departments may participate at their discretion. Functions associated with the ESC program include not only positive control, emergency response, and the availability of personnel and assets, but also research, plan development, communications tests, and exercises.

III. **Program Elements**

A. The department heads and agency executives are required to insure that their respective departments and other agencies under their jurisdiction promptly and fully execute their respective functions in accordance with this plan. To fulfill this responsibility each department as an agency of local government (listed in Tab A) will:

1. Provide a primary and alternate ESC to represent their department or agency

2. Insure ESCs so appointed are empowered with the full authority to coordinate and direct all emergency response functions and services of the department head.

3. Provide the EMA Director with the names, the office they represent, home addresses, office and residence phone numbers of both the primary and alternate ESCs.

4. Assure that the ESC on call has a vehicle equipped with a radio capable of communicating with the EOC available for his sole use at all times including weekends and holidays and after normal working hours. Expected response time to the EOC after notification is 30 minutes or less.

5. Prepare a directive that establishes the ESC program for their respective department that details restrictions on the limited use of assigned government vehicles, scheduled periods of 24-hour on-call duty, days off, compensatory time, and provisions for notifying the dispatcher of schedules and changes thereto.

6.   Insure the full authority of the ESCs to act in behalf of the appointing authority is specified, as appropriate, in the agency directive.

7.   Assure that plans are developed to insure continuation of necessary agency functions, and suitable space is provided for personnel, equipment, and records essential for operations during times of emergency and/or disaster. Those agencies scheduled to move to the EOC during major emergencies will also address the movement of personnel, equipment, and records.

IV.   Concept of Operations

A.   The EOC is capable of accommodating the full complement of ESCs and providing them with work space, telephone capabilities, and access to radio communications.

B.   Whenever a disaster or emergency threatens or occurs, the dispatcher will contact the EMA Director to determine if any ESCs are to be called in to provide assistance. The EMA Director will assess the situation, bearing in mind that the use and employment of ESCs and their resources must be compatible with the primary responsibility of the agency concerned, and coordinate which, if any, ESCs are to be called.

C.   The dispatcher will notify ESCs of their recall as coordinated by the EMA Director.

1.   Depending on available information about the emergency, ESCs will be instructed to report to the EOC for briefing by the EMA Director or instructed to report to the scene and be briefed over the telephone or radio enroute.

2.   ESCs, once committed, will remain committed through the recovery phase unless relieved by the EMA Director, or they are relieved by their appointing authority.

D.   Emergency functions to be performed by various agencies of local government will be specified in writing.

V. Implementation

A.   The EMA Director is responsible for implementing the ESC program.

B.   The EMA Director is responsible for:

1.   Coordinating this appendix with affected and interested agencies

2.   Establishing logs or call sheets to record ESC name, address, and telephone numbers, including rosters to confirm who is on call.

3.   Conducting no-notice exercises or calls to insure that the system is working. Failure to call back within 30 minutes is unsatisfactory.

4.   Maintain the ESC program in a current, ready-to-use status.

TAB A TO APPENDIX 3, BASIC PLAN

LIST OF AGENCIES REQUIRING EMERGENCY SERVICES COORDINATORS

1. Sheriff's Department - 901-475-3300
2. Covington Police Department - 901-476-5282
3. Tipton County Public Works - 901-837-0148
4. Tipton County Building Inspector - 476-0215
5. First Utility District - 476-9525
6. Covington Fire Department - 476-2578
7. American Red Cross - 476-0221
8. Budget and Accounts - 476-0219
9. Department of Health - 476-0235
10. Emergency Medical Services - 911
11. Department of Human Services - 475-2505
12. Covington Electric System - 476-7104
13. Tipton County Tax Assessor's Office - 476-0213
14. Public Information Officer - 258-0993
15. Tipton County Communications Center - 475-4300
16. Covington Parks and Recreation Department - 476-1107
17. Baptist Memorial Hospital-Tipton - 476-2621
18. Professional Counseling Service - 476-8967

APPENDIX 4 TO THE BASIC PLAN

TRAINING AND EDUCATION

I.   **Introduction**

A.   Purpose

The purpose of this appendix is to establish a mechanism for the provision of emergency preparedness and operations training and local emergency management staff members, emergency services personnel, and to provide education to the citizens of Tipton County regarding fundamental survival techniques that can be applied before and during a disaster.

B.   Scope

This appendix concerns the provision of generalized emergency management training and exercises to local emergency services personnel, as well as the provision of training and/or education to members of the general public through any of a number of means. Training that is geared towards a specific function (i.e., radiological monitoring, hazardous materials, etc.) is described as a part of the particular ESF that is responsible for carrying out the functions associated with a particular type of support.

II.   **Situation and Assumptions**

A.   Situation

1.   The potential will always exist for emergencies and disasters to affect Tipton County, its political subdivisions, and therefore its citizens. It is therefore prudent to develop and implement a comprehensive training and education program to assist local emergency response personnel in carrying out their respective emergency functions when necessary. Additionally, it is prudent to implement a program geared towards educating members of the general public as to how to protect themselves prior to, during, and following any emergency or disaster that might affect them.

2.   The problems created by an emergency or disaster may be compounded by a lack of training on the part of emergency response personnel, and many citizens might be injured or killed as a result of a lack of education regarding appropriate actions to take when faced with an emergency situation.

3.   Successful implementation of this plan, supporting plans, and supporting procedures depends on trained and knowledgeable personnel who are capable of executing their assigned tasks during any emergency situation. To achieve this level of competency requires continuous training.

B.   Planning Assumptions

1.   Effective training programs scheduled and implemented on a regular and recurring basis which encompass the areas of specialized skill requirements will generate skills necessary to implement effective operations.

2. The provision of educational materials to members of the general public will result in citizens being more prepared to handle emergency situations they might encounter and will result in fewer casualties when an emergency occurs.

III. Policies

The primary responsibility for training of local emergency personnel and citizens rests with local government, specifically the local Emergency Management Director. The state, through TEMA, will provide active assistance in the presentation of special seminars, formal training courses, aid and advice in the development of local exercises, and the supply of training aids and materials to support local training requirements.

IV. Concept of Operations

A. Training

1. The initial phase of training consists of qualifying the local emergency service staff in disaster operations within each county. This training will be evaluated at the local level to assure acceptable performance capability. TEMA provides a large number of courses geared towards the development of an effective emergency management program at the local level, this training includes, emergency management professional courses, hazardous materials training courses, terrorism awareness, operations and technician level courses, search management, and basic tracking and other workshops dealing with emergency management activities.

2. Follow-up and refresher training is available on a periodic basis to support skills learned during the initial training received by local emergency services personnel.

3. Specific training programs have been and can be developed to support specific threats that affect certain local communities.

4. The federal government, through FEMA, provides specialized training courses and courses geared towards teaching those who deliver courses at the state and local level. These may be accessed through TEMA's Training and Education Office.

B. Exercises

1. The Tennessee Emergency Management Agency conducts several exercises each year to support response requirements to the Nuclear Power Plants, the earthquake threat, the threat of severe weather, and a wide variety of other situations. These exercises occur at the discretion of the TEMA Director and may include any or all of the state and local emergency response organizations, as well as certain portions of the private sector (including the media). Additionally, periodic regional exercises are held at the discretion of the Regional Directors.

2. Local exercises are held at the discretion of the local Emergency Management Director, either to support a local emergency response capability or in conjunction with an ongoing state or regional exercise. TEMA provides developmental and evaluative assistance to local governments during exercises when requested.

C.	Public Education

1.	Each year the Tipton County EMA sponsors several seminars and educational opportunities for the benefit the general population. These include the sponsoring of Tennessee Severe Weather Awareness Week, held annually in early March, as well as the distribution of educational materials concerning specific threats when warranted.

2.	TEMA's Family Protection Officer is available to deliver talks or seminars concerning emergency preparedness to civic groups, schools, and similar organizations upon request.

3.	Additionally, TEMA maintains an extensive collection of public education literature available to members of the general public upon request to the Training and Education Office.

D.	Organization and Responsibilities

1.	The Preparedness and Homeland Security Director of TEMA is responsible for developing and maintaining the state's training and education programs concerning emergency preparedness. The PHSD will periodically publish a schedule of courses to be offered at various sites around the state. This information will be distributed to local directors and others with an interest in such training as required.

2.	Local emergency services groups may receive specific training if desired by submitting a request through the local emergency management director. The local director will submit the request to the Regional Director who will coordinate the delivery time and location to insure maximum participation and submit the request to the PHSD for approval.

3.	TEMA will coordinate the delivery of general public information activities with agencies such as the National Weather Service, the U. S. Geological Survey, FEMA, etc., on a state-wide basis. Local directors may undertake educational activities directed at local citizens when deemed necessary.

4.	Requests for state training aids, assistance, and input should be made to the local director to be forwarded to TEMA if necessary.

APPENDIX 5 TO THE BASIC PLAN

SUMMARY OF THE TENNESSEE CIVIL DEFENSE ACT (TCA 58-2-101, et. seq.)

Tennessee's civil defense history began with the passage of the Tennessee Civil Defense Act of 1951. Beginning in 1955, and on several occasions since, this law has been recodified until, at present, it exists as Chapter 2, Title 58, of the Tennessee Code Annotated. This legislation is generally modeled after the Federal Civil Defense Act of 1950 (PL 81-920). The state act created the Tennessee Office of Civil Defense (which in 1981 was renamed the Tennessee Emergency Management Agency) within the state Military Department, under the Tennessee Adjutant General (TAG). The TAG has overall responsibility and authority for disaster preparedness and planning (Executive Order # 4, February 13, 1987).

Chapter 2, Title 58, of the Tennessee Code Annotated prescribes the responsibilities associated with disaster preparedness and emergency response in the state of Tennessee. When translated into policy and implemented, this becomes the mission of the Tennessee Emergency Management Agency and the local EMA organizations across the state. It provides for the following:

1. Creates the Tennessee Emergency Management Agency and directs the creation of local organizations for emergency management/civil defense in the political subdivisions of the state.

2. Confers upon the Governor and the chief executive officers of the governing bodies of the political subdivisions the emergency powers provided in this chapter.

3. Provides for the rendering of mutual aid among political subdivisions of the state and those of surrounding states, and for the cooperation with the federal government in carrying out emergency management/civil defense functions.

4. Requires the development and implementation of state and local emergency management/civil defense plans.

5. Requires the most effective use be made of resources and facilities when dealing with a natural or technological disaster, terrorism, riot, mob violence, etc., by having all emergency management functions of the state coordinated with comparable functions of the federal government, other states and localities, and private agencies of every type.

6. Authorizes the performance of duties and functions of civil defense necessary to cope with all types of natural disasters, terrorism, riots, mob violence, etc., which might occur affecting the life, health, safety, welfare, and property of citizens of the state of Tennessee.

7. Directs and empowers the Governor to create a Tennessee Emergency Management Agency, under the Adjutant General, and empowers the Governor to appoint a Director and such Deputy Directors as deemed necessary.

8. Establishes the duties of the Director, subject to the direction of the Governor, acting through the Adjutant General (TAG), as being solely responsible for coordinating the activities of all organizations for emergency management/civil defense within the state, and maintaining liaison with and cooperating with civil defense agencies, organizations of other states, and with the federal government.

9. Specifies that the general direction of TEMA shall be exercised by the Governor. In the event of disaster, terrorist act, energy emergency, riot, etc., beyond local control, the Governor is empowered to assume direct control over all or any part of emergency management/civil defense functions within the state.

10. Authorizes the Governor to cooperate with the federal government, other states, and private agencies on all matters pertaining to emergency management/civil defense of the state or nation.

11. Gives the Governor the power to make, amend, and rescind the orders, rules, and regulations necessary to carry out polices of cooperation and coordination; to prepare comprehensive plans and programs for emergency management/civil defense in Tennessee; to integrate such plans and programs with the emergency management/civil defense plans of the federal government and other states; and to cooperate in the preparation of plans and programs for civil defense by political subdivisions within the state.

12. Gives the Governor the administrative authority to procure supplies, institute training, and provide public information programs; to prepare in advance of an actual disaster, energy emergency, riot, etc., including partial or full mobilization of civil defense reserve units to insure adequately trained and equipped forces of emergency management/civil defense personnel.

13. Authorizes the Governor to delegate to state or local directors of civil defense any administrative authority vested in him by this chapter, and to provide for the sub delegation of any such authority, except that any plans for dealing with an energy emergency shall be prepared by the Energy Division of the Department of Economic and Community Development.

14. Authorizes the Governor to cooperate with the President and heads of the armed forces, the Federal Emergency Management Agency (or its successors), and other appropriate federal officers and agencies, and with the officers and agencies of other states in matters pertaining to civil defense of the state or nation.

15. Authorizes the creation and establishment of mobile reserve units by the Governor as may be necessary to support civil defense organizations of the state.

16. Makes an employee of the state, by virtue of his employment, subject to assignment to a mobile reserve unit on a permanent or temporary basis to meet the particular need of any given emergency.

17. The Governor may declare that a state of emergency exists as a result of actual enemy attack against the United States, or an impending emergency, disaster, energy emergency, act of terrorism, sabotage, riot, mob violence or other hostile actions, and thereafter the Governor shall have and may exercise for such period as the state of emergency continues emergency powers granted by state law, except that seizure, taking, condemnation, or allocation of energy resources must be in accordance with plans prepared by the Energy Division of the Department of Economic and Community Development.

18. Requires every emergency management/civil defense organization established under this chapter, and the officers and personnel thereof, to execute and enforce the orders, rules, and regulations made by the Governor.

19. Provides criminal sanctions for any individual or entity violating rules or regulations promulgated by the Governor during a state of emergency. Organization for emergency management/civil defense, in accordance with the state plan. Each organization shall be headed by a director who is appointed by the chief executive or governing body of the political subdivision and who shall have direct responsibility for the overall management of the local program.

21. Provides that each political subdivision, confronted with disasters as described herein shall have emergency powers to enter into contracts and incur obligations necessary to combat such disasters without regard to time consuming procedures and formalities as prescribed by law (excepting mandatory constitutional requirements). Each political subdivision shall have the same duties, powers, and functions as those vested in the Governor.

22. Enables local emergency management/civil defense directors to enter into reciprocal mutual aid agreements with public and private entities of the state of Tennessee and surrounding states.

23. Authorizes local appropriations for emergency management/civil defense expenses.

24. Directs that the Governor, local directors, and the chief executive officers/governing bodies of the political subdivisions use the services, equipment, facilities, and personnel of existing departments, offices, and agencies of the state and political subdivision to the maximum extent practicable, and directs the officers of such organizations to extend maximum cooperation to the Governor or local directors throughout the state upon request.

25. Enables the acceptance from the federal government, through the state or otherwise, of supplies, equipment, personnel, financial assistance, etc. by the Governor or political subdivision.

26. Directs that all persons, compensated or otherwise, connected with the emergency management/civil defense program take and subscribe to an oath of loyalty.

27. Assures the right of any person to receive benefits to which he would otherwise be entitled under this chapter, or under the Workmen's Compensation Law, or under any pension law, or the right of any such person to receive any benefits or compensation under any act of Congress shall not be affected.

28. Makes illegal the use of any emergency management/civil defense organization for political purposes.

29. Assures immunity from liability while engaged in emergency management/civil defense activities for the agencies and persons working for/with those agencies.

30. Protects any person owning or controlling real estate or other premises, who voluntarily and without compensation grants a license or privilege or otherwise permits the use of such real estate for emergency management/civil defense purposes shall not be liable for any personal injury or other damage occurring upon such real estate, precluding that created by willful misconduct. No person, agency, partnership, or corporation operating under the direction of the Governor or the head of emergency government services in any county, town, or municipality shall be liable for the death of or injury to any person or any damage to any property caused by his or her actions, except where a trier of fact finds that the person acted intentionally or with gross negligence.

31. Authorizes multiple county organizations for emergency management/civil defense and provides for such organizations to have identical functions, powers, duties, and responsibilities as those formed as single-county entities.

32. Authorizes the state to make grants to local organizations for civil defense purposes and sets forth standards for those grants.

33. Authorizes and establishes the Tennessee Severe Weather Information System, a statewide severe weather radio network

APPENDIX 6 TO THE BASIC PLAN

MUTUAL AID AGREEMENT

Memorandum of Understanding between Tipton County EMA and:

1. Covington Care Center
2. Covington Nursing Home
3. Tipton County School System
4. Covington Parks and Recreation
5. Charleston Baptist Church
6. Charleston Methodist Church
7. Trinity Episcopal Church
8. Mason Methodist Church
9. Quito Community Center
10. Quito Methodist Church
11. Fellowship Baptist Church
12. Randolph Methodist Church
13. Randolph Assemble of God Church
14. Garland Community Center
15. Rialto Baptist Church
16. Holly Grove Cumberland Presbyterian Church
17. Central Baptist Church
18. Munford Park and Recreation Department
19. Gilt Edge Community Center

Mutual Aid Agreements between County Fire Departments and County Water Suppliers are on file at county EMA.

Tipton County and all incorporated cities are also signatories on the LEMAC. (A mutual aid compact between County Mayors and Mayors to render assistance across jurisdictional lines in the event of a locally declared major emergency or disaster.)

On file in the Emergency Management Agency Office.

EMERGENCY

SUPPORT

FUNCTIONS

CONCEPT OF OPERATIONS

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THE EMERGENCY SUPPORT FUNCTION (ESF) CONCEPT

Emergency Support Functional Annex Structure

The addition of Emergency Support Functional Annexes to the County Emergency Management Plan is new. In previous plans all annexes were functional, but were not designed to unite elements of various agencies and manage their efforts with a focus on a specific problem area. These ESF's are easily folded into the NIMS ICS format of response coordination. The following conventions apply to the ESF annexes that follow.

I.	**Lead Agency:**	Each ESF function (or subfunction) has a designated lead agency within local government. This agency is responsible for managing the development of capabilities relative to the specific function described. The lead agency is responsible for direction and control functions within the group when the group is activated.
II.	**Support Agencies:**	Each ESF also has one or more support agencies within local or state governments (or the private sector). These agencies are tasked with providing resource or logistical support to the operation of the ESF when activated. Each agency functions as per its normal routine when the ESF group is not activated.

III. Introduction

A. Purpose — Each ESF is provided with a purpose statement that reflects the primary reason the ESF group exists.

B. Scope — The scope of each ESF is provided to reflect the range of activities in which the ESF group may find itself tasked.

IV. Policies — These are broad statements describing policies of the local emergency response organization with respect to the functions and responsibilities assigned to a particular ESF.

V. Situation and Assumptions

A. Situation — The situation statement basically explains why the ESF group exists and why it is necessary to perform the functions assigned to the group.

B. Planning Assumptions — For any plan to be useful it must be based on an accurate set of assumptions regarding the situations that it addresses. This section provides the planning assumptions used in the development of the respective ESF.

VI. Concept of Operations

A. General — This section is used to describe, in general terms, what is expected to occur and how the ESF group is expected to react to it.

B. Organization and Responsibilities — This section delineates the specific agencies with assignments in the respective ESF and identifies their individual responsibilities with respect to that particular ESF.

VII. Mitigation and Preparedness — This section identifies critical tasks that need to be performed prior to the occurrence of a disaster.   This includes mitigation

activities such as the development and institution of seismic codes, incorporation of seismic design in road structures, etc. The preparatory tasks include the development of plans and procedures for accomplishing tasks ascribed to the agency in the Response and Recovery section immediately following this section.

VIII.	**Response and Recovery Actions**	This section identifies critical tasks that need to be performed following the onset of a significant disaster. This section is by no means intended to be comprehensive, but most tasks critical to the rapid response of local and state emergency relief groups have been assigned to one or more agencies tasked in the particular ESF.
IX.	**Training**	A description of training relative to a particular ESF is provided at the end of each section. Since training tends to be functionally specific, it is provided as an attachment to each ESF rather than having one training annex or similar document.
Appendices		Each ESF has one or more appendices attached to it. There are several types of appendices:

1. Organizational charts

2. Documents describing specific procedures or special operational guidelines

3. Maps showing locations of offices, district/regional boundaries, radio transmitter locations, etc.

4. Flow charts detailing flow of critical information

5. Forms that are used by the emergency response organization

The ESF Concept of Operations

During most smaller emergencies, each agency in local government performs its specialized tasks according to the agency's in-house Standard Operating Procedures (SOPs). During major emergencies, however, there is an increased need for the coordination of all activities relevant to the emergency response as they relate to the event as a whole. This operation takes place at the EOC. The ESF Group is composed of a lead agency and one or more support agencies. The lead agency is responsible for the coordination of the ESF group as a whole, with individual agencies performing their emergency missions as they otherwise would, except that they are being coordinated by the lead agency. Conflicts that arise during emergency operations will be resolved by the Central Direction and Control Group.

Each agency is responsible for developing its own respective plans and SOPs for carrying out its assigned missions. The lead agency, however, is also responsible for the following:

1. Coordinating the development of an ESF SOP that governs the functions of the various organizations assigned to that ESF during activation.

2. Conducting planning sessions during non-emergency periods for the purpose of developing policies, plans, and procedures for coordinating the local level response to a disaster (with respect to that particular ESF).

3. During emergency activation, coordinating the flow of messages into and out of the ESF group, providing direction and control for the ESF group, and coordinating the activities of that ESF with the activities of other ESF groups.

4. Compiling documentation relative to the ESF group's activities during the emergency.

This model of the ESF group allows the utilization of many National Incident Command System concepts in the EOC during activation. An effective span of control is maintained by consolidating all of the agencies with emergency responsibilities into groups with an internal management structure, with the ESF Manager being responsible to the Central Direction and Control Group at the head table during EOC activation. For the purpose of further defining roles and responsibilities, each ESF group is also assigned to a branch as follows:

1. Response Branch

    ESF 4, Firefighting
    ESF 8, Emergency Medical Services (8.1)
    ESF 9, Search and Rescue
    ESF 10, Environmental Response
    ESF 13, Law Enforcement

2. Human Needs Branch

    ESF 6, Human Services
    ESF 8, Public Health and Crisis Intervention Support (8.2 & 8.3)
    ESF 11, Food

3. Services and Support Branch

    ESF 1, Transportation
    ESF 3, Infrastructure
    ESF 7, Resource Management
    ESF 12, Energy
    ESF 14, Donations/Volunteers
    ESF 16, Animal Shelter & Care Services

4. Communications Branch

    ESF 2, Communications

5. Intelligence Branch

    ESF 5, Information and Planning

6. Recovery Branch

    ESF 15, Recovery

Each of these Branches is consolidated in the EOC during activation to insure coordination among the various organizations. Attachment 1 provides a graphic representation of the EOC organization for emergencies.

Most agencies have only one ESC assigned to the EOC during emergencies. Each of these individuals is assigned a place in the floor plan that corresponds to the ESF in which his/her primary responsibilities lie. Tasks required of that particular ESC by an ESF in which he/she is not resident will be handled by telephone or E-mail as per established guidelines. The ESF Manager requiring assistance from a non-resident ESC will simply send him/her a request to provide the services and the ESC will provide a follow-up message indicating his/her ability/inability to complete the requested task(s).

Each branch will have an Intelligence Officer assigned to it whose primary function will be the coordination of intelligence information between that Branch and the ESF 5 workgroup. This information flow goes both ways during emergency operations. This is to insure that the ESF 5 workgroup is able to maintain an accurate assessment of the disaster situation and is able to develop short-range and long-range planning guidance for use by the Central Direction and Control group and potentially affected ESFs.

ESF Standard Operating Procedures

Each ESF Group is required to develop an SOP for use during ESF activation. The primary responsibility for the development of this document lies with the lead agency in the individual ESFs. The SOPs should, at a minimum, include:

A. Procedures for notification of ESF agencies/organizations,

B. Mechanisms for communications between and among the various ESF components,

C. Procedures for establishing ESF group(s) at the EOC and other worksites,

D. Identification of emergency capabilities of agencies tasked in the ESF,

E. Descriptions of the relationships of the lead and support agencies assigned to the ESF,

F. Procedures for carrying out tasks and responsibilities assigned to the group, including:

    1. Logistics and resource requirements,

    2. Communications requirements,

    3. Requirements for the development of specific agency implementing procedures (or agency SOPs),

    4. Procedures for coordinating ESF group functions/tasks with other ESFs,

    5. Procedures for tasking non-resident ESCs located in the EOC or other location with assignments related to the working group,

    6. The collection and dissemination of intelligence information to ESF 5 and other ESFs with a need for such information,

    7. Procedures and policies for acquiring needed facilities, vehicles, and other resource support from ESF 7,

G. Procedures for relocating the ESF workgroup (or components thereof) to a DFO, Alternate EOC, or other location as might be dictated by the EMA Director, and

H. Procedures for the coordination of planning sessions and guidelines concerning the development of the SOP and various implementing procedures.

Each agency is responsible for developing specific SOPs and implementing procedures for use in deploying that agency's assets and resources in times of emergency. Each agency shall maintain control of its own personnel and assets during emergency operations. Further guidance concerning agency SOPs may be found in the Basic Plan. The Emergency Management Planning Concept described here is graphically depicted at the end of this section (Attachment 2).

Emergency Response Concept of Operations

Most day-to-day incidents are handled by the initial dispatch of emergency resources. These are normally coordinated by an incident command post. There are times, however, when an event involves several sites, more than one political entity, or agencies from outside the county. When this occurs, coordination becomes more difficult. The local Emergency Operations Center (EOC) becomes the focal point for the coordination of such events.

In emergencies and disasters, the governmental body best qualified to lead the response will be in command of the response effort. The agency's chief officer on the scene becomes the incident commander. Once the event reaches the level where EOC activation becomes necessary, however, the management of the entire event becomes the responsibility of the chief elected official, the emergency management director and the local EOC in the jurisdiction where the event is taking place. The EOC coordinates the response among multiple sites, multiple response agencies, and agencies of the state and federal government that arrive to assist the local effort. This may require the call-up of reserve units, mutual aid resources, or resources from nearby communities.

If the event exceeds the capabilities of the city and/or county emergency response forces, including any mutual aid assistance, the local emergency management director may ask the state for assistance. This is done through the Tennessee Emergency Management Agency (TEMA). If the situation is significant enough to exceed the ability of state and local resources to deal with it effectively, the state may request federal assistance.

ESF Descriptions

Each ESF, by definition, may be utilized as a stand-alone annex. Most often, however, the ESFs are used in conjunction with one or more additional ESFs to facilitate the county's response to a particular event. Each has a unique functional responsibility; however, each ESF may be composed of one or more subfunctional groups, each geared towards a specific set of activities that might be required in an emergency. A description of each ESF and its components follows.

A. ESF 1 - Transportation

    1. Transportation Networking

        The transportation function within the local emergency organization functions primarily as a coordinating group. This group insures all roads and conduits into and out of an affected area remain open, and that the traffic allowed into those areas is coordinated in a manner that prevents bottlenecking and gridlock which would prevent needed emergency assistance reaching those areas that need it.

        The allocation of vehicles is a function of Resource Management and is therefore described under the ESF 7 subfunction of Resource Management.

B. ESF 2 - Communications

    The local communications and warning functions are consolidated under the heading of Communications, primarily because they are necessarily interrelated.

    1. Communications Systems

        The Communications Systems subfunction is responsible for the development, maintenance, restoration, and utilization of local communications assets during emergencies. This includes the radio systems owned and operated by the county emergency management agency, local law enforcement agencies, local fire departments, EMS units, rescue squads, other local agencies,

and amateur radio networks. This subfunction is also responsible for coordinating the restoration of telephone networks between the EOC and other critical facilities following a disaster.

2. Warning

The Warning subfunction is responsible for the issuance of warning information regarding impending hazards, as well as the maintenance of warning networks which might be used by the county in an emergency (i.e., the conceptual networks--the actual networks themselves [e.g., radio equipment, etc.] are maintained by the Communications Systems subfunction). This includes the EBS, NOAA Weather Radio system, cable override systems, siren warning systems, and other warning systems in place throughout the county.

C   ESF 3 - Infrastructure

1. Building Inspection and Condemnation

This subfunction is responsible for the inspection of buildings and structures following a disaster and, if necessary, condemning them and insuring their destruction in a timely manner.

2. Route Clearance and Bridge Inspection

This subfunction is responsible for insuring local roads and bridges remain viable following a disaster. This includes the physical removal of debris on roadways, railroads, airstrips, etc., critical for emergency vehicle passage, as well as the inspection of local bridges to insure they may continue to be used and have not suffered irreparable damage as a result of a particular event.

3. Debris Removal

This subfunction handles problems arising from the generation, accumulation, and disposal of debris following a disaster.

4. Water and Wastewater Systems

This subfunction is responsible for the restoration of potable water and wastewater disposal capabilities following a disaster.

D. ESF 4 - Firefighting

The detection and suppression of fires is the primary purview of this group.

E. ESF 5 - Information and Planning

1. Disaster Intelligence

This subfunction is responsible for collecting intelligence information surrounding the disaster. This includes items such as the scope (extent) of the disaster, status of various systems (i.e., communications, transportation, utility, etc.), monitoring of resource status, and other information. Disaster Intelligence develops reports concerning the disaster, provides visual displays for the EOC during operations, prepares SITREPS, develops short-range and long-range planning guidance for use in addressing developing issues, and accesses technical expertise to assist with evaluating the actual and/or potential effects of an event upon the population and infrastructure of the county.

2. Public Information

This group is responsible for the provision of information (both general and that which conveys emergency instructions to the public) concerning an actual or impending disaster. The coordination of JIC activities, EBS activation, and the distribution of emergency preparedness instructions through other means are addressed through this venue.

3. Damage Assessment

This subfunction is responsible for the collection of information concerning damages to structures and systems as a result of a disaster, as well as the preparation of reports to be forwarded to the EMA Director for use in requesting state and federal disaster assistance.

F. ESF 6 – Mass Care

1. Shelter and Mass Care Operations

This subfunction coordinates local sheltering and feeding activities, as well as caring for victims of a disaster.

2. Disaster Victim Services

This subfunction provides assistance to victims in locating relatives (and vice versa) through the Disaster Welfare Inquiry system, the restoration of mail delivery, the use of amateur radio networks to deliver essential and important communications, etc. Psychological health services are also addressed within this subfunction.

G. ESF 7 - Resource Support

1. Logistics

This subfunction coordinates the actual movement of resources into areas where a need (or needs) exists. This includes the warehousing and tracking of resources, the packaging and loading and subsequent transportation of resources to affected areas, and the disposal of used and/or unused resources following a disaster.

2. Resource Management

This group is responsible for the acquisition of all types of resources that are identified as "needed" following a disaster. This group will make arrangements to purchase needed resources if it is determined the local government does not have the resources itself to supply a requirement in the field. The payment of debts and other encumbrances generated as a result of the emergency is handled by this group as well.

3. Staging Areas

To prevent a rapid and overwhelming influx of resources into affected areas, Staging Areas are utilized as temporary marshaling sites for collecting and gradually directing emergency resources into those areas. This group coordinates the activation and utilization of local staging areas and marshaling points during emergency situations.

H. ESF 8 - Health and Medical Services

1. Emergency Medical Services

This subfunction coordinates the provision of EMS assistance at the local level following a disaster, including the movement of medical resources into disaster areas. This includes the aeromedical evacuation of patients as necessary from affected areas and the interface with the National Disaster Medical System. The disposal of deceased victims is also addressed within this group.

2. Public Health

This group addresses the public health ramifications associated with a particular emergency. This includes manning shelters, first aid/clinic operations, restoring public health functions, defining the epidemiology of the disaster (including the collection and maintenance of statistical data), the administration of vaccinations and immunizations, the determination of potential health effects associated with debris accumulation, pollution, hazmat releases, etc.

3. Crisis Intervention Support (CIS)

This unit coordinates the provision of CIS to emergency workers who have worked in the tense environment of a major disaster. This includes state and local personnel.

I. ESF 9 - Search and Rescue

This group coordinates local search and rescue operations. This includes urban search and rescue problems generated as the result of an earthquake or building collapse, the search for persons who are lost in wooded or other environments, the search for downed aircraft, the extrication of accident victims, etc. This group also provides the interface with the federal Urban Search and Rescue Teams.

J. ESF 10 - Environmental Response

1. Hazardous Materials

This subfunction is responsible for coordinating the technical response to non-radioactive hazardous materials incidents.

2. Radiological Materials

This group coordinates the technical response to actual or impending releases of radiological materials, either as a result of an accident at a nuclear power plant (i.e., the off-site problems) or processing facility, or through an accident in some mode of transportation.

K. ESF 11 - Food

This group is responsible for securing food needed for the feeding of victims and emergency workers in affected areas. Additionally, this group is also responsible for assessment and protective action implementation associated with potential harmful effects upon the local food supply as the result of a disaster.

L. ESF 12 - Energy

This subfunction is concerned with the restoration of the utility (electrical and gas) infrastructure following a disaster, as well as the provision of temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

M. ESF 13 - Law Enforcement

    1. Traffic Control

    This subfunction works closely with the ESF 1 group to effect the orderly flow of traffic into, out of, and around areas affected by a disaster.

    2. Security/Crime Control

    This subfunction addresses the provision of security in disaster areas, as well as the actual policing functions normally associated with law enforcement activities, including riot control, explosive ordinance removal, counterterrorism, etc.

    3. Institutions/Jails

    This group is responsible for coordinating prisoner recapture, the utilization of prisons and facilities following disasters, and the moving of prisoners from damaged facilities to undamaged ones.

    4. Evacuation/Movement
    This group is responsible for coordinating evacuation efforts at the local level.

N. ESF 14 - Donations/Volunteers

    1. Donations

    This group is responsible for managing the influx of donated goods into the county following a disaster and provides the interface with the state/federal National Donations Management System.

    2. Volunteers

    This group coordinates the use of persons and organizations who volunteer their services following a disaster. This includes medical and other emergency response personnel, public works crews, private charitable groups, etc.

O. ESF 15 - Recovery

    1. Assistance Programs

    This subfunction is the mechanism through which state and local government provides disaster relief assistance to victims in the affected area(s), including the Individual and Family Grant program, the Small Business Administration's loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both Presidentially-declared and non-Presidentially declared disasters.
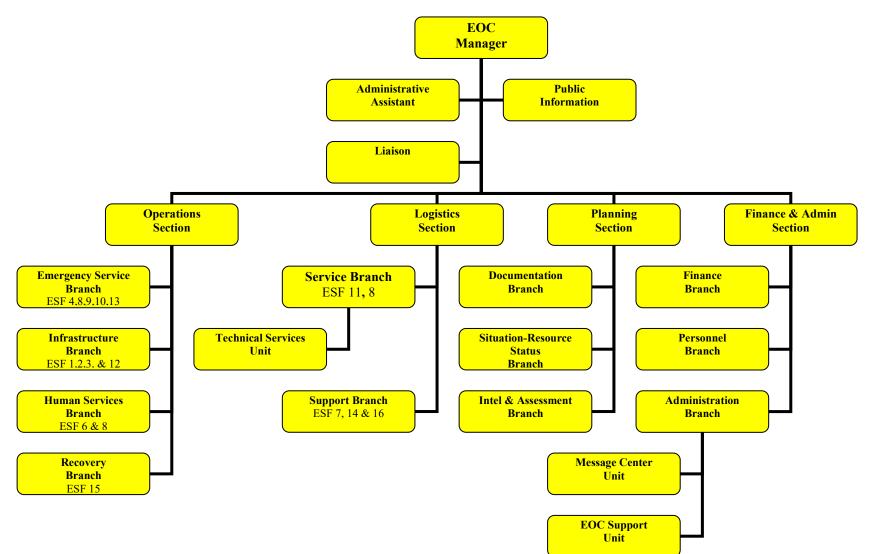
    2. Recovery and Reconstruction

    This subfunction addresses the long-term economic impact of disasters upon local communities and assists the communities in developing plans for reconstruction. Grant and low-interest loan programs are identified and targeted for application by the community. Significant attention is given to the mitigation of future potential hazards when developing local recovery plans.

P. ESF 16 – Animal Shelter & Care Services

    1. This Emergency Support Function establishes procedures to coordinate local government agencies, volunteer organizations, allied animal interest groups, and veterinary medical personnel to provide all animals affected by a man-made or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification and tracking for return to owner and ultimate disposal of dead and unclaimed animals as necessary.
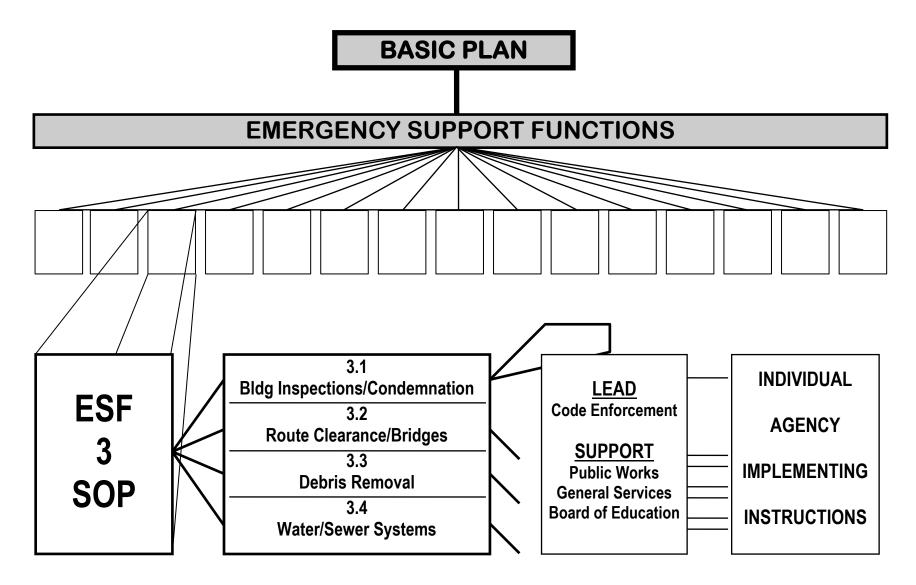
Emergency Operations Center Organization Chart

Attachment 1

```
                                    EOC
                                  Manager

              Administrative                    Public
                Assistant                    Information

                  Liaison


      Operations          Logistics          Planning        Finance & Admin
       Section             Section            Section            Section


  Emergency Service    Service Branch      Documentation         Finance
      Branch            ESF 11, 8            Branch              Branch
   ESF 4.8.9.10.13

   Infrastructure    Technical Services    Situation-Resource    Personnel
      Branch              Unit                 Status            Branch
   ESF 1.2.3. & 12                            Branch

   Human Services    Support Branch       Intel & Assessment   Administration
      Branch          ESF 7, 14 & 16         Branch              Branch
    ESF 6 & 8

     Recovery                                                 Message Center
      Branch                                                      Unit
     ESF 15

                                                               EOC Support
                                                                  Unit
```

13

LOCAL EMERGENCY MANAGEMENT PLANNING CONCEPT

BASIC PLAN

EMERGENCY SUPPORT FUNCTIONS

ESF 3 SOP

3.1 Bldg Inspections/Condemnation
3.2 Route Clearance/Bridges
3.3 Debris Removal
3.4 Water/Sewer Systems

LEAD
Code Enforcement

SUPPORT
Public Works
General Services
Board of Education

INDIVIDUAL

AGENCY

IMPLEMENTING

INSTRUCTIONS

E S F 1

TRANSPORTATION

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EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

Table of Contents

ESF 1 - Transportation

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EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

TRANSPORTATION NETWORKING

I. **Lead Agency:** Tipton County Public Works

II. **Support Agencies:** Street Departments
Law Enforcement Agencies

III. **Introduction**

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide for the coordination of local transportation support to emergency responders in the county. In major emergencies, large quantities of personnel, equipment, and supplies will be moving into the affected areas, and it is the responsibility of ESF 1 to coordinate this movement.

B. Scope

The "networking" of local transportation includes:

1. Insuring major routes and alternatives are open and available for use by incoming personnel and equipment;

2. Insuring traffic control devices are in place and easily understood by both emergency responders moving into an area, unauthorized civilian traffic being diverted from the affected areas, and victims and others moving out of affected areas. This includes coordinating activities with ESF 13 (Law Enforcement) to provide manned roadblocks and other posts.

3. Insuring route conditions allow for the movement of any vehicles authorized to use a particular route.

4. Waiving restrictions concerning weight, height, and width of vehicles, as well as provisions concerning the hauling of hazardous materials, explosives, and other sensitive materials needed in the affected areas.

5. Coordinating the use of vehicles carrying personnel and/or equipment to insure maximum efficiency is obtained (i.e., vehicles are fully loaded, etc., to prevent duplication of effort, unnecessary trips, etc.).

IV. **Policies**

A. One of the most important tasks necessary in a major emergency is the identification of routes that are available for incoming resources to utilize. This necessitates the identification and acquisition of information concerning the status and availability of roads and bridges, as well as information about major accidents or other incidents that could create bottlenecks or otherwise hinder the flow of emergency traffic.

B. Maximum use of local resources should occur before assistance is requested from state transportation officials. Local Public Works officials are responsible for reconnaissance of locally maintained roads and appurtenances. Tennessee DOT crews are responsible for reconnaissance of state highways and state maintained roads and appurtenances. Local crews must provide information to the local Public Works ESC concerning the viability of routes

within the county during emergencies. The Public   Works ESC is responsible for keeping TDOT notified of the local road/bridge situation.

C. In a major emergency, the relaxation of certain restrictions (i.e., concerning maximum permissible height of trucks, etc.) is essential to allow rescue and relief equipment into affected areas.

D. In an emergency where large numbers of personnel and/or amounts of equipment are moving into an affected area it is imperative that traffic be coordinated to insure the orderly flow of people into and out of affected areas does not become problematic to the extent that it hinders the provision of emergency assistance.

E. In a major emergency, the flow of unauthorized, non-emergency personnel and material into affected areas must be curtailed.

V. Situations and Assumptions

A. Situation

1. A significant disaster may damage the transportation infrastructure of one or more communities in the affected area(s). This will require the rerouting of traffic, both into and out of the area(s), and will necessitate the coordination of all traffic to insure orderly flow that does not impede recovery efforts.

2. After any major disaster, curious onlookers will attempt to gain access to affected areas to see what has happened.

3. After a major disaster, especially one that is catastrophic, victims made homeless or finding themselves in trying circumstances will leave the affected area(s) either temporarily or permanently. This outflow reduces the victim load in the affected area(s) and should be allowed to the extent it can be coordinated with other traffic requirements that exist at the time.

4. Local resources, and resources coming in from other, unaffected areas will need information concerning the status of transportation routes and the availability of alternate routes.

5. Agencies at the state level and from unaffected areas will provide resources that require transportation to enter into affected area(s). It is essential that traffic moving into these areas be coordinated to insure an orderly flow.

B. Planning Assumptions

1. The transportation infrastructure will sustain some type of damage during emergencies, especially major ones.

2. Transportation requirements for critical rescue and recovery resources will necessitate coordination to prevent gridlocks or bottlenecks.

3. Intelligence information concerning the viability of major transportation routes will become available shortly after the onset of an emergency.

4. There will be traffic wanting to enter and leave the affected area(s).

5. The ESCs at the EOC will coordinate all transportation requirements through ESF 1.

VI.   Concept of Operations

    A.   General

        1.   ESF 1 will coordinate all traffic movement into and out of the affected area(s) in a major emergency. In lesser events, traffic flow into the area by emergency responders may be allowed to proceed at will (with police coordination) until such time as bottlenecks develop, or when the emergency expands to include larger areas.

        2.   ESF 1 will receive reports concerning the extent of damage to the transportation infrastructure from local officials, state officials, and other intelligence sources. ESF 1 will provide information concerning the viability of these routes to ESF 5 and other ESFs as necessary.

        3.   ESF 1 will maintain a listing or status board showing the status of major transportation routes into and out of the affected area(s). Statistics will be kept showing the amount and types of traffic moving into the area(s) so that any possibility of vehicular overload may be prevented.

    B.   Organization and Responsibilities

        1.   Department of Public Works/Street Department

            a.   Provide a representative to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

            b.   Manage the ESF 1 functions in the EOC.

            c.   Coordinate the activities of the Department of Public Works with the other agencies that support the operation of ESF 1.

            d.   Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

            e.   Maintain SOPs for internal notification and recall of personnel.

            f.   Maintain vehicle fleet and equipment for use in erecting traffic control devices, barricades, signage, etc.

        2.   Law Enforcement Agencies

            a.   Provide an individual to act as the ESC in the EOC, as well as an alternate to insure 24-hour availability.

            b.   Manage ESF 13 (Law Enforcement) and coordinate all traffic routing with the ESF 1 Manager.

            c.   Provide personnel for use in traffic control operations.

            d.   Provide personnel for use in maintaining security during transportation of critical personnel/supplies when necessary.

            e.   Provide routing information to commercial vehicles.

VII. Mitigation and Preparedness Activities

    A. Department of Public Works/Street Department

        1. Develop and maintain listings of personnel, vehicles, and equipment for use in emergency operations.

        2. Develop a method of tracking and indicating which routes are available for use by resources moving into affected area(s).

        3. Provide maps of transportation routes to the Emergency Management Agency.

        4. Develop methods/procedures for allocating viable roadways to incoming resources, outflow traffic, and diversion of tourist traffic.

        5. Develop procedures for disseminating information concerning rerouting of traffic around affected areas to commuters passing through the county.

        6. Develop policies and procedures for requesting assistance from the Tennessee Department of Transportation (TDOT).

    B. Law Enforcement Agencies

        1. Develop procedures for notifying and deploying personnel to man critical roadblocks.

        2. Develop procedures for providing intelligence concerning the status of major transportation routes throughout the county following a disaster.

VIII. Response and Recovery Actions

    A. All Tasked Agencies

        1. Send ESCs to EOC as requested by EMA.

        2. Attend briefings, coordinate activities with other participant organizations.

        3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

        4. Maintain logs of activities, messages, etc.

        5. Initiate internal notification/recall actions.

    B. Department of Public Works/Street Department

        1. Begin collection of EEI information and forward to ESF 5.

        2. Receive information from local officials, field units, reconnaissance teams, and others concerning the status of transportation infrastructure in the affected area(s).

        3. Plot the results of reconnaissance activities on status map showing:

            a. Routes that are open unconditionally,

            b. Routes that are closed,

      c.   Routes that have not been inspected,

      d.   Bridges that are open without restriction,

      e.   Bridges that are open with restrictions,

      f.   Bridges that are closed until replaced,

      g.   Bridges that have yet to be inspected, and

      h.   Bridges that have been visually inspected but require engineering tests to make further determinations.

4. Route information concerning blockages and other debris removal needs to ESF 3 for action.

5. Provide routing information upon request to all other ESFs.

6. Establish roadblocks/barricades at points where traffic needs to be diverted. Coordinate requirements for roadblocks with ESF 13.

7. Provide routing information to other ESFs on request.

8. Make recommendations concerning the movement of critical resources over various routes.

9. Implement procedures to waive weight, height, and load requirements for vehicles transporting critical items into affected areas.

10. Determine status of Public Works and Municipal Street Department garages/fueling facilities for use by responding resources.

11. Respond to requests for assistance from other ESFs during emergency operations.

12. Erect advisory signs along major routes in unaffected areas of county to warn commuters of closed roadways and diverted traffic.

13. Provide information to TDOT concerning rerouting of traffic around affected areas.

14. Coordinate resource requirements with the state ESF 1 when necessary.

15. Coordinate transportation logistics requirements with ESF 7.

16. Identify problems associated with state routes and forward information to appropriate TDOT officials. Submit requests for assistance with local problems to appropriate TDOT officials.

17. Implement tracking of transportation resources along designated routes. When capacity exceeds limits or bottlenecks develop, design alternative route.

C. Law Enforcement Agencies

1. Provide information concerning road conditions, etc., to ESF 1 Manager.

2. Provide personnel for manning of roadblocks and other traffic enforcement activities as requested by ESF 1 Manager.

3.   Provide security for critical roadways and transportation resources.

4.   Request assistance from ESF 13 support agencies to accomplish tasks assigned by ESF 1 Manager.

IX.   Training

All training connected with ESF 1 activities is provided in-house by respective agencies. There is no interagency training available for this particular ESF.

EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

VEHICLE ALLOCATION
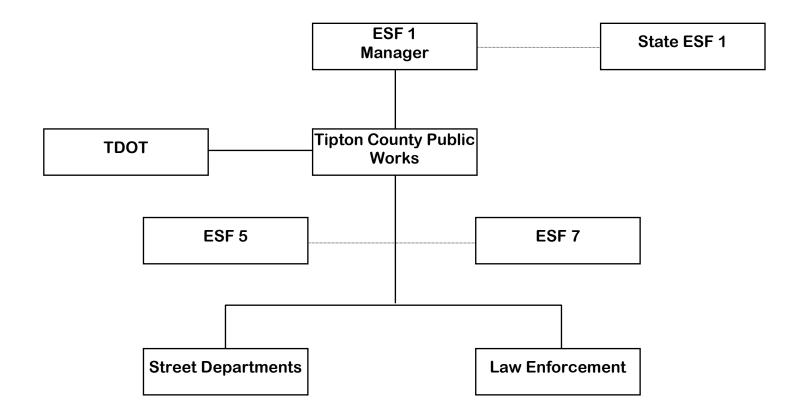
The functions delegated to this ESF subfunction are handled under ESF 7, Resource Management. All requirements imposed by the operations of this section are addressed in the ESF 7 annex.

EMERGENCY SUPPORT FUNCTION 1

APPENDICES

Appendix 1   Transportation Organizational Chart

Appendix 2   Department of Public Works/Street Department Offices

APPENDIX 1 TO ESF 1

TRANSPORTATION ORGANIZATIONAL CHART

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                    ┌──────────────┐                    ┌──────────────┐
                    │    ESF 1     │ · · · · · · · · · · │  State ESF 1 │
                    │   Manager    │                    │              │
                    └──────┬───────┘                    └──────────────┘
                           │
┌──────────────┐   ┌───────┴───────────┐
│     TDOT     │───│ Tipton County     │
│              │   │ Public Works      │
└──────────────┘   └───────┬───────────┘
                           │
        ┌──────────────┐   │   ┌──────────────┐
        │    ESF 5     │ ··│·· │    ESF 7     │
        └──────────────┘   │   └──────────────┘
                           │
              ┌────────────┴────────────┐
    ┌─────────┴────────┐      ┌──────────┴───────┐
    │ Street Departments│      │  Law Enforcement │
    └──────────────────┘      └──────────────────┘
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APPENDIX 2 TO ESF 1

DEPARTMENT OF PUBLIC WORKS/STREET DEPARTMENT FACILITIES

1. **Tipton County Public Works**
    8279 Highway 51 South
    Brighton, Tennessee 38011
    901-837-0148

2. **Covington Public Works**
    200 West Washington Avenue
    Covington, Tennessee 38019
    901-476-9531

3. **Brighton Street Department**
    139 North Main Street
    Brighton, Tennessee 38011
    901-476-8661

4. **Mason Street Department**
    12157 Main Street
    Mason, Tennessee 38049
    901-294-3526

5. **Munford Public Works**
    1397 Munford-Atoka Avenue
    Munford, Tennessee 38058
    901-837-0171

E S F 2

COMMUNICATIONS

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EMERGENCY SUPPORT FUNCTION 2

COMMUNICATIONS

Table of Contents

ESF 2 - Communications

EMERGENCY SUPPORT FUNCTION 2

COMMUNICATIONS

COMMUNICATIONS SYSTEMS

I. Lead Agency: 911 Emergency Communications Board

II. Support Agencies: Emergency Management Agency
                                    Fire Departments
                                    Law Enforcement Agencies
                                    Ambulance Services
                                    Department of Public Works/Street Department
                                    Regional EMS Communications Center
                                    Board of Education
                                    Radio Amateur Civil Emergency Services (RACES)
                                    Radio Maintenance Shop

III. Introduction

   A. Purpose

      The purpose of this annex is to provide radio, telecommunications, and data systems
      support to emergency response organizations during day to day and emergency operations.

   B. Scope

      1. This ESF coordinates actions taken to assure the provision of radio,
          telecommunications, and data systems support to local emergency response groups.

      2. Additionally, this ESF coordinates the restoration of communications capabilities
          and infrastructure to support recovery efforts and provides telecommunications
          for victims in affected areas.

IV. Policies

   A. Local governments will utilize existing radio and telecommunications systems for routine
       operations and, to the extent possible, for emergency operations.

   B. Local emergency management organizations may utilize one of TEMA's frequencies
       (TMAC system) for routine or emergency communications with the SEOC and the REOCs.

   C. Local resources will utilize locally-owned communications systems for routine and
       emergency communications. These frequencies are coordinated by ESF 2 for
       assignment and utilization during emergencies based on the situation(s) encountered.

V. Situation and Assumptions

   A. Situation

      1. Communication is an absolute necessity during emergency situations, and this need
          expands in proportion to the extent of the emergency.

      2. Present communications systems are, for the most part, adequate for low-impact

emergencies. Major emergencies, however, may tax current systems beyond their capabilities or may render them inoperable.

3. Major disasters will damage, to some extent, the government and private sector communications infrastructure. This may cause the surviving portions of the system to become overloaded.

B. Planning Assumptions

1. Some portion of the private sector communications system(s) will be damaged in a disaster. This damage will degrade local governments' ability to make contact with needed emergency resources both in the local area and outside.

2. Local agencies have the capability to conduct routine operations utilizing existing communications systems.

3. The state will make its communications resources available to local agencies if necessary during emergency operations.

4. Private sector telecommunications providers will implement procedures to insure minimization of damage from any expected emergencies.

5. Damage to communications systems will prohibit the adequate flow of intelligence information to the EOC.

6. Private sector telecommunications providers will have the capability of deploying mobile equipment to facilitate the restoration of emergency telecommunications capabilities.

7. Key individuals may remain unaware of the extent of the emergency situation due to the degradation of local telecommunications systems.

8. The ability to restore communications will determine, to a large extent, what types of emergency operations can take place in the affected areas.

9. Private sector equipment and systems providers will make equipment available in an emergency in sufficient quantities to allow local emergency responders to adequately handle most situations.

VI. Concept of Operations

A. General

1. The ESF 2 Communications Systems Subgroup will be divided into three components, each with its own lead coordinator under the ESF 2 Manager.

   a. Component 1 - Radio Communications

   Responsible for the coordination and repair of local radio systems.

   b. Component 2 - Telecommunications Systems

   Responsible for the coordination and repair of telecommunications (i.e., telephone) systems.

   c. Component 3 - Data Communications

       (1) Responsible for the coordination and repair of data systems and circuits.

2. Several communications systems are already in place across the county. These range from the public switched telephone networks used by everyone on a daily basis, to elaborate radio networks developed by local emergency response agencies.

3. The ESF 2 group in the EOC will coordinate the provision and restoration of communications systems after a disaster.

4. The restoration of radio systems will be coordinated by and/or through ESF 2. Restoration of the private telephone network will be jointly coordinated by the private sector telecommunications providers and ESF 2, with priorities as follows:

    a. Local EOC to State EOCs and other field sites,

    b. Emergency numbers to local police, fire, and EMS providers,

    c. Numbers for local government and essential facilities, and

    d. Other numbers.

5. Each agency owning or operating a communications system (of whatever type) is responsible for the security of their system(s) except during major emergencies, during which ESF 2 will assume this responsibility.

B. Organization and Responsibilities

  1. 911 Emergency Communications Board

    a. Coordinate the development of radio and telecommunications systems in the county.

    b. Develop, implement and maintain county - wide 911 capabilities.

    c. Develop and implement redundant emergency communications capabilities between and among the EOC and other critical information sources (i.e., TEMA, other counties, etc.).

    d. Manage the ESF 2 Group during emergencies.

    e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

  2. Fire Departments

    a. Develop and maintain radio communications systems for in-house use.

    b. Make communications systems available to ESF 2 in emergencies.

    c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

  3. Law Enforcement Agencies

    a. Develop and maintain radio communications systems for in-house use.

b. Make communications systems available to ESF 2 in emergencies.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Ambulance Service

a. Develop and maintain radio communications systems for in-house use.

b. Make communications systems available to ESF 2 in emergencies.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

5. Department of Public Works/Street Departments

a. Develop and maintain radio communications systems for in-house use.

b. Make communications system available to ESF 2 in emergencies.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

6. Regional EMS Communications Center

a. Coordinate the regional use of the EMS radio systems.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

7. Board of Education

a. Develop and maintain radio communications systems for in-house use.

b. Make communications systems available to ESF 2 in emergencies.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

8. Radio Amateur Civil Emergency Services (RACES)

a. Provide assistance to local governments to enhance communications capabilities.

b. Provide a representative to EOC for communications coordination during emergencies.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

9. Radio Maintenance Shop

Maintain 24-hour response capability for repair of radio systems.

VII. Mitigation and Preparedness Activities

A. 911 Emergency Communications Board

1. Maintain inventory of spare parts for use when components fail.

2. Assist local agencies in the development of improved communications capabilities.

3. Coordinate the development of local emergency radio, telecommunications and data systems.

4. Maintain liaison with private/commercial telecommunications providers as well as equipment suppliers and sources of technical advice.

5. Develop and implement systems for secure communications between EOC, the TEMA Regional office and the SEOC.

6. Develop and maintain communications systems for use in the EOC during activations (including provisions for security of systems and equipment).

7. Maintain liaison with BellSouth and Millington Telephone and the appropriate cellular carriers to coordinate restoration requirements following disasters that affect the county.

8. Develop and maintain 911 database for county.

B. EMA - Conduct exercises and tests of county emergency communications system

C. Fire Departments

1. Maintain inventory of spare parts for radio systems.

2. Conduct exercises and tests of radio communications capabilities.

3. Provide EMA with locations of radio transmitters and frequency information.

4. Develop agreements with communications service providers for emergency repairs to communications equipment.

5. Develop and maintain countywide and regional networks and mutual aid systems.

6. Provide communications frequencies to Tennessee Division of Forestry for use in coordinating mutual aid operations.

7. Install state fire mutual aid frequencies in field radios, as well as EMS and other local frequencies as space permits.

C. Law Enforcement Agencies

1. Maintain inventory of spare parts for radio systems.

2. Conduct exercises and tests of radio communications capabilities.

3. Provide EMA with locations of radio transmitters and frequency information.

4. Develop agreements with communications service providers for emergency repairs to communications equipment.

5. Develop and maintain countywide and regional networks and mutual aid systems.

6. Install state mutual aid frequencies in field radios, as well as fire, EMS, and other local frequencies as space permits.

D. Ambulance Service

1. Maintain inventory of spare parts for communications systems.

2. Conduct exercises and tests of communications capabilities.

3. Provide EMA with transmitter locations and frequency information.

4. Develop agreements with communications service providers for emergency repairs to communications equipment.

5. Coordinate communications system improvements with regional EMS communications center.

6. Install state mutual aid frequencies in field radios, as well as fire, police, and other local frequencies as space permits.

E. Department of Public Works/Street Departments

1. Maintain inventory of spare parts for communications systems.

2. Conduct exercises and tests of communications capabilities.

3. Provide department frequencies to Tennessee Department of Transportation units for use in coordinating mutual aid operations.

4. Provide EMA with transmitter locations and frequency information.

5. Develop agreements with communications service providers for emergency repairs to communications equipment.

F. Regional EMS Communications Center

1. Develop policies and procedures for coordinating EMS communications in respective regions.

2. Develop policies and procedures for assisting local EMS units with communications systems improvements.

G. Board of Education

1. Maintain inventory of spare parts for communications systems.

2. Conduct exercises and tests of communications capabilities.

3. Provide EMA with transmitter locations and frequency information.

4. Equip department-owned busses with radios for local use and for use in coordinating evacuation operations.

5. Develop agreements with communications service providers for emergency repairs to communications equipment.

H. Radio Amateur Civil Emergency Services (RACES)

1. Develop and implement plans for support of communications requirements on a local and regional basis (Local RACES Plan)

2. Assist local government emergency organizations by providing instruction in the capabilities and functions of RACES and its allied organizations.

3. Provide communications capabilities to link National Weather Service offices to local emergency management agency.

I. Radio Maintenance Shop

1. Develop agreements with local emergency response organizations for providing 24-hour radio maintenance capabilities.

2. Install, test, and maintain emergency communications systems.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/ recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. 911 Emergency Communications Board

1. Assess impact of emergency on local emergency communications systems including radio, telephone, facsimile, and data capabilities.

2. Provide technical assistance and maintain liaison with Bellsouth to rectify any all system operational problems.

3. Collect intelligence from other ESF 2 organizations and allied agencies and forward to ESF 5.

4. Assess impact of emergency on local emergency services communications capabilities and initiate procedures with other ESF 2 organizations to correct any identified deficiencies as soon as possible.

5. Assess impact of emergency on civilian communications capabilities and determine based on information provided by other ESF 2 organizations:

a. Extent of damages

b. Extent of outages

c. Approximate length of time outages are expected to persist

d. Any special resource needs of the ESF 2 support organizations.

6. Coordinate the use of all emergency communications capabilities.

7. Arrange for repairs to damaged communications equipment.

C. Emergency Management Agency

1. Provide estimates to Direction and Control units and ESF 5 as to when local emergency organizations can expect to be brought back on-line.

2. Initiate communications with TEMA Regional EOC and the emergency management organizations of the surrounding counties to coordinate operations and intelligence.

3. Establish contact with local telephone service providers (including cellular carriers) to determine approximate outage duration. Coordinate restoration of local service as provided in pre-established cooperative agreements.

D. Fire Departments

1. Determine impact of emergency on communications systems and initiate repair operations.

2. Utilize communications systems to pass along intelligence information from field units to ESCs in the EOC.

3. Allow EMA and other agencies as necessary to utilize communications systems, equipment, and personnel to convey emergency information.

4. Implement policies concerning use of communications systems in major emergencies, if appropriate.

E. Law Enforcement Agencies

1. Determine impact of emergency on communications systems and initiate repair operations.

2. Utilize communications systems to pass along intelligence information from field units to ESCs in the EOC.

3. Allow EMA and other agencies as necessary to utilize communications systems, equipment, and personnel to convey emergency information.

4. Implement policies concerning use of communications systems in major emergencies, if appropriate.

5. Utilize THP Intercity network and mutual aid frequencies to obtain information from and disseminate information to other law enforcement agencies.

F. Ambulance Service

1. Determine impact of emergency on communications systems and initiate repair

operations.

2. Utilize communications systems to pass along intelligence information from field units to ESCs in the EOC.

3. Allow EMA and other agencies as necessary to utilize communications systems, equipment, and personnel to convey emergency information.

4. Implement policies concerning use of communications systems in major emergencies, if appropriate.

5. Notify Regional EMS Communications Center of status of local EMS communications systems and implement policies/procedures for assisting hospitals and other agencies whose EMS communications systems are inoperable.

G. Department of Public Works/Street Departments

1. Determine impact of emergency on communications systems and initiate repair operations.

2. Utilize communications systems to pass along intelligence information from field units to ESCs in the EOC.

3. Allow EMA and other agencies as necessary to utilize communications systems, equipment, and personnel to convey emergency information.

4. Implement policies concerning use of communications systems in major emergencies, if appropriate.

5. Utilize communications capabilities with Tennessee Department of Transportation to coordinate mutual aid operations as required.

H. Regional EMS Communications Center

1. Coordinate the use of the EMS frequencies across the affected area(s) (i.e., designate control points, traffic routing, etc.)

2. Notify State EMS ESC at the Regional or State EOC of status of regional EMS communications capabilities (including ambulance services, hospitals, etc.).

I. Board of Education

1. Determine impact of emergency on communications systems and initiate repair operations.

2. Utilize communications systems to pass along intelligence information from field units to ESCs in the EOC.

3. Allow EMA and other agencies as necessary to utilize communications systems, equipment, and personnel to convey emergency information.

4. Implement policies concerning use of communications systems in major emergencies, if appropriate.

J. Radio Amateur Civil Emergency Service (RACES)

1. Implement local and regional RACES plans, as appropriate.

2. Provide communications support to local government.

3. Provide communications links to areas outside local area for transmission of critical information.

K. Radio Maintenance Shop

1. Repair radio communications system as requested by ESF2 or other emergency services organization.

2. Provide recommendations to radio owner agency concerning mitigative measures that could be taken to prevent recurrences of encountered problems.

IX. Training

All training relative to this ESF is provided in-house by each of the organizations tasked herein. Periodic communications exercises conducted by EMA and other local agencies test the communications systems' ability to recover from damage that results from various types of emergencies.

EMERGENCY SUPPORT FUNCTION 2

COMMUNICATIONS

WARNING

I. Lead Agency: 911 Emergency Communications

II. Support Agencies: Tipton County Emergency Management Agency
                             Law Enforcement Agencies
                            Fire Departments
                            Hazardous Materials Team
                            Department of Health
                            Tennessee Emergency Management Agency
                            Tennessee Highway Patrol
                            NOAA - National Weather Service
                            Radio Amateur Civil Emergency Service (RACES)
                            Local Media
                            TVA

III.   Introduction

    A. Purpose

        The purpose of this annex is to provide a warning system capable of disseminating adequate and timely warnings to the public and to government officials in the event of an emergency or impending emergency.

    B. Scope

        This annex prescribes the warning mechanisms utilized by the EMA and other local organizations in providing warnings concerning emergencies that may affect the county or its citizens.

IV. Policies

    A. The Emergency Management Agency is responsible for managing the warning functions connected with emergencies and disasters that may affect this county. All warnings issued by any local, state, or federal agency concerning an impending emergency will be coordinated by the EMA.

    B. Warnings are not issued unless directed by a federal agency (e.g., the National Weather Service, etc.), the Governor or his designated representative, or an authorized local official after having evaluated the situation and determined that a warning should be issued.

    C. Local agencies having their own communications systems will relay warnings to field offices and personnel over their communications systems.

V. Situation and Assumptions

    A. Situation

        1. The need to warn the public and/or emergency agencies of impending danger

could arise at any time. To reduce the potential for loss of life and damage to property, adequate and timely warnings must be provided.

2. Residents of the county are occasionally subjected to severe weather conditions, hazardous materials incidents, and other events that require the dissemination of warnings.

3. There are numerous facilities within the county (i.e., hazardous materials facilities) that, should an accident occur, would require the issuance of warnings to citizens in the surrounding neighborhoods.

4. The occurrence of fire, criminal incidents, and other dangerous situations will, in some instances, require the issuance of warnings to prevent unnecessary injury to potentially affected populations.

B. Planning Assumptions

1. A warning period will be available for most emergency situations although the amount of lead time will vary from hazard to hazard.

2. Mechanisms will be in place to deliver the warnings to the citizens and government officials within the county.

VI. Concept of Operations

A. General

1. The most commonly issued warnings are for severe weather situations such as severe thunderstorms, tornadoes, flooding, winter storms, etc. Hazardous materials incidents may also require the issuance of warnings.

2. The Emergency Management Agency is the central point in county government for the collection of information regarding emergency situations. As a result, the EMA is the primary warning point for the county concerning emergency situations.

3. Reports of emergencies may come from local emergency response organizations, private citizens, state or federal agencies, or industry.

4. The National Weather Service is responsible for the issuance of warnings to the civilian population concerning weather-related phenomena.

5. The Emergency Management Director is responsible for dissemination of warnings to local emergency response agencies.

6. The Emergency Management Agency can access the Emergency Broadcast System for the delivery of emergency warning information.

B. Organization and Responsibilities

1. Emergency Management Agency / 911 Emergency Communication Board

   a. Maintain a 24-hour primary warning point for the receipt of warning information.

   b. Disseminate warnings received over the appropriate mechanisms available for such activities.

c. Provide overall coordination of local warning system.

d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Law Enforcement Agencies

a. Serve as alternate warning point (County Sheriff's Office).

b. Issue warnings as required by local activities.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

3. Fire Departments

a. Issue warnings as required by local activities.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Hazardous Materials Team

a. Issue warnings as required by local activities

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

5. Department of Health

a. Issue warnings concerning local health issues when required.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

6. Tennessee Emergency Management Agency

Relay warnings to county 24-hour warning point(s)

7. Tennessee Highway Patrol

Relay warnings over the THP Intercity radio network as required.

8. Tennessee Valley Authority

a. Responsible for development of warning systems associated with TVA-operated nuclear power plants.

b. Responsible for the transmittal of warnings regarding the status of TVA-operated dams and power production facilities.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

9. NOAA - National Weather Service

a. Receive, evaluate, and disseminate to the EOC forecasts, predictions, and other pertinent data regarding the possibility of adverse weather conditions.

b. Responsible for issuance of warnings to civilian population through the broadcast media, print media, and the NOAA Weather Radio Network.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

10. Radio Amateur Civil Emergency Service (RACES)

a. Responsible for the development of local and regional RACES plans that include provisions for the dissemination of warnings.

b. Provide communications capabilities linking local EOCs with National Weather Service offices when possible.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

11. Local Media

Activate EBS system as requested by appropriate local emergency officials.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

Develop procedures for warning agency offices and field units of impending emergency situations.

B. Emergency Management Agency / 911 Emergency Communication Board

1. Develop and maintain warning systems for use during emergencies.

2. Assist local agencies and media with public education programs outlining the proper use of the warning systems and the meanings of the warnings issued through those systems.

3. Periodically test and exercise local warning systems.

4. Develop standardized format and SOPs for the issuance of warnings through the local warning networks.

5. Assist with the development of local and regional EBS plans. Assist with the exercising of the EBS system. Coordinate EBS development with the media.

6. Investigate the possibility of developing other warning systems not currently in place.

7. Provide essential personnel with pagers or similar notification means.

C. Law Enforcement Agencies

1. Maintain county warning point and notify EMA of any malfunctions.

2. Develop SOPs governing the relay of information from field units about developing emergency situations to the EOC.

3. Provide essential personnel with pagers or similar notification means.

4. Develop policies and procedures for issuing warnings associated with law enforcement activities.

D. Fire Departments

1. Develop SOPs governing the relay of information from field units about developing emergency situations to the EOC.

2. Provide essential personnel with pagers or similar notification means.

3. Develop policies and procedures for issuing warnings associated with fire service activities.

E. Hazardous Materials Team

1. Develop SOPs governing the relay of information from field units about developing emergency situations to the EOC.

2. Provide essential personnel with pagers or similar notification means.

3. Develop policies and procedures for issuing warnings associated with hazardous materials containment and mitigation activities.

F. Tennessee Emergency Management Agency

Develop SOPs governing the relaying of warnings to the county 24-hour warning point and the EOC.

G. Department of Health

Develop policies and procedures for issuing warnings associated with actual or potential health problems in the community.

H. NOAA - National Weather Service

1. Assist EOC in developing the capability to receive, interpret, and disseminate warnings issued by NWS.

2. Deliver public education campaigns regarding the meaning of the various types of warnings issued by NWS in fulfillment of its mission.

3. Develop and maintain the NOAA Radio Network for the delivery of weather-related emergency warnings to the general public.

4. Assist with the development of local and regional EBS plans.

I. Tennessee Valley Authority

1. Develop SOPs governing the relay of information from field units about developing emergency situations to the EOC.

2. Develop and implement warning systems for use in notification of the public and the EOC of accidents at electric power production facilities.

J. Radio Amateur Civil Emergency Service (RACES)

1. Develop SOPs governing the relay of information from field units about developing emergency situations to EOC.

2. Develop local and regional RACES plans describing the deployment of personnel to various sites and the dissemination of warning information over the RACES network.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Disseminate warnings to agency offices and field units.

2. Relay information from field units concerning the development of emergency situations to the EOC.

B. Emergency Management Agency / 911 Emergency Communications Board

1. Disseminate warnings to the public and local officials through appropriate means.

2. Activate the EBS if necessary and appropriate.

3. Maintain logs of warning activities.

C. Law Enforcement Agencies

1. Disseminate warnings over radio network if appropriate.

2. Issue warnings concerning local law enforcement activities through appropriate means.

D. Fire Departments

1. Disseminate warnings over radio network if appropriate.

2. Issue warnings concerning local fire service activities through appropriate means.

E. Hazardous Materials Team

1. Disseminate warnings over radio network if appropriate.

2. Issue warnings concerning local hazardous materials containment/cleanup activities through appropriate means.

F. Department of Health

Issue warnings concerning potential local health problems through appropriate means.

G. Tennessee Emergency Management Agency

Issue warnings to the county 24-hour warning point and other locations as appropriate.

H. Tennessee Highway Patrol

    Issue warnings over the THP Intercity Radio Network as appropriate.

I. NOAA - National Weather Service

    1. Disseminate warnings to EOC and other agencies as appropriate.

    2. Disseminate warnings over NOAA Radio Network.

    3. Activate EBS if necessary.

    4. Keep EMA advised of changes in weather conditions and the potential for the recision or continuance (or upgrade) of warnings issued by NWS.

J. Tennessee Valley Authority

    Keep EMA advised of changes in conditions and the potential for recision, continuance, or upgrade of warnings issued as a result of events at TVA facilities.

K. Radio Amateur Civil Emergency Service (RACES)

    1. Disseminate warnings in accordance with local and regional RACES plans.

    2. Relay information from field personnel concerning emergency situation to NWS or other warning-issuing agency.

L. Local Media

    Activate EBS systems as requested by state or local officials.

IX. Training
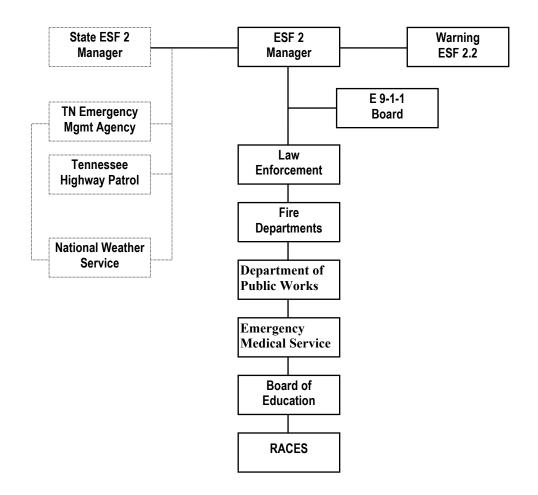
A. All training associated with the issuance of warnings is provided in-house by the respective agencies.

B. The National Weather Service and TEMA, as well as the local emergency management agency provide public education materials and talks concerning the watches and warnings issued by the National Weather Service, especially during National Severe Weather Awareness Week in March of each year. The NWS provides instructional materials to the general public upon request. These materials describe the meanings of the various types of watches and warnings issued by the agency.

EMERGENCY SUPPORT FUNCTION 2

APPENDICES

Appendix 1   Communications Systems Organizational Chart

Appendix 2   Warning Organizational Chart

Appendix 3   County Communications Capabilities

Appendix 4   Local RACES Plan

Appendix 5   Emergency/Disaster Notification Modes

Appendix 6   Warning Siren Locations

Appendix 7   NOAA Weather Radio Network

Appendix 8   EBS Operational Areas
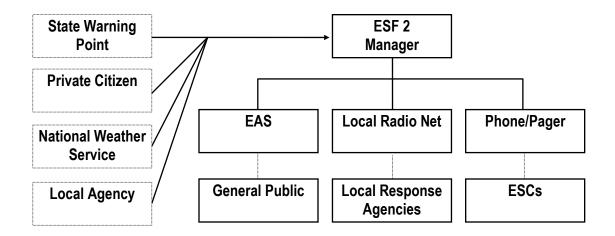
APPENDIX 1 TO ESF 2

COMMUNICATIONS SYSTEMS ORGANIZATIONAL CHART

```
State ESF 2          ESF 2              Warning
Manager             Manager             ESF 2.2

                                    E 9-1-1
                                     Board
TN Emergency
Mgmt Agency          Law
                 Enforcement
Tennessee
Highway Patrol       Fire
                 Departments

                 Department of
National Weather  Public Works
Service
                   Emergency
                 Medical Service

                   Board of
                   Education

                    RACES
```

APPENDIX 2 TO ESF 2

WARNING ORGANIZATIONAL CHART

```
State Warning                              ESF 2
   Point          ──────────────▶         Manager
                                    ┌─────────┼──────────────┐
Private Citizen                     │         │              │
                                    ▼         ▼              ▼
National Weather                  EAS    Local Radio Net  Phone/Pager
   Service                          │         │              │
                                    │         │              │
 Local Agency               General Public  Local Response   ESCs
                                            Agencies
```

EMA COMMUNICATIONS FREQUENCIES

EMA Communication Frequencies

TIPTON LCPTRUNK SYSTEM

USERS:

		TIPTON CO EMERGANCY
TIPTON CO SO	TITPON CO PUBLIC WORKS (PW)	MANAGEMENT
TIPTON CO FIRE	TIPTON CO BOARD OF ED	TIPTON CO EMS
MUNFORD FD/PD/PW	*BRIGHTON FD/PD*	
ATOKA PD/FD/ PW	*MASON FD/PD*	

COVINGTON SITE   **Call Sign**

453.5625	458.5625	WPXE865
453.7875	458.7875	WPXE865
453.9	458.9	WPXE865

MUNFORD SITE

453.6625	458.6625	WPXE865
453.1875	458.1875	WPXE865
460.2625	465.2625	WPXE865

CHARLESTION SITE

460.1375	465.1375	WPXE865
460.6125	465.6125	WPXE865
460.2875	465.2875	WPXE865

BROWNSVILLE SITE

453.2	458.2	WPXE865

Ripley Fire Department	465.575	460.575
Lauderdale County Sheriff	465.425	460.425
Brownsville Fire	465.600	460.600
TEMA	45.360	45.360
THP	42.560	42.560
	42.420	42.420

Law Enforcement Communication Frequencies

Covington PD   460.362500 /465.362500

TIPTON LCPTRUNK SYSTEM

USERS:

		TIPTON CO EMERGANCY
TIPTON CO SO	TITPON CO PUBLIC WORKS (PW)	MANAGEMENT
TIPTON CO FIRE	TIPTON CO BOARD OF ED	TIPTON CO EMS
MUNFORD FD/PD/PW	*BRIGHTON FD/PD*	
ATOKA PD/FD/ PW	*MASON FD/PD*	

COVINGTON SITE		**Call Sign**
453.5625	458.5625	WPXE865
453.7875	458.7875	WPXE865
453.9	458.9	WPXE865

MUNFORD SITE		
453.6625	458.6625	WPXE865
453.1875	458.1875	WPXE865
460.2625	465.2625	WPXE865

CHARLESTION SITE		
460.1375	465.1375	WPXE865
460.6125	465.6125	WPXE865
460.2875	465.2875	WPXE865

BROWNSVILLE SITE		
453.2	458.2	WPXE865
453.3875	458.3875	WPXE865

Fire Services Communications Frequencies

1. <u>Covington Fire Department</u>　　　　　　460.362500　　　　460.362500

COVINGTON PD/FD

USERS:
PRIMARY STAND ALONE DMR FOR COVINGTON FIRE AND POLICE
USED FOR SIMPLEX CHANNELS AS WELL.
<u>MULLER BRASS WATER TANK</u>
460.362500 /465.362500

<u>TIPTON LCPTRUNK SYSTEM</u>

<u>USERS:</u>

		TIPTON CO EMERGANCY
TIPTON CO SO	TITPON CO PUBLIC WORKS (PW)	MANAGEMENT
TIPTON CO FIRE	TIPTON CO BOARD OF ED	TIPTON CO EMS
MUNFORD FD/PD/PW	*BRIGHTON FD/PD*	
ATOKA PD/FD/ PW	*MASON FD/PD*	

<u>COVINGTON SITE</u>　　　　　　　　　**<u>Call Sign</u>**
　　　453.5625　458.5625　　　WPXE865
　　　453.7875　458.7875　　　WPXE865
　　　　453.9　　　458.9　　　WPXE865

<u>MUNFORD SITE</u>
　　　453.6625　458.6625　　　WPXE865
　　　453.1875　458.1875　　　WPXE865
　　　460.2625　465.2625　　　WPXE865

<u>CHARLESTION SITE</u>
　　　460.1375　465.1375　　　WPXE865
　　　460.6125　465.6125　　　WPXE865

BROWNSVILLE SITE

| | 453.2 | 458.2 | WPXE865 |
| | 453.3875 | 458.3875 | WPXE865 |

EMS Communications Frequencies

1. Med Com   155.205   155.205
   Med Com/Wings   155.340   155.340

APPENDIX 4 TO ESF 2

LOCAL RACES PLAN

Tipton County currently does not have a RACES program.

APPENDIX 5 TO ESF 2

EMERGENCY/DISASTER NOTIFICATION MODES

Emergency Situation	Phone	Siren	Pager	EBS	NAWAS	Radio/TV	Dispatch	Mobile PA
Winter Storm	**P**					P	S	
Tornado		**P**	S	S		P	S	S
Flooding	S		S			**P**	S	S
Dam Failure	S					**P**	S	
Hazardous Materials Spill	**P**	S	S			S	S	S
Transportation Accident	**P**						S	
Power Outage	**P**					S	S	S
Civil Disturbance	S					S	S	**P**
Fixed Nuclear Facility Accident		**P**	S	**P**		S	S	
Attack		**P**	S	**P**		S	S	

P - Primary   S - Secondary

NOTE: The above chart should be used as a guide for the selection of notification modes; however, this should not restrict the selection of options.

APPENDIX 6 TO ESF 2

WARNING SIREN LOCATIONS

<u>City</u>	<u>Location</u>
Atoka	Rosemark Road at Duncan Drive
	Hwy 51 North at Inman Trucking
	Atoka Town Hall
Brighton	Brighton Police Department
	583 East Woodlawn
Covington	Hall's Alley
	Highway 51 and Southhall
	Covington High School
	Crestview Elementary School
	Covington Church of Christ
	Loon Lane
Munford	Hwy 51 South at Billings Tile and Marble
	Poplar Park in Downtown Munford
	Drummonds Road at The House of Hope
Drummonds	Tipton County Fire Department-Tate Road

NWR Station Listing for Tennessee

Site Name	Transmitter Name	Call Sign	Frequency	Power	WFO
Vale	Vale	KHA46	162.450	1000	Memphis, TN
Nashville	Nashville	KIG79	162.550	1000	Old Hickory, TN
Lobelville	Lobelville	KWN52	162.525	1000	Old Hickory, TN
Centerville	Hickman County	KWN53	162.450	300	Old Hickory, TN
Winchester	Winchester	WNG554	162.525	1000	Huntsville, AL
Spencer	Hollow Rock	WNG629	162.450	1000	Old Hickory, TN
Lafayette	Pleasant Shade	WNG631	162.525	1000	Old Hickory, TN
La Follette	Cross Mountain/Briceville	WNG732	162.450	300	Morristown, TN
Lawrenceburg	Flanigan Hill	WWF84	162.425	1000	Old Hickory, TN
Dyersburg	Dyersburg	WWH30	162.500	1000	Memphis, TN
Clarksville	Clarksville	WWH37	162.500	300	Old Hickory, TN
Knoxville	Sharps Ridge	WXK46	162.475	1000	Morristown, TN
Bristol	Holston Mtn.	WXK47	162.550	1000	Morristown, TN
Chattanooga	Signal Mtn.	WXK48	162.550	1000	Morristown, TN
Memphis	Memphis	WXK49	162.475	1000	Memphis, TN
Jackson	Jackson	WXK60	162.550	1000	Memphis, TN
Cookeville	Monterey	WXK61	162.400	1000	Old Hickory, TN
Waverly	McEwen	WXK62	162.400	1000	Old Hickory, TN
Shelbyville	Beech Grove	WXK63	162.475	1000	Old Hickory, TN
Hickman	Hickman	WXN74	162.500	1000	Old Hickory, TN
Clifton	Cypress Inn (AG)	WZ2506	162.500	1000	Old Hickory, TN

www.nws.noaa.gov/nwr/stations.php?State=TN

WFO – Weather Forecast Office

APPENDIX 8 TO ESF 2

EMERGENCY ALERT SYSTEM

The main EAS Radio Station for Tipton County is WXK49 in Memphis. The secondary EAS Radio Station for Tipton County is WXK60 in Jackson. A list of contacts and phone numbers is maintained in County EOC and 911. These warnings are issued by the National Weather Service, Weather Forecast Office, Memphis TN.

E S F 3

INFRASTRUCTURE

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EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

Table of Contents

ESF 3 - Infrastructure

EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

BUILDING INSPECTION AND CONDEMNATION

I.   Lead Agency: Tipton County Building Inspector/Code Enforcement Office

II.   Support Agencies: Tipton County Safety Officer
                              Tipton County Board of Education
                              Department of Public Works

III.   Introduction

   A. Purpose

       The purpose of this Emergency Support Function (ESF) is to provide public works and engineering support to perform inspections of buildings damaged during disasters.

   B. Scope

      1.   ESF 3 support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, and real estate support for these functions.

      2.   The restoration of electric and gas utilities, which is grouped under ESF 3 in the Federal Response Plan, is provided by ESF 12 (Energy) in the county Emergency Management Plan.

      3. Activities within this subsection of ESF 3 include:

         a.   The performance of inspections of buildings and structures damaged by a disaster,

         b.   Emergency demolition or stabilization of damaged structures and facilities,

         c.   Technical assistance with regard to inspections of damaged buildings, and

         d.   Development of guidelines for establishing the structural integrity of buildings and the training of local officials to perform inspections.

IV.   Policies

The inspection, condemnation, and demolition of buildings damaged by a disaster is essential to prevent persons from being injured as a result of entering damaged facilities.

V.   Situation and Assumptions

   A.   Situation

      1.   Most disasters involve damage to property to some extent. Structures that are damaged must be inspected and either certified for continued use or destroyed to insure that no one is injured or killed by further weakening or collapse of the structure.

B.   Planning Assumptions

1.   Local government has some capability to perform building inspections.

2.   Significant personnel with engineering and construction skills, along with construction equipment and materials, may be required from outside the affected area(s).

3.   Earthquake aftershocks and the effects of secondary hazards may necessitate periodic reevaluation of inspected structures in affected areas.

4.   Local governments will maximize their use of local building and codes inspectors before requesting assistance from outside the area.

VI.   Concept of Operations

A.   General

1.   Following a disaster, building and codes officials will be used to inspect damaged structures to determine their viability. Local officials may request assistance from outside sources for several reasons:

a.   Technical advice concerning damaged structures,

b.   Inspectors to examine special-use structures,

c.   Assistance in applying code requirements to specific structures,

2.   All requests for assistance with inspection functions will be routed to the ESF 3 Manager at the EOC so inspectors from surrounding jurisdictions may be utilized if available.

3.   The Tennessee Department of Commerce and Insurance will provide training to local officials in evaluating structures damaged by disasters.

B.   Organization and Responsibilities

1.   Code Enforcement Office/Building Inspector

a.   Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

b.   Develop building, occupancy, fire, and other codes for use within the county.

c.   Coordinate the development of a disaster inspection plan.

2.   Safety Officer

a.   Provide building inspections of county-owned structures within the limits of agency capabilities.

b.   Provide resource and logistical support to inspections and demolition operations.

3.   Board of Education

Provide building inspections of local educational facilities within the limits of agency capabilities.

4. Department of Public Works

Provide logistical support for demolition operations.

VII. Mitigation and Preparedness Activities

A. Code Enforcement Office/Building Inspector

1. Implement building, fire, and other codes programs within the county.

2. Secure training programs for local officials and provide same on regular basis.

3. Develop standard criteria for use in evaluating buildings damaged by disasters using descriptive names (i.e., safe, unsafe, marginally safe, etc.).

4. Develop standardized form for use in evaluating buildings damaged by disasters, print, and warehouse for future use.

5. Develop procedures for prioritizing inspection of facilities.

6. Develop procedures for reentry and removal of personal items from damaged structures.

7. Develop procedures for securing unsafe areas.

8. Develop guidelines for demolition of unsafe buildings and procedures for implementing same.

9. Identify county (or regional) contractors to assist in demolition and surveys.

10. Identify personnel to receive training in disaster building inspections.

B. Safety Officer

1. Develop guidelines for inspection of county-owned facilities to include provisions for reentry of personnel, removal of essential records and equipment, recommendations for demolition or rehabilitation, etc.

2. Coordinate inspection guidelines with Code Enforcement Office

3. Require the development of emergency preparedness plans in all county-owned facilities.

4. Require structural mitigation measures be built into all new construction of county-owned/operated facilities.

5. Develop listing of suppliers with the capability of supplying heavy equipment, inspection instruments, etc., for use in building surveys and demolition.

C. Board of Education

1. Develop guidelines for assisting officials with inspections of local educational institutions.

2. Develop structural and non-structural guidance for educational facilities to reduce the chances of student/faculty injury during all types of emergencies.

3. Encourage the development of school/library emergency preparedness plans (coordinate with EMA).

D. Department of Public Works

Develop procedures for supplying logistical support to demolition operations, to include the provision of engineering assistance, assistance with demolition activities, and the removal of debris from affected areas to appropriate receiving areas.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Code Enforcement Office/Building Inspector

1. Determine extent of emergency and the potential for building/structural damage.

2. Notify personnel of possible need for deployment to affected area(s).

3. Make arrangements for dissemination of standardized forms, guides, etc.

4. Refer technical questions to appropriate staff or other agency.

5. Provide damage assessment information to ESF 5.

6. Determine need for outside contractor assistance and begin call-up of needed groups. (ESF 7)

7. Prioritize requests for inspection assistance to insure critical facilities are inspected as soon as practical.

8. Deploy personnel as dictated by the situation.

9. Task other ESFs or support agencies as necessary to carry out mission (i.e., ESF 13 for securing unsafe areas, etc.).

10. Coordinate with Public Works and ESF 7 requirements for performing demolition work on unsafe structures.

C. Safety Officer

    1. Arrange for the inspections of county-owned facilities and make arrangements for rehabilitation or demolition and replacement of same.

    2. Provide damage assessment reports to ESF 5.

    3. Respond to requests from other ESF 3 agencies for resources and logistical support.

D. Board of Education

    1. Assist officials with the inspection of local educational facilities and provide technical advice with respect to rehabilitation or demolition and replacement.

    2. Provide damage assessment information to ESF 5.

E. Department of Public Works

    1. Provide logistical support to demolition activities (i.e., heavy equipment, manpower).

    2. Provide engineering support to inspection and demolition activities.

IX. Training

A. A Federal Emergency Management Agency-sponsored inspection course is available through field delivery from FEMA or its contractors. This course is known as the ATC-20 Course and is provided on an as-requested basis through the Code Enforcement Division of the Tennessee Department of Commerce and Insurance.

B. Several courses are available through FEMA concerning the effects of natural disasters (especially earthquakes) on educational facilities and health care facilities.

C. The American Red Cross offers courses in Damage Assessment at many of its local chapter offices.

D. Other training relative to this subfunction of ESF 3 is provided in-house.

EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

ROUTE CLEARANCE AND BRIDGE INSPECTION

I.   **Lead Agency:**   Department of Public Works

II.   **Support Agencies:** Law Enforcement Agencies
                           Fire Departments
                           Ambulance Services
                           Rescue Squads
                           Street Departments
                           Local Flying Club
                           Tennessee Department of Transportation

III. **Introduction**

A.   Purpose

The purpose of this annex is to allow the county to make a determination as to which routes are open for traffic and to prioritize the removal of debris from roadways and thoroughfares. This information is critical for guiding the response of emergency personnel into the affected area(s).

B.   Scope

1.   ESF 3 provides the capability of determining route conditions based on ground and aerial observations, and providing for removal of debris from roadways and other routes to open them up for use by responding personnel.

2.   ESF 3 also provides for debris removal from major roadways and, after roadways are opened, from other areas as determined by the Direction and Control group at the EOC.

IV.   **Policies**

A.   The Department of Public Works is responsible for maintaining the county's roadways in a navigable condition. This function is an extension of their normal, day-to-day operational capabilities.

B.   The Tennessee Department of Transportation is responsible for maintaining the state highways and bridges in the county. Additionally, TDOT may provide limited assistance to local governments in carrying out road and bridge inspections.

V.   **Situation and Assumptions**

A.   Situation

1.   Any emergency can create conditions on roadways that render them untenable by emergency vehicle traffic. A small tornado can down several trees and power lines and create a situation whereby EMS and fire units cannot move into the affected area(s). Larger disasters generally create more serious problems.

2. The removal of debris from roadways and airfields, and the inspection of bridges to insure safety for emergency vehicles, is of paramount importance in a serious emergency. Failure to open these routes means that help cannot arrive for victims.

B. Planning Assumptions

1. Emergencies of every type may necessitate debris removal from roadways and/or airfields.

2. Accidents and other emergencies may render bridges unsuitable for use by emergency vehicles and by victims trying to exit the affected area(s).

3. Local public works crews will be responsible for debris removal from county-owned roads and bridges. State crews will be responsible for state-owned roads and will, after local resources are exhausted, assist local officials with debris removal activities.

4. Debris may consist of vehicle wreckage, snow and ice, tree limbs, power lines, building debris, signs, etc.

VI. Concept of Operations

A. General

1. The status of routes into an area affected by an emergency is of vital concern to the county. Resources cannot be given definitive directions into an area until it is known for sure that the route is open. The first priority after the onset of any emergency is the determination of which routes are open and which are not.

2. The use of aerial reconnaissance may be dictated in major disasters (i.e., earthquakes, flooding, etc.). Preliminary reports from local agencies and aircraft can be used to set priorities for inspections by ground crews. Ground crews will be inserted into affected areas to make final determination of route viability. This information will be provided to ESF 5 and other ESFs for use in the routing of resources.

3. Airstrips may also be used to position resources. It is therefore necessary to open these facilities as well.

4. The Department of Public Works is responsible for maintaining the viability of county-owned roads and bridges. State officials are responsible for maintaining state-owned roads and bridges. State resources may be used to assist local debris clearance operations when they are not needed for operations on state-owned systems.

B. Organization and Responsibilities

1. Department of Public Works

a. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

b. Collect information and intelligence concerning the viability of major routes designated for use in major emergencies and develop a plan of action to open up routes that are blocked in a timely manner.

c. Deploy personnel and equipment to evaluate damaged bridges and roadways, and to take actions to restore them to a usable condition.

d. Deploy personnel and equipment to remove blockages on major routes.

e. Assist municipal governments in opening damaged/blocked routes.

f. Provide routing information to ESFs in the EOC, state government, and private citizens.

g. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Law Enforcement Agencies

a. Assist with the identification of damaged/blocked routes/structures.

b. Provide traffic control functions through ESF 13 (Law Enforcement).

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

3. Fire Departments, Ambulance Services, and Rescue Squads

a. Assist with the identification of damaged/blocked routes/structures.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Street Departments

a. Assist with the identification of damaged/blocked routes/structures.

b. Provide manpower and equipment to assist with route clearance operations.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

5. Local Flying Club

a. Provide aerial reconnaissance of major transportation routes to provide intelligence to the ESF 3 Manager concerning the status of routes.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

6. Tennessee Department of Transportation

a. Provide road clearance and bridge inspection operations on state highways.

b. Provide assistance to local road crews when requested.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Department of Public Works

1. Develop procedures for recording incoming intelligence concerning the status of routes and bridges, and for transmitting this information to ESF 5 and other ESFs requesting or having a need for it.

2. Develop procedures for prioritizing the inspection of routes and bridges by Public Works officials.

3. Develop procedures for restoring damaged/blocked routes to operational condition as soon as practicable.

4. Develop policies concerning the prioritization of route/bridge repairs.

5. Develop procedures for interfacing with state DOT officials with regard to requests from the county to the state DOT for assistance.

6. Develop procedures for deploying personnel to remove blockages, repair bridges, and open routes. Include provisions for utilizing other agencies' resources as well as other public and private sector resources.

B. Law Enforcement Agencies

1. Develop standardized format and procedures for transmitting intelligence from field units concerning the status of roadways/bridges to the Public Works ESC at the EOC.

2. Develop procedures for deploying personnel to perform traffic control functions around major blockages and at other points dictated by Public Works officials (through ESF 13, Law Enforcement).

C. Fire Departments, Ambulance Services, Rescue Squads

1. Develop standardized format and procedures for transmitting intelligence from field units concerning the status of roadways/bridges to the Public Works ESC in the EOC.

D. Street Departments

1. Develop standardized format and procedures for transmitting intelligence from field units concerning the status of roadways/bridges to the Public Works ESC in the EOC.

2. Develop procedures for deploying personnel and equipment to assist with debris removal operations as requested by Public Works officials.

3. Develop procedures for removing blockages of off-road routes and transmitting intelligence to the Public Works ESC concerning the status of same.

E. Local Flying Club

1. Develop SOPs for deploying air resources to inspect major routes for damage following major disasters. Include interface with EMA and Public Works officials for prioritization of selection of routes for such inspections.

F. Tennessee Department of Transportation

1. Develop standardized format and procedures for transmitting intelligence from field units concerning the status of local roadways/bridges to the Public Works ESC in the EOC.

2. Develop policies and procedures for handling requests for assistance from the county Department of Public Works.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Department of Public Works

1. Collect intelligence from field units (Public Works, Law Enforcement, Fire Departments, private citizens, etc.) regarding blocked or damaged roads and bridges.

2. Request assistance from local flying club units (through EMA) for reconnaissance if deemed necessary or if requested by ESF 5 or the Direction and Control Group.

3. Determine best routes for use by emergency personnel responding to affected areas. Provide primary and alternate route information (to the extent possible) to agencies requesting routing information.

4. Prioritize the restoration of routes to usable conditions.

5. Perform inspections of bridges damaged by the disaster.

6. Deploy Public Works units to areas in need of debris removal or road restoration operations. Task other agency units for assistance when necessary.

7. Request assistance from Tennessee DOT officials if needed to perform inspections, debris removal, or other functions.

8. Keep ESF 5 advised of the status of all major roadways in affected areas.

C. Law Enforcement Agencies

1. Task field units to provide intelligence to Public Works ESC concerning the status of roads and bridges.

2. Deploy personnel to assist with traffic control functions as requested by Public Works officials.

D. Fire Departments, Ambulance Services, and Rescue Squads

Task field units to provide intelligence to Public Works ESC concerning the status of roads and bridges.

E. Street Departments

    1. Task field units to provide intelligence to Public Works ESC concerning the status of roads and bridges.

    2. Respond to requests from Public Works officials for assistance with debris removal operations.

F. Local Flying Club

Perform aerial reconnaissance of major routes as requested by ESF 5 or EMA officials and record inspections for use by same.

G. Tennessee Department of Transportation

    1. Deploy TDOT resources to open state highways and bridges.

    2. Respond to requests from county Department of Public Works for assistance.

IX. Training

A. All training connected with this subfunction of ESF 3 is provided in-house by the agencies tasked herein.

EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

DEBRIS REMOVAL

I.   Lead Agency: Department of Public Works

II.   Support Agencies: Street Departments

III. Introduction

A.   Purpose

The purpose of this subfunctional annex is to provide debris removal operations in areas affected by emergencies or disasters.

B.   Scope

This ESF coordinates the removal of debris generated through the demolition of unsafe structures, recovery activities, or through the disaster itself.

IV.   Policies

A.   Debris removal is necessary in affected areas to prevent the development and spread of vector-based epidemiological agents and general sanitation problems.

B.   Current landfill capacity will be utilized to the maximum extent practical until such time as it is determined that the site's capacity may be exceeded if such use is continued.

C.   Normal permitting practices may be waived by state and federal officials if necessary to allow for the disposal of building debris, downed vegetation, and similar materials.

D.   All disposal activities will be conducted with health concerns being the foremost consideration.

V.   Situation and Assumptions

A.   Situation

1.   Most emergencies produce some type of debris that will affect recovery activities. The debris may be from direct damage to buildings and/or vegetation, or through destruction of components of the environment,

2.   Allowing debris to accumulate for long periods of time can lead to the development and spread of diseases, and to the propagation of vermin and insects.

B.   Planning Assumptions

1.   Emergencies and disasters will generate some refuse or debris that will have to be disposed of.

2.   There will be some landfill space available for use in or near areas affected by disasters.

3. Many emergencies will generate quantities of debris that will exceed or significantly reduce current landfill capabilities and will, therefore, require alternative disposal measures.

4. Permitting requirements associated with normal landfill use will be waived if necessary to allow for the disposal of non-hazardous debris resulting from the emergency.

VI. Concept of Operations

A. General

1. Many disasters generate debris. If left to sit or accumulate improperly, this debris will foster the development and spread of diseases and illness. Additionally, this material may be used as a breeding ground for mice, rats, mosquitoes, and other pests. It is therefore essential to remove debris to a suitable dumping area as soon as is practical after the termination of the emergency.

2. Decisions regarding the disposal of debris will be made with environmental concerns considered.

3. The county Department of Public Works will be responsible for debris removal operations. Decisions regarding the disposal of debris will be made jointly by local officials, with input provided by state environmental agencies when required.

4. Monitoring of areas with significant accumulations of debris will be conducted until the debris is removed.

B. Organization and Responsibilities

1. Department of Public Works

   a. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

   b. Responsible for the physical removal of debris. The Public Works ESC may request assistance from other ESFs with necessary capabilities.

   c. Coordinate the removal of debris with state and federal environmental officials.

   d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Street Departments

   a. Responsible for making recommendations or providing approvals for sites for debris disposal.

   b. Responsible for management of permitting processes for disposal sites.

   c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Department of Public Works

1. Develop procedures for deploying personnel and equipment to perform debris removal operations where required.

2. Develop procedures for coordinating disposal activities with state and federal environmental officials.

B. Street Department

1. Develop procedures for deploying personnel and equipment.

2. Develop procedures for coordinating selection of debris disposal sites with public works and state and federal environmental officials.

3. Develop procedures for applying for approval to waive normal permitting processes associated with the disposal of disaster-generated debris.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Department of Public Works

1. Provide personnel and equipment as necessary to perform debris removal operations.

2. Obtain disposal site information from local sanitation officials or state environmental officials.

C. Street Departments

1. Meet with local public works and state/federal environmental officials, and state and local health officials to make determinations regarding:

    a. Status and viability of current local landfills

    b. Selection of potential disposal sites

    c. Necessary permitting processes required for potential disposal sites.

    d. Potential effects of selected sites on local groundwater, sanitation, and health systems.

2. Make arrangements for waiving permitting processes for emergency disposal of disaster-generated debris.

3. Monitor disposal activities to insure compliance with state and federal environmental regulations to the extent necessary.

IX. Training

A. All training associated with this subfunction is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 3

INFRASTRUCTURE

WATER AND WASTEWATER SYSTEMS

I.   Lead Agency: Water Departments

II.   Support Agencies: Sewer Departments
                            Department of Health

III. Introduction

A.   Purpose

The purpose of this subfunction of ESF 3 is to assess, repair, and restore operable potable water and sanitary sewer systems in areas affected by emergencies.

B.   Scope

This subfunction provides technical and regulatory operation and restoration of potable water delivery and sanitary sewer systems damaged by earthquakes, floods, or other disasters.

IV.   Policies

The restoration of potable water supplies and sanitary wastewater capabilities is of prime importance following a disaster; the health and safety of both the victim population and the emergency responders must be insured.

V.   Situation and Assumptions

A.   Situation

1.   Disasters of any magnitude may reduce or eliminate the community's ability to supply potable water to its citizens.

2.   Many disasters (especially earthquakes) can damage the sanitary sewer system in a community, to include either the pipe grid or the treatment facilities or both.

3.   The lack of potable water and a sanitary sewer system, where one existed before, poses severe health concerns for the affected community.

4.   Water supply systems are necessary to insure adequate fire protection capabilities.

B.   Planning Assumptions

1.   Potable water delivery systems may be affected by any type of disaster.

2.   Sanitary sewer systems may be affected by any type of disaster.

3.   The failure of a sanitary sewer system in a community may lead to serious health problems.

4.   Disaster victims and emergency responders in the affected area(s) will need access to potable water sources within 24 hours of a disaster.

VI. Concept of Operations

    A.   General

        1.   A large disaster, especially an earthquake or flood, will cause severe damage to a community's potable water delivery system. This may be in the form of damage to the piping system, damage to the treatment facilities, destruction of reservoir capabilities, loss of power to the pumping system, or infiltration of the reservoirs by unsanitary water or other fluids.

        2.   Priority will be given to the delivery of potable water to areas affected by a disaster, either through restoration of the community's delivery system or through the provision of water in containers to residents within a community.

        3.   Local water and sewer officials are responsible for the physical restoration of the local water delivery and sewer systems. Technical assistance will be made available through the state Department of Environment and Conservation.

        4.   Local units will be used to distribute potable water to residents in affected areas when possible.

    B.   Organization and Responsibilities

        1.   Water Departments

            a.   Provide an individual(s) to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

            b.   Responsible for inspecting and assessing damage to water delivery system and developing plans for the restoration of services in as expedient a manner as possible.

            c.   Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

        2.   Sewer Department

            a.   Provide an individual(s) to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

            b.   Responsible for inspecting and assessing damage to wastewater system and developing plans for the restoration of services in as expedient a manner as possible.

            c.   Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

        3.   Department of Health

            a.   Responsible for monitoring the health effects associated with damage to, or the functional degradation of, the water delivery and sanitary sewer systems within the community.

            b.   Responsible for formulating plans for dealing with the situation in affected areas with regards to health maintenance for victims and emergency responders.

      c.   Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII.   Mitigation and Preparedness Activities

A.   Water Department

    1.   Develop procedures for inspecting water treatment and delivery systems to determine if they are fully functional or must be fully or partially shut down.

    2.   Develop procedures for acquiring waivers for certain permitting requirements (i.e., those not health-related) concerning the reconstitution of water delivery systems in areas affected by disasters.

    3.   Develop emergency plans, develop back-up power capabilities, and take other preparedness measures to reduce the possibility of system failures.

B.   Sewer Department

    1.   Develop procedures for inspecting sewage treatment and disposal systems to determine if they are fully functional or must be fully or partially shut down.

    2.   Develop procedures for acquiring waivers for certain permitting requirements (i.e., those not health-related) concerning the reconstitution of water delivery systems in areas affected by disasters.

    3.   Develop emergency plans, develop back-up power capabilities, and take other preparedness measures to reduce the possibility of system failures.

C.   Department of Health

    1.   Develop plans for assessing the public health consequences of malfunctioning water and sewer systems.

    2.   Develop SOPs for issuing instructions through the Public Information Officer regarding citizen use of untreated and/or contaminated water supplies in affected areas.

VIII.   Response and Recovery Actions

A.   All Tasked Agencies

    1.   Send ESCs to EOC as requested by EMA.

    2.   Attend briefings, coordinate activities with other participant organizations.

    3.   Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

    4.   Maintain logs of activities, messages, etc.

    5.   Initiate internal notification/recall actions.

B. Water Department

    1. Deploy personnel to inspect and conduct damage assessment of local water delivery systems. Implement restorative measures.

    2. Provide damage assessment information to ESF 5.

    3. Arrange meetings with state and federal health officials to make decisions concerning continued use of damaged water systems.

    4. Route requests for potable water delivery to the EMA Director or other designated ESC in the EOC.

C. Sewer Department

    1. Deploy personnel to inspect and conduct damage assessment of local wastewater treatment systems. Implement restorative measures.

    2. Provide damage assessment information to ESF 5.

    3. Arrange meetings with state and federal health officials to make decisions concerning continued use of damaged wastewater treatment systems.

D. Department of Health

    1. Coordinate activities with the local water and sewer departments with respect to recommendations concerning potential health consequences associated with continued operation of partially damaged systems.

    2. Develop and issue press releases through the Public Information Officer in the EOC advising the public of proper protective actions to be taken with regard to using water drawn from damaged delivery systems in affected areas.

    3. Provide intelligence concerning the health situations in affected areas to ESF 5.

IX. Training

A. All training related to this subfunction is provided in-house by the agencies concerned.
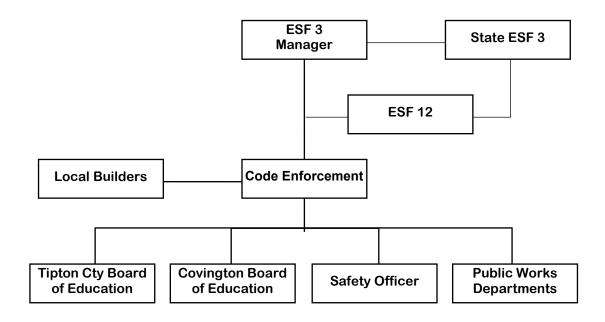
EMERGENCY SUPPORT FUNCTION 3

APPENDICES

Appendix 1   Building Inspections Organizational Chart

Appendix 2   Route Clearance & Bridge Inspection Organizational Chart

Appendix 3   Debris Removal Organizational Chart

Appendix 4   Water & Wastewater Systems Organizational Chart

Appendix 5   Location of Environmental Facilities
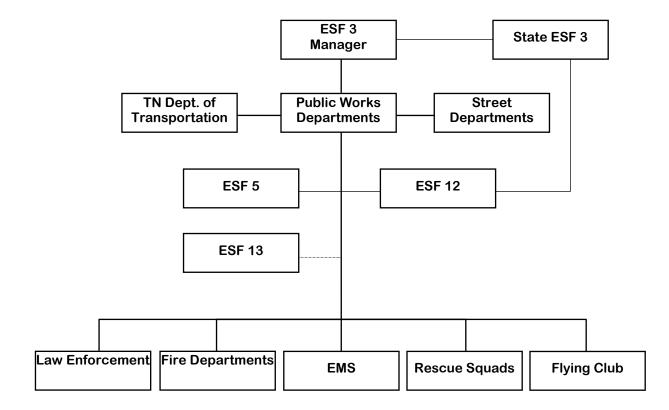
APPENDIX 1 TO ESF 3

BUILDING INSPECTION ORGANIZATIONAL CHART

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                  ┌──────────────┐          ┌──────────────┐
                  │   ESF 3      │──────────│ State ESF 3  │
                  │  Manager     │          │              │
                  └──────────────┘          └──────────────┘
                          │    ┌──────────────┐      │
                          │────│   ESF 12     │──────┘
                          │    └──────────────┘
   ┌──────────────┐   ┌──────────────────┐
   │Local Builders│───│ Code Enforcement │
   └──────────────┘   └──────────────────┘
                              │
        ┌───────────┬─────────┴─────────┬───────────┐
 ┌─────────────┐ ┌─────────────┐ ┌──────────────┐ ┌──────────────┐
 │Tipton Cty   │ │Covington    │ │Safety Officer│ │Public Works  │
 │Board of     │ │Board of     │ │              │ │Departments   │
 │Education    │ │Education    │ │              │ │              │
 └─────────────┘ └─────────────┘ └──────────────┘ └──────────────┘
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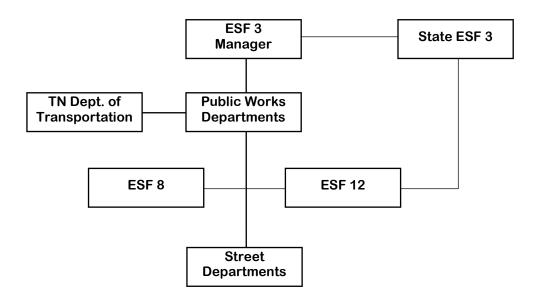
APPENDIX 2 TO ESF 3

ROUTE CLEARANCE & BRIDGE INSPECTION ORGANIZATIONAL CHART

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                    ┌──────────────┐              ┌──────────────┐
                    │    ESF 3     │──────────────│  State ESF 3 │
                    │   Manager    │              │              │
                    └──────────────┘              └──────────────┘
                            │
   ┌──────────────┐  ┌──────────────┐      ┌──────────────┐
   │ TN Dept. of  │──│ Public Works │──────│    Street    │
   │Transportation│  │ Departments  │      │ Departments  │
   └──────────────┘  └──────────────┘      └──────────────┘

        ┌──────────────┐        ┌──────────────┐
        │    ESF 5     │────────│    ESF 12    │
        └──────────────┘        └──────────────┘

        ┌──────────────┐
        │    ESF 13    │
        └──────────────┘

  ┌──────────────┐ ┌──────────────┐ ┌──────────┐ ┌──────────────┐ ┌─────────────┐
  │Law Enforcement││Fire Departments││   EMS    ││ Rescue Squads ││ Flying Club │
  └──────────────┘ └──────────────┘ └──────────┘ └──────────────┘ └─────────────┘
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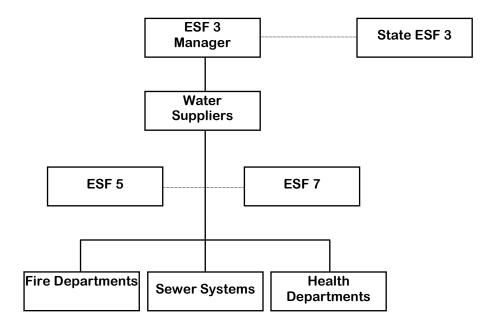
APPENDIX 3 TO ESF 3

DEBRIS REMOVAL ORGANIZATIONAL CHART

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                    ┌──────────────┐              ┌──────────────┐
                    │    ESF 3     │──────────────│  State ESF 3 │
                    │   Manager    │              │              │
                    └──────────────┘              └──────────────┘
                           │                              │
  ┌──────────────┐  ┌──────────────┐                      │
  │  TN Dept. of │──│ Public Works │                      │
  │Transportation│  │ Departments  │                      │
  └──────────────┘  └──────────────┘                      │
                           │                              │
     ┌──────────────┐  ┌──────────────┐                   │
     │    ESF 8     │──│    ESF 12    │───────────────────┘
     └──────────────┘  └──────────────┘
                           │
                    ┌──────────────┐
                    │    Street    │
                    │ Departments  │
                    └──────────────┘
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APPENDIX 4 TO ESF 3

WATER AND WASTEWATER SYSTEMS ORGANIZATIONAL CHART

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                    ┌──────────────┐                 ┌──────────────┐
                    │    ESF 3     │·················│  State ESF 3 │
                    │   Manager    │                 │              │
                    └──────┬───────┘                 └──────────────┘
                           │
                    ┌──────┴───────┐
                    │    Water     │
                    │  Suppliers   │
                    └──────┬───────┘
          ┌──────────────┐ │ ┌──────────────┐
          │    ESF 5     │·····│    ESF 7     │
          └──────────────┘ │ └──────────────┘
             ┌─────────────┼─────────────┐
      ┌──────┴───────┐┌────┴─────┐┌──────┴───────┐
      │Fire          ││  Sewer   ││   Health     │
      │Departments   ││ Systems  ││ Departments  │
      └──────────────┘└──────────┘└──────────────┘
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APPENDIX 5 TO ESF 3

LOCATION OF ENVIRONMENTAL FACILITIES
(Water and Wastewater Treatment Facilities, Landfills, etc.)

1. Covington Water Treatment Plant
   300 S. College (behind Public Works building)

2. Covington Sewer Treatment Plant
   Witherington Street

3. First Utility District
   Highway 59 West and Bringle Road

4. Munford Water Treatment Plant
   60 Water Street

5. Munford Sewer Treatment Plant
   525 Beaver Road

6. Poplar Grove Utility District
   14560 Highway 51 South

7. Mason Water Treatment Plant
   Off Front Street

8. Mason Sewer Treatment Plant
   Off Front Street

9. Tipton County Landfill
   9051 Highway 51 South

E S F 4

FIREFIGHTING

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EMERGENCY SUPPORT FUNCTION 4

FIREFIGHTING

Table of Contents

ESF 4 - Firefighting

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EMERGENCY SUPPORT FUNCTION 4

FIREFIGHTING

I. Lead Agency: Jurisdictional Fire Department

II. Support Agencies: Municipal/Volunteer Fire Departments
                              Tennessee Division of Forestry
                              Emergency Management Agency

III. Introduction

    A. Purpose

        The purpose of this Emergency Support Function (ESF) is to provide local resources for detecting, controlling, and/or suppressing urban, rural, or wildland fires that may result from any cause.

    B. Scope

        This ESF provides for the management and coordination of firefighting activities within the county and its municipalities.

IV. Policies

    A. The NIMS/Incident Command System will be used as the basis for fire operations in the county.

    B. All requests for firefighting assistance will be routed through the EOC during declared disasters, or as per prearranged mutual-aid agreements.

    C. Local mutual aid resources will be exhausted before requesting assistance from state resources.

    D. The Tennessee Division of Forestry will respond to wildland fires as per established agreements with the county and its various cities.

    E. The term "fire department" shall include volunteer, professional, and combination departments unless otherwise specified herein.

V. Situation and Assumptions

    A. Situation

        1. Fire prevention and control operations are handled routinely on a day-to-day basis by city and county fire departments. The vast majority of the problems they will face during major emergencies simply require an expansion of their normal operations.

        2. Fires occur daily throughout the county; however, major fires may occur as a result of a catastrophic event such as an earthquake, flood, hazardous materials incident, etc. The simultaneous commitment of resources to two or more major operations may tax even the largest department, especially if the precipitating event has reduced the department's ability to deploy resources (e.g., through destruction of equipment, blockage of roads, loss of personnel, etc.).

B. Planning Assumptions

1. Fires will continue to occur throughout the county on a daily basis.

2. Fires may be generated as a result of other disasters such as earthquakes, tornadoes, floods, etc., and these fires may be beyond the capabilities of local fire service organizations (either in complexity or magnitude).

3. Water delivery systems may be damaged or inoperable in affected areas, resulting in reduced or nonexistent water pressure for firefighting operations. Additionally, equipment compatibility problems between incoming assistance and those resources in the affected areas may present coordination problems.

4. Access to affected areas may be impeded by damaged roadways and/or bridges.

5. Local communities in the county will continue to improve their level of firefighting capability and will, upon appropriate request, provide resources for use in affected areas.

6. All fire service resources within the county (and those from outside the county dispatched as a part of a mutual-aid response) will maintain control of their own assets during emergency operations.

7. The Department of Agriculture, Division of Forestry, will continue to provide wildland fire protection services to the county.

VI. Concept of Operations

A. General

1. Disaster response activities of local fire service organizations will be an expansion of daily operations.

2. ESF 4 will coordinate the local provision of firefighting resources and the provision of resources from other portions of the state into those areas affected by major disasters.

3. ESF 4 will maintain a list of ongoing resource requirements and will prioritize these requirements based on the resources available. If the ESF 4 determines that the requirements are beyond local capabilities, a request can be made for state and/or federal assistance to the appropriate ESC at the SEOC.

B. Organization and Responsibilities

1. Jurisdictional Fire Department

a. Provide a representative to act as the Emergency Services Coordinator in the EOC, as well as an alternate to insure 24-hour availability.

b. Provide fire protection services to residents of your district.

c. Manage the ESF 4 functions in the EOC when activated.

d. Coordinate the activities of the Department with those of the support agencies tasked in this annex.

e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Municipal/Volunteer Fire Departments

a. Coordinate activities of the department with the Jurisdictional Fire Department and other agencies tasked within this annex.

b. Provide fire protection services to residents of the district, and to others as provided by contract or other agreement.

3. Tennessee Department of Agriculture - Division of Forestry

a. Provide assistance to county fire service organizations for rural wildland fire suppression during routine operations.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Emergency Management Agency

a. Assist with the training of fire service organizations in the use of the NIMS/Incident Command System and other field courses provided by FEMA.

b. Provide training to the various fire services groups throughout the county.

c. Coordinate fire operations with operations of EMS, law enforcement, rescue, and other activities during emergencies.

VII. Mitigation and Preparedness Activities

A. Municipal/Volunteer Fire Departments

1. Participate in the development of local and regional mutual aid agreements between fire service organizations.

2. Develop SOPs for handling requests from municipal governments for fire response assistance, to include methods of acquiring, deploying, and tracking firefighting equipment and personnel from other local governments within the county.

3. Become familiar with the roles/responsibilities of other local and state support agencies. Coordinate development of methods to assign priorities to incidents when several situations require attention simultaneously or when only limited resources require that some incidents wait for assistance.

4. Develop fire response capabilities as dictated by local situation.

B. Tennessee Department of Agriculture - Division of Forestry

1. Develop and implement agreements between TDF and local governments for the provision of assistance in day to day fire suppression activities involving wildland fires or fires involving or occurring on state property.

2. Develop list of resources available on a regional basis for deployment to affected areas, to include estimated time frames for deployment of resources to various staging areas across the region.

3. Develop procedures and resource coordination requirements for inserting fire suppression capabilities into areas where access is impeded by debris, roadway damage, etc., or where area(s) involved is(are) inaccessible to average firefighting vehicles.

C. Emergency Management Agency

1. Assist in the development of local and regional mutual aid agreements.

2. Assist with hazard analyses to determine the potential impact of specific hazards on local fire suppression capabilities.

3. Coordinate exercises at local and regional levels involving fire service organizations and other emergency management organizations.

4. Provide training materials, public education materials, and other items available through the Federal Emergency Management Agency to local fire service organizations.

5. Prepare maps showing location of fire stations, fire equipment suppliers, and other critical information concerning fire operations for use in EOC during emergencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA

2. Attend briefings, coordinate activities with other participant organizations

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall activities, as required.

B. Municipal/Volunteer Fire Departments

1. Respond to requests for firefighting assistance as required.

2. Begin collection of EEI information and forward data to ESF 5

3. Receive requests for assistance from ESCs at the local EOC and activate systems to track requests for assistance and resources provided by ESF 4 to meet those requests.

4. If necessary, begin movement of resources to staging areas or into affected areas. Coordinate this movement with the following:

    a. Staging Area Coordinator (at ESF 7)
    b. Transportation (ESF 1)
    c. Law Enforcement (ESF 13), for security, traffic control, etc.

5. Coordinate activities of ESF 4 with the following to insure operational compatibility:

    a. Search and Rescue (ESF 9)

b. Environmental Response (ESF 10)

c. Emergency Medical Services (at ESF 8)

6. Request assistance from other ESFs as necessary to meet the needs imposed upon ESF 4 by requests from the field. If the local level ESF is not able to meet the demands, forward request to the state ESF 4 coordinating officer for assistance from the appropriate state ESF.

7. Maintain logs of resource requests, resource use, message traffic, etc., for use in applying for state/federal disaster assistance and for use in after action reports upon termination of the emergency.

8. Respond to requests of any other ESF as appropriate for personnel, equipment, information, or other resources.

C. Tennessee Department of Agriculture - Division of Forestry

1. Respond to requests from local fire service organizations for assistance.

2. Provide EEI information to ESF 4 Manager

3. Receive and evaluate requests for assistance from ESF 4 Manager. If TDF can fill request, do so; if not, advise ESF 4 Manager that other sources will have to be found.

4. Activate internal notification/recall of TDF personnel, as appropriate, to meet the demands imposed by the situation.

5. Maintain logs of activities, messages, etc. for use in applying for federal disaster assistance, and for use in after action reports following termination of emergency

6. Provide liaison with U. S. Forest Service and make requests as per USFS-TDF agreements.

D. Emergency Management Agency

1. Coordinate fire service activities with activities of EMS providers, law enforcement agencies and other organizations as appropriate.

2. Provide communications support for fire service operations.

3. Provide operational support for ESF 4 functions as required.

IX. Training

There is a wide variety of training available to state and/or local fire service agencies and their personnel.

A. The Federal Emergency Management Agency, through the National Fire Academy and the Emergency Management Institute (National Emergency Training Center) provides many field delivered courses. Additionally, FEMA provides several resident courses at the National Emergency Training Center campus in Emmitsburg, Maryland.

B. College degrees may be obtained in Fire Administration or Fire Protection Technology through the Open Learning Fire Service Program (OLFSP). The OLFSP is a program sponsored by FEMA's National Fire Academy, and is designed to give firefighters the chance to earn a college degree while working around the flexible schedules

associated with their job. The state of Tennessee is served in this program by the University of Memphis, which also serves seven other states. More information about the OLFSP program can be obtained by contacting the University College at the University of Memphis.
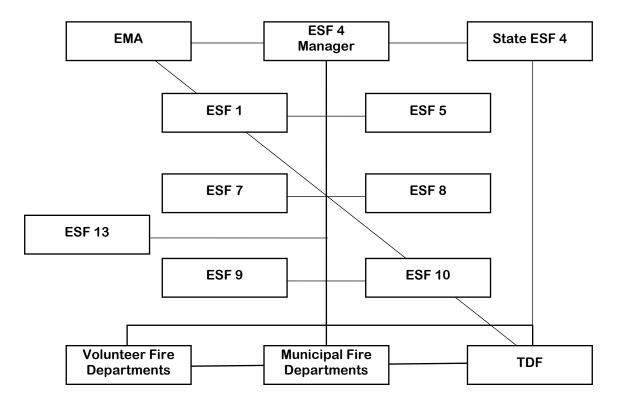
C. The State Fire Academy in Murfreesboro provides hands-on training in several areas. This includes the Firefighter I and Firefighter II series (as provided by the Tennessee Commission on Firefighting), which may be delivered in the field, and the Firefighter III course, which is delivered only at the Academy site (and includes live fire training in a burn-building, propane set-up, and a fuel pit). Other field deliverable courses are also available.

D. The Tennessee Emergency Management Agency provides training in the implementation and use of the NIMS/Incident Command System, as well as many of the field deliverable Emergency Management Institute courses. Additionally, several hazardous materials courses are available through TEMA.

E. Coordination and Request for Training Activities

1. All requests for attendance at courses provided through TEMA or FEMA's Emergency Management Institute must be forwarded to the agency's training officer. After approval, the appropriate forms must then be forwarded to the TEMA Regional Director, and then to the State Training Officer. Those accepted for classes will be notified by the agency delivering the class.

2. All requests for attendance at State Fire Academy classes or classes held at the National Fire Academy must go through the Training Officer at the State Fire Academy or the State Fire Marshal's Office. Those accepted will be notified by the agency delivering the class.

3. The OLFSP program is administered by the University of Memphis, and requests for information for this program must be directed to the University College, Johnson Hall, Memphis, TN 38152.

EMERGENCY SUPPORT FUNCTION 4

APPENDICES

APPENDIX 1 TO ESF 4

FIREFIGHTING ORGANIZATIONAL CHART

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  ┌──────────┐      ┌──────────┐      ┌──────────────┐
  │   EMA    │──────│  ESF 4   │──────│ State ESF 4  │
  └──────────┘      │ Manager  │      └──────────────┘
                    └──────────┘

         ┌──────────┐          ┌──────────┐
         │  ESF 1   │──────────│  ESF 5   │
         └──────────┘          └──────────┘

         ┌──────────┐          ┌──────────┐
         │  ESF 7   │──────────│  ESF 8   │
         └──────────┘          └──────────┘

  ┌──────────┐
  │  ESF 13  │───────────────────────
  └──────────┘
         ┌──────────┐          ┌──────────┐
         │  ESF 9   │──────────│  ESF 10  │
         └──────────┘          └──────────┘

  ┌──────────────┐   ┌──────────────┐   ┌──────────┐
  │ Volunteer Fire│──│ Municipal Fire│──│   TDF    │
  │ Departments  │   │ Departments  │   └──────────┘
  └──────────────┘   └──────────────┘
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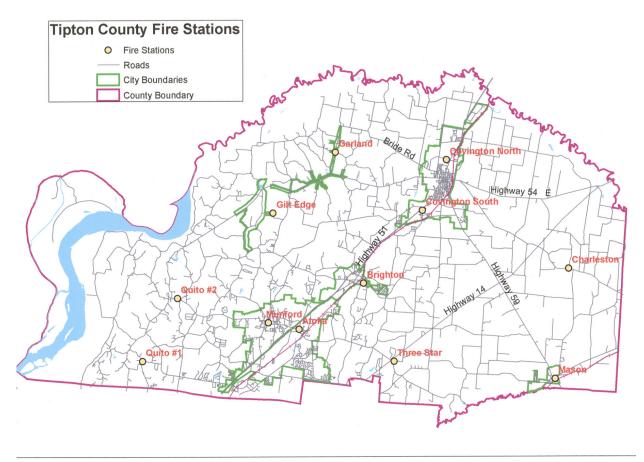
APPENDIX 2 TO ESF 4

FIRE STATION LOCATIONS

1. Atoka Fire Department
    684 Walker Parkway

2. Brighton Fire Department
    Main Street

3. Charleston Fire Department
    1845 Davis Road

4. Covington Fire Department
    #1   101 Tennessee Avenue
    #2   Old Brighton Road

5. Gilt Edge Fire Department
    40758 Sloan Road

6. Tipton County Fire Department
    261 Tate Road
    Drummonds, TN

7. Garland Fire Department
    1212 Garland Drive

8. Mason Fire Department
    School Street Extended

9. Munford/Atoka Fire Department
    #1   1397 Munford-Atoka

10. Quito/Drummonds Fire Dept.
    #1   71 Quito Road
    #2   Drummonds

11. Three Star Fire Department
    2050 Sadler School Road

Tipton County Fire Stations

- ○ Fire Stations
- Roads
- City Boundaries
- County Boundary

Garland

Bride Rd

Covington North

Highway 54 E

Gilt Edge

Covington South

Highway 51

Charleston

Brighton

Highway 14

Highway 59

Quito #2

Munford

Atoka

Quito #1

Three Star

Mason

Tipton County GIS

Map Created November 25, 2003 by Tipton County GI

ESF 4-14

E S F 5

INFORMATION AND PLANNING

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EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

Table of Contents

ESF 5 - Information and Planning

EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

CURRENT INFORMATION

I.   Lead Agency: Emergency Management Agency

II.   Support Agencies: County/City Attorney's Office
                            All Local Agencies with Emergency Responsibilities
                            Local Flying Club

III. Introduction

A.   Purpose

The purpose of this subfunction is to establish procedures and policies for gathering and analyzing intelligence information to determine the extent of an emergency and to produce an action plan for prioritizing resource requirements in support of the response to that emergency.

B.   Scope

1.   The scope of the disaster intelligence operation involves the following:

a.   Information Processing

This involves the collection and processing of essential elements of information (EEI) from local officials, local ESFs, state and federal agencies, and private sector sources (e.g., academic and research institutions) for use in reports, briefings, displays, and plans.

b.   Reports

This involves the consolidation of information into reports and displays to describe and document the overall response activities and to keep local EOCs, legislative and media liaisons, and public information officers informed of the status of the response/recovery operation.

c.   Displays

This involves the maintenance of display status boards in the EOC area showing affected areas, resource status, damage assessment summaries, etc.

d.   Planning

This involves the development of action plans based on the projected status of an event as described by current intelligence reports.

e.   Technical Services

This involves acquiring specialized technical assistance to ESF 5 concerning specific ramifications and potential requirements of certain hazards (e.g., earthquakes, hazardous materials, etc.). Additionally, assistance in interpreting

aerial reconnaissance information, legal issues, and a wide variety of other information would be provided through this section.

IV.   Policies

The collection and processing of intelligence information is essential to the development of an effective response action plan to assist the citizens of the county during major emergencies and disasters.

V.   Situation and Assumptions

A.   Situation

1.   Disasters, especially large ones, will generate a need for intelligence information describing the extent of the emergency situation and the subsequent development of plans for dealing with the short-term and long-term response needs associated with it.

2.   Many emergencies require technical assistance that is unavailable through normal emergency operations. This includes such areas as projections of earthquake effects, consequences of certain legal ramifications with regards to emergency situations, and other similar situations.

B.   Planning Assumptions

1.   Information flow from affected areas may be seriously interrupted initially. Through efforts by EMA and other communications entities, information may begin to come in within a few minutes following the onset of a disaster.

2.   Local officials will be the immediate and best source of vital information regarding damage and response needs.

VI.   Concept of Operations

A.   General

1.   Following an emergency, local agencies will immediately begin to collect information to assess the impact of the emergency on infrastructure, citizenry, and government operations. This information will be passed through the appropriate ESF at the local level to the appropriate ESF at the State Regional EOC (if activated), and then to the appropriate ESF at the SEOC. The local ESF groups will provide this information to the ESF 5 group. This information will include the following:

a.   Boundaries of the disaster area,

b.   Social, economic, and political impacts,

c.   Jurisdictional boundaries involved,

d.   Status of transportation systems and networks,

e.   Status of communications systems,

f.   Status of staging areas, casualty collection points, evacuation points, etc.,

g.   Status of EOCs, public safety facilities, and other critical sites,

h.   Weather conditions affecting emergency operations,

I.   Status of key personnel,

j.   Status of EOC activation,

k.   Status of emergency or disaster declaration,

l.   Resource shortfalls and capabilities,

m.   Status of evacuation efforts, shelter and feeding operations,

n.   Major issues/activities being handled by municipalities and communities,

o.   Overall priorities for response operations,

p.   Status of action plans for upcoming activities,

q.   Hazard-specific information, and

r.   Other information concerning status of emergency situation in affected area(s).

2.   ESF 5 will compile this information and determine which parts are critical to the overall response/recovery effort and distribute the information to affected ESFs and the Direction and Control Group (through the use of displays or the issuance of reports).

3.   Information of use to only one ESF will be maintained by that ESF only. Specific requests for needed information will be routed from requester to the appropriate originating ESF.

4.   ESF 5 will develop Situation Reports using statistical, narrative, and graphical information from the various ESF groups in the EOC and certain field units to help provide an overall picture of the situation and describe local response actions undertaken to assist municipalities and the citizens at large. These reports will include the following information:

a.   Major response actions being taken,

b.   Unmet needs and resource requirements and recommended actions for dealing with them,

c.   Priority issues and requirements, and

d.   Projections of upcoming situations and plans for dealing with them.

B.   Organization and Responsibilities

1.   Emergency Management Agency

a.   Responsible for establishing and operating ESF 5 group during major emergencies.

b.   Responsible for compiling, summarizing, and disseminating collected intelligence information to EMA Director and Legislative Liaison Officer.

2.   All Other Tasked Agencies

Responsible for providing essential intelligence information to ESF 5 group during emergency operations and/or liaison officers for providing technical expertise associated with agency responsibilities.

VII. **Mitigation and Preparedness Activities**

    A.   Emergency Management Agency

        1.   Develop SOPs governing function and operation of ESF 5 group during emergencies.

        2.   Designate ESF 5 member as a part of the local emergency response force.

        3.   Make arrangements with local, state, federal, and private sector organizations (i.e., the Center for Earthquake Research and Information at the University of Memphis, the National Weather Service, etc.) for notification to EMA concerning threats and circumstances imposed upon the county by the various hazards.

    B.   All Other Tasked Agencies

        1.   Develop procedures for supplying verified intelligence information to ESF 5 based on the essential elements of information described in paragraph VI.A.1 above.

        2.   Develop procedures concerning communications among field offices and personnel and local headquarters office and ESC during emergencies in which normal communications systems have been disrupted.

    C.   County/City Attorney's Office

Develop procedures for supplying personnel and/or technical legal advice to the EOC during emergency operations.

    D.   Local Flying Club

Develop procedures for deploying personnel and aircraft in support of intelligence gathering operations when requested by EMA.

VIII. **Response and Recovery Actions**

    A.   All Tasked Agencies

        1.   Send ESCs to EOC as requested by EMA.

        2.   Attend briefings, coordinate activities with other participant organizations.

        3.   Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities.

        4.   Maintain logs of activities, messages, etc.

        5.   Initiate internal notification/recall activities.

        6.   Initiate procedures for routing essential intelligence information to the ESF 5 group as dictated by the situation.

        7.   Provide technical liaison personnel to ESF 5 upon request by ESF 5 Manager.

8.   Request assistance (through EMA) from local or state aerial assets to collect intelligence information if necessary to fulfill emergency responsibilities.

B.   Emergency Management Agency

1.   Activate ESF 5 Group in EOC as necessary.

2.   Task local response groups to assist with or provide intelligence information commensurate with the needs of the situation.

3.   Collect, analyze, and disseminate intelligence summaries to EMA Director, SEOC, Legislative Liaison Officer, and appropriate ESFs as provided in SOPs.

4.   Maintain logs of ESF 5 activities during emergency operations.

C.   Local Flying Club

Deploy personnel and aircraft to support intelligence gathering operations when requested by EMA.

IX.   Training

Training programs for this ESF subfunction will be developed by EMA.

EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

PUBLIC INFORMATION

I.   Lead Agency: County Mayor /Municipal Mayors

II.   Support Agencies: Emergency Management Agency/PIO
                             National Weather Service

III. Introduction

A.   Purpose

The purpose of this subfunction is to provide guidance and procedures to carry out the dissemination of emergency public information in support of local emergency operations.

B.   Scope

1.   This annex provides direction for "emergency" public information that includes the following:

a.   Predisaster delivery of public education and information activities to the general public.

b.   Notification of impending and occurring emergencies,

c.   Notification of protective actions to be taken in response to impending or actual emergencies (i.e., evacuation, in-place sheltering, etc.),

d.   Notification of locations to receive assistance with respect to the effects of the disaster.

2.   Provisions for the delivery of educational public information and instructional materials is provided in the various ESF annexes to this plan. These measures are considered to be mitigatory or preparatory in nature, and are described in the various annexes where individual agencies and departments are assigned tasks relative to their usual emergency functions.

3.   The inherent differences between emergency instructions and emergency public information necessitates a distinction between the two. "Emergency instructions" dictate an immediate response (e.g., evacuation orders), whereas "emergency public information" provides details of what has happened, what may happen in the future, and the degree of risk involved.. As used herein, the term "emergency public information (EPI)" will be used to designate both unless a particular situation requires delineation, in which case a distinction will be made.

IV.   Policies

The county, through the County Mayor's Office, is committed to keeping the general public informed of the appropriate emergency measures to be taken during and following the onset or occurrence of emergencies and disasters that affect this county and/or its municipalities.

V.   Situation and Assumptions

A.   Situation

1.   The rapidly changing circumstances associated with many emergencies necessitate prompt, continuous dissemination of public information both before and after the occurrence of an emergency.

2.   The public may accept hearsay, rumors, and half-truths as fact during periods in which no credible source of emergency public information (EPI) is available.

3.   EPI is essential to guiding the actions of emergency victims to insure that they are able to effectively understand what is going on and develop appropriate responses to the threats and circumstances imposed upon them by the emergency.

B.   Planning Assumptions

1.   There will be some form of communications available for the dissemination of EPI during or immediately after the occurrence of an emergency.

2.   Citizens will be fully informed of what actions they are expected to take given the threat or occurrence of an emergency.

3.   Victims and potential victims will respond appropriately to EPI instructions provided to them through media outlets and other sources.

VI.   Concept of Operations

A.   General

1.   EMA and the local emergency response agencies utilize the Joint Information Center (JIC) concept for the coordinated release of public information during major disasters. This allows all local, state, and federal agencies to speak with one voice in such instances and helps prevent duplicative or conflicting information from being released to the public at large. The JIC has the following purposes:

a.   Provides a single source of public information to the media/public, thus insuring continued confidence in the government's ability to protect life and property,

b.   Reduces the chance of contradictions, misunderstandings, and errors in vital information being released to the public,

c.   Provides local, state, and federal decision-makers with feedback from the media and the public,

d.   Assures decision-makers are aware of all information that has been released to the public,

e.   Allows local, state, and federal officials to respond more quickly to requests for vital information from the media/public, thereby providing better protection to lives and property,

f.   Provides one location for the media to gather and collect information,

g.   Provides a location where the media can be oriented and briefed on what has happened at any point in time,

h.   Provides one location where officials and experts can gather for periodic briefings, question and answer sessions, and other presentations.

I.   Minimizes telephone and radio traffic, and

j.   Minimizes staff and equipment demands during an emergency to ensure a more efficient and controlled operation.

2.   JIC Location

a.   The initial location of the JIC for major disasters in the county will normally be the EOC. As the situation progresses, the JIC may be relocated with the DFO or another site closer to the disaster scene. Close attention should be paid to the availability of hotel/motel accommodations in the area being examined for the JIC.

b.   The initial location of the JIC for some situations may be predetermined to be at another location (which is specified in respective emergency plans).

3.   Notification

a.   Local PIO Staff

The County Mayor's Office will be notified when the EOC receives a notification of a major disaster in the county. The County Mayor (or City Mayor) is responsible for appointing a PIO and other personnel necessary to properly staff the JIC. The County Mayor's appointee becomes the Emergency Information Director (EID) upon his arrival at the EOC (or other JIC location).

b.   EMA Staff

The EMA Director will arrange for the notification of all EMA staff assigned to JIC operations when necessary.

4.   Management and Coordination

a.   The JIC will be under the operational control of a JIC Director who will be responsible for orchestrating all operations at the JIC in conjunction with EMA, state, federal, and local agency PIOs.

b.   The JIC Director will act as "content editor" for all public information releases relating to the emergency. He/she will have final approval authority for all information released from the JIC concerning the emergency.

5.   Relocation

If the situation dictates, the JIC may be relocated to another site closer to the emergency, with the approval of the EMA Director and the EID. An advance team will be dispatched to the new site to set up operations for the JIC prior to its activation. All PIO officials will then relocate to the new JIC site.

6.   Equipment

All equipment necessary for JIC operations support will be maintained by EMA.

7. Security

County Sheriff's Department personnel will provide security for the JIC upon its activation. All JIC personnel will wear identification badges while in the facility.

8. Communications

Communications with the EOC, including telephones, telecopiers, and EMA radio capabilities, will be activated as soon as feasible after the site is chosen. Communications coordination will be arranged by EMA Communications Section personnel.

9. Liaison PIOs

a. PIOs established in satellite locations (i.e., other county EOCs, DFOs, etc.) will coordinate all press and public information releases with the primary JIC at the EOC or other location.

b. Information that comes from satellite locations and is of concern to everyone should be routed through the primary JIC for release to prevent duplication of information releases to the public and to prevent confusion.

10. Information

The ESF 5 Manager is responsible for supplying most information to the EID and/or JIC Directors. The JIC Director, however, is responsible for including information that appears on JIC status and display boards.

11. JIC Operating Procedures

The EMA public affairs officer is responsible for developing and maintaining a JIC SOP, including:

1) JIC staffing requirements,

2) JIC physical layout and facility requirements,

3) Hours of operations, and

4) Functions of update desk, request desk, and other special-use facilities.

12. EBS and NOAA Radio

a. Contact and coordination with the EBS and NOAA Radio Networks will be maintained by the EBS Coordinator PIO (EBSC-PIO), located at the EOC/DFO.

b. EBS and NOAA Radio messages will be released by the EBSC-PIO when directed by the EID. The EID will be requested to authorize a release by the County Mayor, EMA Director, or the County Medical Officer. Messages will be broadcast by the EBS and NOAA stations when notified to do so by the EBSC-PIO.

c. Constant communications between the JIC and EOC/DFO will be maintained and every effort will be made to notify the local JIC Director prior to the release of any EBS/NOAA messages. However, prior notification is not a prerequisite and if

conditions dictate an immediate release of a message from the EOC, the JIC Director will be advised as soon as possible in order for him/her to be in a position to respond to questions from the public and the media.

13. Press Briefings

At least two major daily press briefings with agency principals or their PIO representatives, as well as local, state, and federal legislative officials, will take place during periods where the JIC is activated.

14. Media Monitoring

a.   Media monitoring activities are essential to determine that emergency public information and instructions are being broadcast accurately and in a timely manner.

b.   The Media Monitoring Center (MMC) location will be determined by the location of the disaster itself. In many cases, the MMC will be co-located with the JIC.

15. Rumor Control

a.   Purpose

A rumor is defined as talk or opinions disseminated with no discernible source. Rumor control is a vital function in any emergency, including radiological emergencies (as a result of misconceptions and a fear of the unknown). Personnel who come into contact with the public must be able to recognize if misinformation is being circulated or if public information is being misinterpreted. Additionally, all emergency personnel should be familiar with appropriate procedures and personnel to whom the rumor should be reported to insure that factual information is quickly disseminated and rumors are quickly dispelled.

b.   Rumor Sources

Rumors may surface in a number of ways:

a)   Hot-Lines

Both EMA and state personnel are assigned to toll-free Hot-Lines that are manned 24-hours a day during the initial stages of the emergency. If call-takers determine that a significant percentage of the calls are concerning one or more specific issues, the appropriate steps can be taken to have the issue addressed through the PIO.

b)   Calls to other officials

Frequently during an emergency, the first action of a concerned citizen is to contact the sheriff or other emergency official to learn what's going on, or to report something that has been heard. These calls, too, should be monitored for inaccurate reports.

c)   Questions to emergency personnel in the field

Emergency personnel stationed at roadblocks, traffic control points, and at other locations should be encouraged not to discuss unknown

subject material with citizens, and to report any contact he/she has with recognized misinformation.

d) Shelter Personnel

Shelter personnel should be alert to the talk among disaster victims, and ascertain if the stories circulating are true or false. In some cases, false information can be disclaimed immediately; however, shelter personnel should substantiate their own information before refuting any rumors.

e) Media Monitors

Although the media monitors are not a source of rumors per se, their purpose is to monitor local media to insure that emergency instructions and public information being broadcast by the media are accurate.

c. Hot-Line Staffing and Coordination

1) Location and Staffing

The EMA Hot-Line is located in the EOC and is manned by the local PIOs who are trained in dealing with the public and whose sole function is rumor control.

2) Coordination

The EMA Rumor Control Coordinator shall be stationed at the JIC and will insure that two-way communications are maintained between the JIC staff and the EMA Hot-Line PIOs. The EMA Rumor Control Center (EMA-RCC) shall also maintain close contact with the MMC.

VII. Mitigation and Preparedness Activities

A. County Mayor/Municipal Mayors

Designate appropriate official as the senior Emergency Information Director for the county, and develop procedures, plans, and policies concerning the staffing and operations of the JIC and other facilities.

B. Emergency Management Agency/PIO

1. Develop a JIC SOP, and develop a JIC equipment cache to support JIC operations.

2. Pre-establish rumor control phone lines in the EOC.

3. Develop procedures for installing communications capabilities at satellite JIC locations (See ESF 2).

4. Develop local EBS capabilities (See ESF 2).

5. Develop and deliver public education programs concerning disaster response plans and operations in the county.

C.   National Weather Service

Develop and maintain the NOAA Weather Radio System and procedures and policies governing the system's use by local officials to distribute emergency public information during emergencies.

VIII. Response and Recovery Activities

A.   County Mayor /Municipal Mayors

Initiate public information activities as dictated by the situation. Coordinate the operations of the JIC with EMA and other agency PIOs, approve releases of information through the JIC and other field operations as required.

B.   Emergency Management Agency/PIO

1.   Activate JIC, MMC, Rumor Control Center and other public information activities as dictated by the situation.

2.   Deploy JIC equipment and staff to selected JIC site.

3.   ESF 5 Manager will provide information to the JIC Director and/or the EID.

4.   Activate the EBS and NOAA Radio systems as required.

C.   National Weather Service

Activate NOAA Weather Radio Network as dictated by situation or requested by EMA.

IX.   Training

A.   All training related to this subfunction is provided in-house by the concerned agencies, with the exception of the PIO courses offered by FEMA.

EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

DAMAGE ASSESSMENT

I.   Lead Agency: EMA/Tipton County Office of Planning and Development

II.   Support Agencies: Tax Assessor's Office
                                 Code Enforcement Offices/Building Inspectors
                                 Department of Public Works/Street Departments
                                 Local Utility Systems
                                 Board of Education
                                 Chambers of Commerce
                                 American Red Cross
                                 All Local Agencies with Emergency Responsibilities

III.   Introduction

A.   Purpose

The purpose of this ESF subfunction is to establish a framework and guidelines for reporting damage assessment information to the EOC during disaster operations.

B.   Scope

1.   This subfunction includes damage assessment in all public and private realms and includes damage inflicted through any means related to a given disaster or emergency.

2.   This subfunction specifically addresses those agencies with damage assessment responsibilities involving citizens/organizations outside local government. All local agencies are expected to conduct a thorough damage assessment of their own facilities and assets following a disaster. They are to forward the results to EMA for inclusion in any damage summaries and/or requests for further assistance from the state and/or federal governments.

IV.   Policies

A.   The timely and accurate assessment of information is essential for several reasons. However, the acquisition and processing of damage assessment information assumes a secondary role relative to the performance of life- and property-saving measures at all levels of government.

B.   Damage assessment is primarily a local responsibility. State assistance may be requested in major emergencies, in situations where the county/municipal governments lack the technical expertise to perform such functions, or where state property and/or resources are involved.

V.   Situation and Assumptions

A.   Situation

Most hazards have the capability of producing extensive property damage. In the event such damage does occur, a planned damage assessment strategy is essential for proper response and recovery operations.

B. Planning Assumptions

1. Damage assessment activities will be performed secondarily to life- and property-saving response actions following a disaster.

2. Preliminary damage assessment information is critical to making determinations regarding the need for local, state and federal response and recovery assistance.

3. Damage assessment information is a critical portion of the overall disaster intelligence function in an emergency.

VI. Concept of Operations

A. General

1. Damage assessment is primarily the responsibility of local governments impacted by the disaster. TEMA routinely provides assistance with that function in the form of the Regional Director or Area Coordinator who will, on occasion, accompany the local EMA Director and provide technical assistance with damage assessment activities.

2. If the particular situation warrants, TEMA and other state agencies will assist local jurisdictions with damage assessment activities. This is especially true if there is a possibility of the situations warranting a Small Business Administration or a Presidential disaster declaration, in which case the damage assessment becomes the primary tool used to justify such requests.

3. During EOC operations, damage assessment information should be relayed to the ESF 5 Manager. The ESF 5 Manager has the responsibility of summarizing the information and presenting it to the EMA Director at the earliest opportunity following the event.

4. Local EMA's should forward copies of preliminary damage assessment reports through the TEMA Regional office to the SEOC for use in determining eligibility for state and/or federal assistance programs. Individual damage assessments (i.e., of individual buildings, homes, etc.) remain with the respective agency(ies). All other local agencies provide damage assessment summaries directly to the ESF 5 Manager.

5. Damage Assessment Logistics

   a. Local and state damage assessment teams will consist initially of government employees. If required, private sector personnel may be utilized, especially in specialized areas. After collecting damage assessment information, the appropriate forms will be completed and the information will be transmitted to the local EOC and the SEOC. Examples of the forms are found at the end of this annex.

   b. If, based on initial damage assessment information, the situation suggests that a state or federal disaster declaration is warranted, the County Mayor will make a request to the Governor through appropriate channels. TEMA and other state officials will then accompany local officials on an additional damage assessment tour to verify the nature and extent of the damage.

   c. The local emergency management director is responsible for organizing and training damage assessment teams utilizing local building officials, contractors, and other appropriate personnel.

d.   Damage assessment summaries may be transmitted on the SITREP Form via telephone, facsimile, packet radio, or hand delivery.

6.   Damage Assessment Records and Reports

a.   Situation Report

The local emergency management director is responsible for compiling the information and transmitting the SITREP to the SEOC following an event. The SITREP Form is provided as Appendix 4 to this annex. These reports form the basis for determining the types and extent of disaster assistance needed in the affected area(s).

b.   Individual Assistance Preliminary Damage Survey Form (Flood)

This form is to be used by local survey teams to determine damage to individual residential structures that have been flooded. One form should be used per home. This form identifies the individuals and locations so that state and federal teams can verify damages. This form is also used to determine eligibility for an SBA disaster declaration. This form is provided as Appendix 5.

c.   Individual Assistance Preliminary Damage Survey Form (Wind/Tornado)

The use of this form is identical to that of the flood form described in the preceding paragraph. It is provided as Appendix 6.

d.   Business, Industry, Public Buildings, and Schools Preliminary Damage Survey

This form is to be used to determine damages to businesses, public facilities, and school buildings and, in the case of businesses, to determine if the situation warrants an SBA declaration. This form is provided as Appendix 7.

e.   Public Assistance Preliminary Damage Assessment Form

This form is to be used by local public works/road departments to determine damage to roads, bridges, and culverts. One form should be used per site. It is important that each site be photographed and the photos attached to each form. This will enable state and federal teams to more rapidly verify damages. This form is provided as Appendix 9.

f.   Local Damage Assessment Summary

In requesting assistance from the state and/or federal governments the local chief executive must certify that the damages and/or unmet needs are beyond local capabilities. The form, provided as Appendix 8, is the mechanism through which that certification is made.

g.   Damage Assessment Reports

In order to substantiate the severity and the magnitude of the situation, and that it is therefore beyond the response capabilities of local government, it is important to accurately describe the damages, available resources, and unmet needs with respect to the emergency. These forms will constitute a significant portion of that process.

B.   Organization and Responsibilities

1. Emergency Management Agency/Office of Planning and Development

   a. Responsible for coordinating damage assessment operations of local and state agencies.

   b. Responsible for providing damage assessment summaries to the County Mayor for use in requesting state or federal disaster declarations.

   c. Responsible for providing focal point of damage assessment information following major disasters.

2. Code Enforcement Offices/Building Inspectors

   a. Responsible for damage assessment activities concerning private residential dwellings.

   b. Responsible for performing damage assessment activities concerning commercial and special-use structures (and other structures as requested by EMA Director).

3. Department of Public Works/Street Departments

   Responsible for damage assessment of local highways and bridges following disasters.

4. Tax Assessor's Office

   a. Responsible for maintaining and providing property records for use in determining damage levels of the various types of property.

   b. Responsible for damage assessment of government-owned buildings and real estate following disasters.

5. Local Utility Systems

   Responsible for providing in-house damage assessment and providing damage assessment information to EMA Director

6. Board of Education

   Responsible for damage assessment of public school facilities following disasters.

7. Chambers of Commerce

   Responsible for assisting with damage assessment of local business and industrial capacity

8. American Red Cross

   Responsible for providing damage assessment of private residential structures for disaster relief operations.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

Develop procedures, plans, and formats for collecting damage assessment information identified as being within agency jurisdiction and relaying that information in a timely manner to the ESF 5 Manager. In-house use of damage assessment information is discretional. Activities related to recovery issues and associated uses of damage assessment information are provided in ESF 15, Recovery.

B.   Emergency Management Agency

1.   Develop procedures for collecting, analyzing, summarizing, and disseminating damage assessment information obtained from the field to those individuals and organizations that need the information.

2.   Develop standardized forms for damage assessment use.

3.   Train personnel in damage assessment techniques.

4.   Provide assistance to local and private agencies in developing forms and SOPs relative to damage assessment procedures.

VIII. Response and Recovery Actions

A.   All Tasked Agencies

1.   Send ESCs to EOC as requested by EMA.

2.   Attend briefings, coordinate activities with other participant organizations.

3.   Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities.

4.   Maintain logs of activities, messages, etc.

5.   Initiate internal notification/recall activities.

6.   Initiate damage assessment activities directed at local conditions, private citizens, and the various organizations and entities addressed in the aforementioned areas of responsibility.

7.   Initiate departmental procedures for obtaining damage assessment of departmental and local assets, equipment, and facilities, and relay information through appropriate ESF to ESF 5 in the EOC.

8.   Request state assistance through EMA Director in performing damage assessment activities if required.

B.   Emergency Management Agency

1.   Deploy personnel to assist with damage assessment activities and provide reports to EOC concerning the extent of the damage associated with the particular emergency.

2.   Collect and analyze damage assessment information from all sources and compile summary reports for distribution to EMA Director, local agencies, the SEOC and others with a need for the information.

3.   Provide damage assessment information to TEMA and/or other state agencies as requested.

4. Provide appropriate damage assessment reports to TEMA Public Assistance Officer.

IX. Training
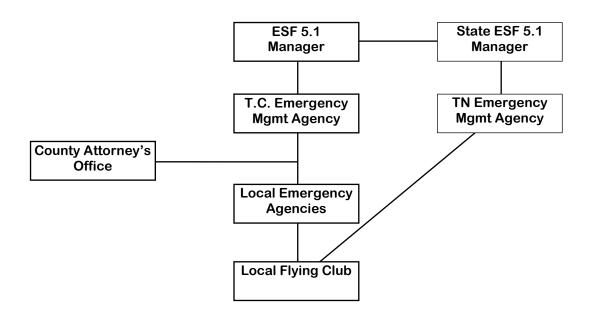
A. Training in damage assessment techniques is provided through TEMA and the American Red Cross.

B. All other training relative to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 5

APPENDICES

APPENDIX 1 TO ESF 5

CURRENT INFORMATION ORGANIZATIONAL CHART

```
        ┌──────────────┐        ┌──────────────┐
        │   ESF 5.1    │────────│ State ESF 5.1│
        │   Manager    │        │   Manager    │
        └──────┬───────┘        └──────┬───────┘
               │                       │
        ┌──────┴───────┐        ┌──────┴───────┐
        │ T.C. Emergency│        │ TN Emergency │
        │  Mgmt Agency  │        │  Mgmt Agency │
        └──────┬───────┘        └──────┬───────┘
               │                      ╱
┌──────────────┐                     ╱
│County Attorney's│─────────────────┤
│    Office      │                  │
└──────────────┘           ┌────────┴─────┐
                           │Local Emergency│
                           │   Agencies    │
                           └──────┬───────┘
                                  │  ╱
                           ┌──────┴─────┐
                           │Local Flying │
                           │    Club     │
                           └────────────┘
```
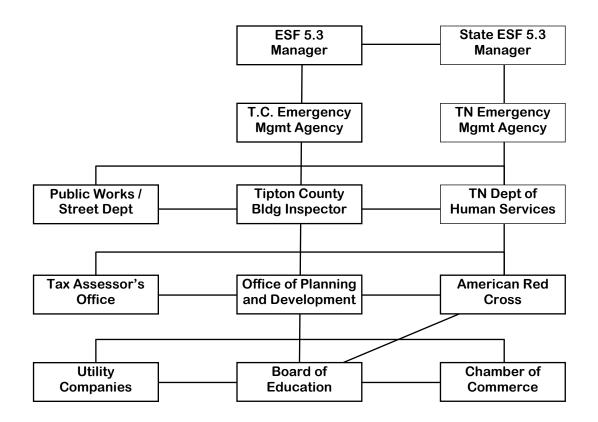
APPENDIX 2 TO ESF 5

PUBLIC INFORMATION ORGANIZATIONAL CHART

```
                    ┌──────────────┐        ┌──────────────┐
                    │   ESF 5.2    │────────│  State ESF 5.2│
                    │   Manager    │        │    Manager    │
                    └──────────────┘        └──────────────┘
                           │                       │
┌──────────────┐   ┌──────────────┐        ┌──────────────┐
│     City     │───│   County     │        │  Governor's  │
│   Mayor(s)   │   │  Executive   │        │    Office    │
└──────────────┘   └──────────────┘        └──────────────┘
                           │                       │
┌──────────────┐   ┌──────────────┐        ┌──────────────┐
│National Weather│─│T.C. Emergency│        │ TN Emergency │
│   Service     │  │  Mgmt Agency │        │  Mgmt Agency │
└──────────────┘   └──────────────┘        └──────────────┘
                           │                       │
                      ┌────────────────────┐
                      │ Joint Information  │
                      │      Center        │
                      └────────────────────┘
```

APPENDIX 3 TO ESF 5

DAMAGE ASSESSMENT ORGANIZATIONAL CHART

```
┌──────────────┐          ┌──────────────┐
│   ESF 5.3    │──────────│ State ESF 5.3│
│   Manager    │          │   Manager    │
└──────────────┘          └──────────────┘
        │                         │
┌──────────────┐          ┌──────────────┐
│T.C. Emergency│          │ TN Emergency │
│  Mgmt Agency │          │  Mgmt Agency │
└──────────────┘          └──────────────┘
        │                         │
┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│Public Works /│ │Tipton County │ │ TN Dept of   │
│ Street Dept  │─│Bldg Inspector│─│Human Services│
└──────────────┘ └──────────────┘ └──────────────┘
        │                │                │
┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│ Tax Assessor's│ │Office of Planning│ │American Red │
│    Office    │─│and Development│─│    Cross     │
└──────────────┘ └──────────────┘ └──────────────┘
        │                │                │
┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│   Utility    │ │  Board of    │ │  Chamber of  │
│  Companies   │─│  Education   │─│   Commerce   │
└──────────────┘ └──────────────┘ └──────────────┘
```

State of Tennessee

Local Government Situation Report (SITREP)

DATE/TIME SENT:_____

TO: State EOC   **COUNTY:** Tipton_____   **SITREP #:**_____

PART I	FLASH PRECEDENCE (A-H)		Cumulative Total
Alpha	Type of Disaster	A	
Bravo	Time of Occurrence	B	
Charlie	Location (Town/Community)	C	
Delta	Fatalities: Confirmed:_____Estimated:_____	D	
Echo	Number of Persons Hospitalized	E	
Foxtrot	Number of Persons Treated and Released	F	
Golf	Number of Persons Evacuated	G	
Hotel	Number of Persons Sheltered	H	
PART II	PRIORITY PRECEDENCE (I-Z)		
India	Number of Private Homes Destroyed	I	
Juliet	Number of Private Homes Damaged	J	
Kilo	Number of Mobile Homes Destroyed	K	
Lima	Number of Mobile Homes Damaged	L	
Mike	Number of Public Buildings Destroyed	M	
November	Number of Public Buildings Damaged	N	
Oscar	Number of Commercial/Industrial Facilities Destroyed	O	
Papa	Number of Commercial/Industrial Facilities Damaged	P	
Quebec	Number of Jobs Affected	Q	
Romeo	Number of Bridges Damaged or Destroyed	R	
Sierra	Miles of Road Damaged or Destroyed	S	
Tango	Names of Utilities Damaged or Destroyed:	T	
Uniform	Extent of Crop (# of acres) or Farm Losses:	U	

Other Damages/Comments:

Prepared by:_____**Received by:**_____**Date/Time Received:**_____

ESF 5-27

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Initial Damage Assessment / Windshield Survey

Jurisdiction: _____

Type of Emergency _____ Tornado/Winds ☐ Flood ☐ Earthquake ☐ Other _____   *Mission Number* _____

Date and Time of Event _____   *Date & Time of Survey* _____

Survey Area _____   Survey Team _____

Category	10%	25%	Major Damage 50%	75%	100%	$Estimate
HOUSES						
APARTMENTS						
UNITS / Buildings						
MOBILE HOMES						
PUBLIC BUILDINGS						
BUSINESS						
FARM BUILDINGS						
OTHER						

Average Bldg Cost _____
Insurance Coverage % _____
Injuries _____ Deaths _____

97 July

Damage Estimation Key

	Flood	Wind	EQ
10%	Covers Floor	Shingles/siding	Windows/Chimney
25%	2.5 Ft	Roof Decking/Wall	Wall Cracks
50%	5.0 Ft	Roof Off/outsidewalls	Wall collapse
75%	7.5 Ft	Roof/Major wall	Off foundation
100%	10 Ft	Extreme damage	Major/Collapse

Initial Damage Assessment Worksheet

APPENDIX 5 to ESF 5

Sector		Survey Team		Date/Time		Page	
	Street	**Address**	**%Damage**	**Remarks**			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

APPENDIX 6 TO ESF 5

INDIVIDUAL ASSISTANCE FORM (FLOODING)

<table>
<tr><td colspan="2" align="center">**TENNESSEE EMERGENCY MANAGEMENT AGENCY**
INDIVIDUAL ASSISTANCE
DAMAGE SURVEY</td></tr>
<tr><td colspan="2">DATE_____ TIME_____ COUNTY_____ CITY_____</td></tr>
<tr><td colspan="2">NAME | AGE | NO. LIVING IN HOME</td></tr>
<tr><td colspan="2">TOTAL ANNUAL INCOME FROM ALL SOURCES</td></tr>
<tr><td colspan="2">PROPERTY ADDRESS   OWN_____ RENT_____ PHONE</td></tr>
<tr><td colspan="2">OWNER'S NAME IF RENTED   PHONE</td></tr>
<tr><td>Windshield   _____
Personal Interview _____
Insurance Co   _____</td><td>TEMPORARY ADDRESS_____

PHONE</td></tr>
</table>

TYPE OF STRUCTURE

Home_____ Mobile Home_____ Apt_____ Other_____

Single Level_____ Basement_____ Multi-Level_____ Masonry_____ Wood_____ Other_____

ESTIMATED VALUE OF STRUCTURE   SOURCE

STRUCTURE		CONTENTS	
INSIDE LEVEL	% DAMAGE	INSIDE LEVEL	% DAMAGE
1"	10%_____	2"	10%_____*
30"	25%_____	12"	25%_____*
5'	50%_____	36"	38%_____*
7.5'	75%_____	37+"	50%_____*
10'	100%_____		
Water inside Mobile Home =	100%_____	*Of Value of the Structure	

STRUCTURAL DAMAGE $_____ CONTENTS DAMAGE $_____ TOTAL $_____

INSURANCE COVERAGE YES_____ %_____ NO_____ COMPANY_____

DOC. NO.   SURVEYOR

COMMENTS

APPENDIX 7 TO ESF 5

INDIVIDUAL ASSISTANCE FORM (WIND/TORNADOES)

TENNESSEE EMERGENCY MANAGEMENT AGENCY **INDIVIDUAL ASSISTANCE** **DAMAGE SURVEY**

DATE_____TIME_____COUNTY_____CITY_____

NAME	AGE	NO. LIVING IN HOME

TOTAL ANNUAL INCOME FROM ALL SOURCES

PROPERTY ADDRESS   OWN_____RENT_____PHONE

OWNER'S NAME IF RENTED   PHONE

Windshield   _____
Personal Interview _____
Insurance Co   _____

TEMPORARY ADDRESS_____

PHONE

TYPE OF STRUCTURE

Home_____Mobile Home_____Apt_____Other_____

Single Level_____Basement_____Multi-Level_____Masonry_____Wood_____Other_____

ESTIMATED VALUE OF STRUCTURE_____SOURCE_____

STRUCTURE

10%_____   When shingles are off, windows are broken or minor outside wall damage
25%_____   Roof damage into the decking or one outside wall is damaged into the framing
50%_____   When roof is off, two or more walls are damaged
75%_____   If roof is off, two are more outside walls are down, and inner wall damage
100%_____   If there is extensive structure damage, roof off, outside walls down, nothing left
                but the foundation

Note: As a rule of thumb, contents are figured at 50% of the structural value.

STRUCTURAL DAMAGE $_____CONTENTS DAMAGE$_____TOTAL $_____

INSURANCE COVERAGE YES_____%_____NO_____COMPANY_____

DOC. NO.   SURVEYOR

COMMENTS

APPENDIX 8 TO ESF 5

BUSINESS AND INDUSTRY FORM

TENNESSEE EMERGENCY MANAGEMENT AGENCY BUSINESS, INDUSTRY, PUBLIC BUILDINGS AND SCHOOLS PRELIMINARY DAMAGE SURVEY	
NAME	ADDRESS
TYPE: Business Industry Public Building School	
BUILDING OWNER PHONE	BUSINESS OWNER PHONE
ESTIMATED VALUE OF STRUCTURE _____SOURCE_____	ESTIMATED VALUE OF CONTENTS _____SOURCE_____
ESTIMATED DAMAGE TO STRUCTURE _____SOURCE_____	ESTIMATED DAMAGE TO CONTENTS _____SOURCE_____
INSURANCE YES_____%_____ NO_____ COMPANY_____	INSURANCE YES_____%_____ NO_____ COMPANY_____
TOTAL DAMAGE_____TOTAL UNINSURED DAMAGE_____	
DOC NO. SURVEYOR	
COMMENTS	

APPENDIX 9 TO ESF 5

LOCAL PRELIMINARY DAMAGE ASSESSMENT STATEMENT

EMERGENCY WORK - Is considered to be those actions that are taken prior to and immediately following an event that saves lives and protects improved property and public health and safety, or averts or lessens the threat of a major disaster.

CATEGORIES OF WORK	DESCRIPTION (BRIEFLY)	DOLLAR DAMAGES
A. DEBRIS CLEARANCE	_____	$_____
B. PROTECTIVE MEASURES	_____	$_____

PERMANENT WORK - Is restorative work that must be performed through repairs or replacement, to restore an eligible facility on the basis of pre-disaster design and current applicable standards.

CATEGORIES OF WORK	DESCRIPTION (BRIEFLY)	DOLLAR DAMAGES
C. ROAD SYSTEMS	_____	$_____
D. WATER CONTROL FACILITIES	_____	$_____
E. PUBLIC BUILDINGS AND RELATED EQUIPMENT	_____	$_____
F. PUBLIC UTILITIES	_____	$_____
G. PUBLIC PARKS AND RECREATIONAL AREAS	_____	$_____
TOTAL DAMAGES		$_____

CERTIFICATION - I hereby certify that to the best of my knowledge and belief all damages estimated above were incurred as a result of the disaster.

Signed: _____   _____

               County Mayor /Mayor   Date

APPENDIX 10 TO ESF 5

PUBLIC ASSISTANCE FORM
(Use one form for each damage site)

PUBLIC ASSISTANCE   (PDA)   CATEGORY "C"   **PHOTO   DATE_____**

_____County Map Marked Site #_____

ROADS

Type Road: Improved_____Unimproved_____
Type Subsurface: Rock_____Gravel_____Shell_____
                          Chert_____Borrow_____
Type Surface: Concrete_____Asphalt_____DBST_____
                     Gravel_____Shell_____Dirt_____

Thickness_____"
Type of Damage_____
Dimension of Damaged Area_____
Estimate of Damage_____

BRIDGES

Type Construction
   Substructure: Concrete_____Steel_____Timber_____
   Superstructure:Concrete_____Steel_____Timber_____
   Deck: Concrete_____Steel_____Timber_____

   Number of Spans_____Length of Span_____
   Length of Bridge at Road Centerline_____
   Width of Bridge_____ADT at Bridge_____

Type of Damage_____
Estimate of Damage_____

CULVERTS

Type of Construction:Concrete____Metal____Wood_____
 Wingwall   Concrete____Metal____Wood_____
 Size of Culvert_____

Type of Damage_____
Estimate of Damage_____

COMMENTS

Use other side of this form if more space is needed for
preliminary damage assessment

E S F 6

MASS CARE

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EMERGENCY SUPPORT FUNCTION 6

MASS CARE

Table of Contents

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EMERGENCY SUPPORT FUNCTION 6

MASS CARE

SHELTER AND MASS CARE OPERATIONS

I. Lead Agency:　　　　　　　Tipton County Emergency Management Agency

II. Support Agencies:　　　　　Parks and Recreation Departments
　　　　　　　　　　　　　　　　Department of Health
　　　　　　　　　　　　　　　　Radio Amateur Civil Emergency Service (RACES)
　　　　　　　　　　　　　　　　American Red Cross
　　　　　　　　　　　　　　　　Tipton County Board of Education
　　　　　　　　　　　　　　　　Tennessee Department of Human Services

III. Introduction

　A. Purpose

　　This Emergency Support Function carries out the selection, staffing, and operation of emergency mass care shelters during disasters within the county.

　B. Scope

　　The functions associated with this ESF include:

　　　1. The provision of temporary sheltering for evacuees,

　　　2. Feeding of shelterees and emergency workers in the affected area(s),

　　　3. The provision of first aid, both to persons housed at the shelters and transients passing through the shelters on a daily basis, and

　　　4. The maintenance of health and sanitation services at shelters.

IV. Policies

　A. The Department of Human Services and the Park and Recreation Departments are charged with the responsibility of providing disaster relief services to victims of disaster in Tipton County. A primary method of delivering this relief is through the operation of temporary emergency shelters in affected areas.

　B. All shelter and mass care services will be provided without regard to economic status, racial, religious, political, ethnic, or other affiliation.

　C. Sheltering and mass care operations will begin immediately after the disaster occurs, (earlier if possible).

V. Situation and Assumptions

　A. Situation

　　1. Many disasters have the potential for destroying the homes of persons living in the affected area(s). This may necessitate the sheltering of many of the disaster victims whose homes have been damaged or destroyed.

　　2. All victims who are housed at temporary emergency shelters will require food, water, the provision of emergency first aid, and a wide variety of other mass care services.

3. Many of the facilities designated as shelters prior to a disaster may be destroyed or rendered inoperable by the disaster itself, thereby necessitating additional measures to house and care for victims.

4. Utility, water, and sewer systems may not be available at shelters for several days following a disaster, thereby necessitating alternative arrangements to insure the maintenance of a healthy living environment for the victims.

B. Planning Assumptions

1. Shelter workers in areas affected by a disaster may not be able to report for assignments.

2. Shelters in affected areas may be damaged or destroyed and thus unusable.

3. Utility and water systems may not be operable in affected areas.

4. Secondary hazards may necessitate the relocation of shelter complexes.

5. Relief supplies, tents, food, and potable water may not be available for several days following a disaster.

6. Shelter operations may be needed for several months following some disasters.

7. Spontaneous appearance of volunteers, and the influx of emergency response personnel may place additional burdens on the shelter system.

VI. Concept of Operations

A. General

1. Immediately after the occurrence of a disaster, local officials will take appropriate measures to initiate shelter operations in the county as required by the situation. This will occur using the shelters identified in Appendix 3.

2. Primary responsibility for shelter operations rests with the chief executive of the affected communities within the county. The Department of Human Services (DHS) employees and the Park and Recreation Departments employees have accepted the responsibility for operating and managing emergency shelters in Tipton County.

3. DHS personnel have been provided with instructions on where to report and what to bring following some types of emergencies in the county. The agency has developed plans for bringing in personnel from outside the affected areas.

4. Military assistance in the form of tenting for shelters, water provisioning, food preparation and delivery, etc. may be used to supplement DHS efforts, with a request by the Emergency Management Director to the state through TEMA.

B. Organization and Responsibilities

1. <u>Emergency Management Agency</u>

a. Develop regulations and procedures for the activation, operation, and drawdown of temporary emergency shelters.

b. Coordinate shelter requirements among local and state DHS units and local emergency response personnel.

c. Manage the ESF 6 functional group.

d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

e. Provide individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

f. Arrange for assistance with shelter operations in the form of tents, logistical assistance, feeding assistance, water provisioning, security, personnel etc.

g. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

2. Park and Recreation Departments

a. Assist DHS (or EMA) in shelter operations.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

c. Provide individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

3. Department of Health

a. Maintain sanitation and provide first-aid at shelter locations during emergencies.

4. American Red Cross

a. Provide assistance in shelter and mass care operations as task by DHS.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

c. Provide individual to act as the Emergency Services Coordinator (ESC) in the SEOC, as well as an alternate to insure 24-hour availability.

5. RACES

a. Provide communications support to shelters during periods where normal communications channels are unavailable.

b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

6. Tipton County Board of Education

Provide school facilities for use as shelters and mass feeding sites.

VII. Mitigation and Preparedness Activities

A. Tipton County Emergency Management Agency

   1. Compile lists of pre-designated shelters in the county to the extent possible, complete with necessary statistical information and list of contacts, etc

   2. Develop policies for coordination of operations with Park & Rec Departments , Salvation Army, and other personnel at shelter sites.

   3. Develop prepackaged shelter operation kits, complete with registration forms, tracking forms, and other paperwork necessary for accurate recording of persons housed in emergency shelters.

   4. Develop procedures for responding to requests from DHS and P & R Departments for:

      a. Providing tents for temporary housing activities,

      b. Providing potable water to shelters,

      c. Providing emergency power supplies to shelters,

      d. Providing food preparation feeding services to shelters,

      e. Providing security for shelter sites, and

       f. Providing other logistical support (including communications support).

   5. Develop procedures for requesting assistance from state government through TEMA.

B. Park and Recreation Departments

   1. Develop policies and procedures for interfacing with DHS staff at shelter sites.

   2. Develop plans for deployment of personnel from unaffected areas to affected areas to assist with shelter and mass care operations

   3. Assist with the implementation of the Individual and Family Grant program (See ESF 15)

C. Department of Health

   Develop procedures for inspecting conditions at emergency shelters to insure sanitary conditions with respect to food preparation, waste disposal, potable water supplies, etc.

D. American Red Cross

   1. Develop procedures for interfacing with the DHS and P &R staff at emergency shelters for the purposes of assisting in shelter operations.

   2. Provide training to DHS and P & R employees and local officials with regard to shelter and mass care operations.

E. RACES

   Develop procedures for deploying personnel to shelter sites to perform communications liaison functions. (For specific requirements, see ESF 2, Communications.)

F. Tipton County Board of Education

Develop procedures for opening schools for use as shelters, including recall of cafeteria staff.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery operations as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions as appropriate.

B. Department of Human Services

1. Determine shelter locations and deploy personnel as per DHS SOP.

2. Determine suitability of shelters and make recommendations for relocation and/or modifications to current facility.

3. Assess local availability of water, food, sanitary equipment, first aid supplies, etc., and route requests through ESCs to appropriate sources for same.

4. Assess adequacy of communications, traffic control, security, etc., and make requests for supplements as necessary.

5. Implement shelter operations as per ARC instructions or prearranged agreement with EMA (i.e., begin registration of the sheltered, assign work responsibilities, etc.).

6. Prepare information for PIO staff to notify general public of shelter locations, status, etc.

7. Request logistical support from state as necessary.

8. Request assistance from EMA as necessary to insure adequate shelter is available, and that support operations (i.e., feeding, medical assistance, etc.) are adequate and uninterrupted.

9. Provide information concerning status of shelters to ESF 5.

10. Determine need for deployment of personnel from unaffected areas of the state and make arrangements to accomplish these tasks in a timely manner.

C. Parks and Recreations Departments

1. Mobilize personnel as per prearranged instructions and agreements with DHS or EMA.

2. Determine need for deployment of personnel from unaffected areas of the county and make arrangements to accomplish these tasks in a timely manner.

3. Provide operational assistance to DHS staff during shelter operations.

4. Respond to requests from ESF 6 Manager for assistance with shelter operations, including the

delivery and erection of tents, delivery of potable water, etc.

5. Provide liaison with state government officials with respect to state and federal assistance with shelter and mass care operations.

6. Deploy personnel to assist with security and logistical operations as requested.

D. Department of Health

1. Deploy personnel to perform health inspections of shelter operations to insure safe and healthy

practices at each facility.

2. Coordinate correction of deficiencies with local shelter managers.

E. American Red Cross

Deploy personnel in support of shelter operations as per arrangements with ESF 6 Manager.

F. RACES

Deploy personnel as requested (by EMA) to support communications requirements at shelter sites.

G. Tipton County Board of Education

Open school facilities for use as shelters as requested by Tipton County Emergency Management Agency.

IX. Training

A. American Red Cross

1. The ARC provides courses in shelter operations management. This course is available through local ARC chapters.

2. ARC personnel will provide training to DHS and other local personnel with respect to ARC shelter operations procedures.

B. Other training is provided in-house by all agencies concerned.

EMERGENCY SUPPORT FUNCTION 6

MASS CARE

DISASTER VICTIM SERVICES

I. Lead Agency: Tipton County Emergency Management Agency

II. Support Agencies: Crisis Counseling Center
American Red Cross
U. S. Postal Service
RACES

III. Introduction

A. Purpose

The purpose of this subfunction is to provide individualized crisis counseling, Disaster Welfare Inquiry systems and similar programs for persons affected by disasters.

B. Scope

This ESF subfunction applies to crisis counseling units of local government, private services, ARC and the Salvation Army, and to the Disaster Welfare Inquiry (DWI) system provided by the ARC. Additionally, mail delivery for disaster victims is provided through the U. S. Postal Service.

IV. Policies

A. It is important to disaster victims and their families that contact be made between people separated
in the disaster areas and those outside as soon as possible. The DWI system established by the ARC is the primary method of accomplishing this.

B. Crisis counseling of disaster victims is necessary to alleviate feelings of guilt, anger, and frustration
brought about as a result of the disaster.

V. Situation and Assumptions

A. Situation

1. Disasters, no matter how small they appear to outsiders, take a large toll mentally and physically on those left as victims. Left untreated, feelings brought about as a result of these events can lead to violence, depression, and/or possibly suicide.

2. Many disasters render normal communications channels inoperable and therefore leave victims
unable to contact relatives to assure them that they are all right (and vice versa). Additionally, relatives and loved ones from outside the affected areas will want to make contact with persons
in the disaster areas to determine the status of injured and deceased victims.

B. Planning Assumptions

1. All disasters will have some effect on the mental well-being of their victims.

2. Normal communication channels will be disrupted and victims may not be able to make contact

   with relatives outside the immediate area.

3. Normal mail delivery may be interrupted following a disaster.

VI. Concept of Operations

A. General

1. Following a disaster, many victims will have intense feelings of guilt (that they survived and others didn't), anger, frustration, etc., that must be dealt with effectively or the individuals affected may not deal with the situation appropriately.

2. Rapid deployment of mental health counselors to assist grieving family members and disaster victims is essential to allow the community to come to grips with what has occurred and to be able to implement effective recovery actions.

3. Part of the "return to normalcy" involves the sending and receiving of mail. It is therefore essential this line of communications be restored as soon as possible following the termination of the emergency phase of a disaster.

4. Normal communications channels (i.e., telephones) may be disrupted following a disaster. The RACES organization and the DWI system developed by ARC are effective means of allowing communication between disaster victims and relatives/friends outside the affected areas.

B. Organization and Responsibilities

1. Emergency Management Agency

   Identify programs available locally (or regionally) for delivering crisis counseling to persons affected by disaster.

2. Crisis Counseling Center

   a. Deliver crisis counseling to persons affected by disasters.

   b. Provide referral services to mental health counselors for persons housed in emergency shelters.

3. American Red Cross

   Develop a Disaster Welfare Inquiry (DWI) system and policies for its implementation following disasters.

4. U. S. Postal Service

   Develop procedures for restoration of mail delivery to areas affected by disasters.

5. RACES

   Develop procedures for passing communications from victims through operators in other locations worldwide to relatives, friends, etc. (Local RACES Plan).

VI. Mitigation and Preparedness Activities

   A. Emergency Management Agency

      1. Identify programs available locally for counseling persons affected by disasters.

      2. Coordinate counseling requirements with Crisis Counseling Center

   B.   Emergency Management Agency

     Arrange for deployment of crisis counseling teams to shelters in affected areas to assist with counseling disaster victims.

   C.   Crisis Counseling Center

      1. Develop procedures for identifying persons suffering from psychological effects of disasters and providing in-house counseling, or referring to mental health agencies for counseling.

      2. Develop procedures for tracking progress of individuals who receive counseling following termination of emergency operations.

   D.   American Red Cross

      1. Coordinate counseling requirements with Crisis Counseling Center.

      2. Develop Disaster Welfare Inquiry system and policies for implementation during emergency operations

   E. U. S. Postal Service

      1. Develop procedures for restoring mail delivery capabilities following disasters.

      2. Develop stockpile of relocation cards for distribution at shelters following disasters.

   F. RACES

     Develop procedures for prioritizing and delivering messages through HF radio capabilities following disasters.

VIII. Response and Recovery Actions

   A. All Tasked Agencies

      1. Send ESCs to EOC as requested by EMA.

      2. Attend briefings, coordinate activities with other participant organizations.

      3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery operations as dictated by situation.

      4. Initiate internal notification/recall actions.

      5. Maintain logs of activities, messages, etc.

   B. Crisis Counseling Center

1. Arrange for deployment of crisis counseling teams to shelters in affected areas to assist with counseling disaster victims.

2. Alert staff to watch for signs of problems within the shelter community and provide in-house referral or referral to mental health agencies for counseling.

3. Provide ESF 5 with information concerning number of DWI inquiries processed daily, as well as information concerning number of psychological cases screened.

C. American Red Cross

1. Initiate DWI system as required/appropriate.

2. Implement procedures for tracking persons so referred.

3. Provide Crisis Counseling Center with information concerning number of DWI inquiries processed daily, as well as information concerning number of psychological cases screened.

D. U. S. Postal Service

1. Distribute relocation cards to Shelter Managers for distribution to disaster victims staying in the shelters.

2. Take appropriate actions to resume mail and parcel delivery in areas affected by the disaster.

E. RACES

Implement messaging services as per local RACES Plan (See ESF 2).

IX. Training

A. Several mental health facilities across the state and nation provide courses in identifying persons who may have suffered side effects as a result of traumatic events.

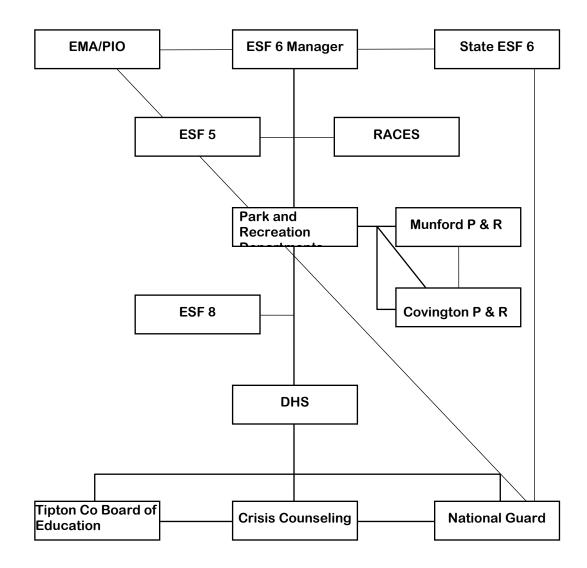B. All other training related to this subfunction is provided in-house by concerned agencies.

EMERGENCY SUPPORT FUNCTION 6

APPENDICES

Appendix 1   Shelter & Mass Care Organizational Chart

Appendix 2   Disaster Victim Services Organizational Chart

Appendix 3   Location of Shelters in the County
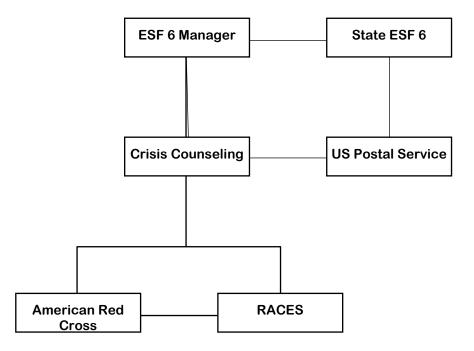
APPENDIX 1 TO ESF 6

SHELTER & MASS CARE ORGANIZATIONAL CHART

EMA/PIO	ESF 6 Manager	State ESF 6

ESF 5	RACES

Park and Recreation Departments	Munford P & R

ESF 8	Covington P & R

DHS

Tipton Co Board of Education	Crisis Counseling	National Guard

APPENDIX 2 TO ESF 6

DISASTER VICTIM SERVICES ORGANIZATIONAL CHART

```
┌─────────────────┐          ┌─────────────────┐
│  ESF 6 Manager  │──────────│   State ESF 6   │
└─────────────────┘          └─────────────────┘
         │                            │
         │                            │
┌─────────────────┐          ┌─────────────────┐
│ Crisis Counseling│─────────│ US Postal Service│
└─────────────────┘          └─────────────────┘
         │
    ┌────┴─────────────┐
┌───────────────┐  ┌───────────────┐
│ American Red  │  │     RACES     │
│    Cross      │──│               │
└───────────────┘  └───────────────┘
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APPENDIX 3 TO ESF 6

LOCATION OF SHELTERS IN THE COUNTY

Shelter	Location
Austin Peay Elementary School	Austin Peay Highway
Brighton Community Center	School Street Ext - Brighton
Brighton Elementary School	Old Highway 51 - Brighton
Brighton High School** Also*	8045 Highway 51 South - Brighton
Brighton Middle School*	7785 Highway 51 - Brighton
Burlison Community Center	Highway 59 - Burlison
Central Baptist Church	755 Lucy Kelly Road - Brighton
Charleston Baptist Church	Charleston Road - Charleston
Charleston Methodist Church	Charleston Road - Charleston
Covington Church of Christ	2053 Highway 51South - Covington
Covington High School	803 College Street - Covington
Covington Integrated Arts Academy	760 Bert Johnston Avenue - Covington
Covington Sportsplex*	790 Bert Johnston Avenue - Covington
Crestview Elementary School	151 Mark Walker Drive - Covington
Crestview Middle School*	201 Mark Walker Drive - Covington
Drummonds Elementary School	5068 Drummonds Road - Drummonds
First United Methodist Church	145 West Church Avenue - Covington
Frazier Community Center	416 Long Avenue - Covington
Fellowship Baptist Church	4635 Quito Drummonds Road - Quito
Garland Community Center	1598 Garland Avenue
Gilt Edge Community Center	Munford - Gilt Edge Road - Gilt Edge
Holly Grove C.P Church	4538 Holly Grove Road
Mason Methodist Church	Highway 59 - Mason
Munford Elementary School	1200 McLaughlin Drive - Munford
Munford High School	1080 McLaughlin Drive - Munford
Munford Middle School*	100 Education Drive - Munford
Munford Park & Recreation	63 College Street - Munford
Oak Grove Baptist Church	4048 Highway 59 West
Quito Community Center	Drummonds Road - Quito
Quito Methodist Church	Drummonds Road - Quito
Randolph Assembly of God Church	1135 Randolph Road
Randolph United Methodist Church	98 Ballard Slough Road
Rialto Baptist Church	Rialto Road - Rialto
Senior Citizens Building	College Street - Covington
Tipton County Alternative School*	800 Bert Johnston Avenue - Covington
Trinity Episcopal Church	Highway 59 - Mason

*   Seismic design included in structure
** Brighton High School has been designated as the main shelter

APPENDIX 3 TO ESF 6

MAP

Below is a map showing the location of Brighton High School, which is our main shelter area.

Brighton High School
8045 Highway 51 South
Brighton, TN 38011-8003

E S F 7

RESOURCE SUPPORT

Subfunction	Page

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EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

Table of Contents

ESF 7 - Resource Support

EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

LOGISTICS

I. Lead Agency: Budget and Accounts Director

II. Support Agencies: Department of Public Works
                         Emergency Management Agency
                         City Recorders

III. Introduction

    A. Purpose

       The purpose of this ESF is to provide for the packaging, loading, transportation, and unloading of resources required in areas affected by emergencies within the county.

    B. Scope

       The activities within this subfunction apply to the movements of personnel and resources only. The provision of support services (i.e., security, EMS, etc.) is detailed under the appropriate ESF contained in this plan.

IV. Policies

   Each agency of local government is responsible for arranging the movement of Agency assets to points where they are needed during emergencies and disasters. If the agency does not have suitable transportation capabilities, it may request assistance through the county resource management structure.

V. Situation and Assumptions

    A. Situation

       1. A disaster or emergency brings about the need for certain types and quantities of resources from the various agencies of local government. This need could be in the form of goods, services, or personnel.

       2. Any resource needed in the affected area will require some effort to move it to the affected area.

    B. Planning Assumptions

       1. The Budget and Accounts Director will attempt to locate any resource needed by any agency or operative of local government in support of its emergency mission requirements (See Subfunction 2).

       2. Coordination of resources will require the resource be loaded onto some type of vehicle, transported, and then offloaded at the appropriate terminal in the affected area.

       3. Some resource providers will be able to meet their own logistical requirements.

VI. Concept of Operations

    A. General

        1. During disaster operations, local organizations will require resources from other local government agencies to supplant those available to them. Requests will be directed to the ESC likely to have a particular resource available at his/her disposal.

        2. Should the local ESC not be able to fill the request, the request may be routed to the budget director or the Department of General Services for processing. If the resource is not available locally, the EMA Director may request assistance from the state (through TEMA).

        3. The Budget and Accounts Director is responsible for insuring that resource suppliers move requested items to the appropriate staging area (or directly to the area where it is needed). From that point, personnel, working in cooperation with the ESF 1 (Transportation Networking) will arrange for the item to be moved to the desired location.

        4. It is Budget and Accounts Director's responsibility to insure that similar items, or different items moving to the same location, are shipped in a manner so as to not duplicate transportation functions. This is important because of the limited availability of transportation resources and cleared routes.

        5. Several local agencies have some type of transportation capability, including the Department of Public Works, the Board of Education, and others. The Budget and Accounts Director may make use of these resources, or secure transportation from the private sector.

    B. Organization and Responsibilities

        1. Budget and Accounts Director

            a. Develop procedures for financial support of logistics procurement.

            b. Develop procedures and policies for the acquisition of resources and the transportation of those resources into affected areas.

            c. Coordinate with local agencies owning transportation resources to determine what types of resources are available that would not be committed to other emergency operations during disasters.

            d. Develop procedures for tracking requests and the results, including those of local agencies and private vendors.

            e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

        2. Department of Public Works

            a. Develop procedures (as assigned under ESF 1) for assigning movement priorities for surface transportation of resources within the county during emergencies.

            b. Develop procedures for allocating department-owned vehicles for use in resource movement.

to
      c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared

      implement the requirements of the Response/Recovery section.

   3. Emergency Management Agency

      a. Develop procedures for requesting transportation resources from the state (through
TEMA).

to
      b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared

      implement the requirements of the Response/Recovery section.

   4. City Recorders

      a. Develop procedures for providing local personnel to support logistics operations
throughout the spectrum of disaster operations.

to
      b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared

      implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

  A. Budget and Accounts Director

    1. Develop procedures for responding to and complying with requests for transportation of local agency personnel from unaffected areas of the county to disaster areas.

    2. Develop procedures for securing transportation for resources that vendors cannot deliver to staging areas, affected areas, or other designated sites.

    3. Develop procedures for insuring that all local agencies with transportation resources have been contacted before seeking outside vendors for transportation of resources (where appropriate).

    4. Develop procedures for locating and securing vehicles for specialized needs, i.e. refrigerated trucks for transport of bodies, livestock-hauling vehicles, etc.

    5. Develop procedures for reimbursing private vendors for services rendered.

    6. Develop procedures for tracking local transportation resources and resources supplied by private vendors.

    7. Insure appropriate financial accounting measures are followed during emergency operations.

    8. Develop procedures for coordinating movement of resources with ESF 1 (Transportation Networking) to insure appropriate routes are utilized in an attempt to prevent bottlenecks, unnecessary diversions, etc.

  B. Department of Public Works

    1. Develop procedures for allocation of department-owned vehicles to support resource movement activities and for tracking the use of same.

    2. Develop procedures for coordinating Budget and Accounts Director requests for routing

information with routing requests of emergency responders.

C. Emergency Management Agency

1. Develop procedures for requesting and allocating state resources in support of transportation requirements during emergency operations and tracking the use of same.

2. Develop procedures for deploying transportation units into staging areas and other locations in support of emergency operations.

D. City Recorders

Develop procedures for deploying local personnel in support of emergency operations at warehousing facilities, staging areas, and other areas where the need exists.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery operations as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/call-up procedures as appropriate.

B. Budget and Accounts Director

1. Respond to requests for transportation resources from local government and other response agencies.

2. Implement tracking of acquired resources.

3. Implement procedures for verifying that local agencies have exhausted agency- owned resources prior to requesting resources from private vendors.

4. Reimburse private vendors in a timely manner (consistent with the level of emergency).

5. Route incoming resources to appropriate staging areas for compilation into bulk shipments.

6. Coordinate movement of resources with ESF 1 Manager (Transportation).

7. Notify requesters of the fact that requests have been satisfied and provide data concerning expected time of arrival, quantity enroute, etc.

8. Provide data to ESF 5 concerning amount of funds expended for transportation and resource acquisition (See ESF 15, Recovery).

C. Department of Public Works

1. Provide department-owned vehicles to General Services or other requester for use in movement of resources into affected areas.

2. Provide routing information to General Services when requested.

   D. Emergency Management Agency

      1. Respond to requests from General Services and other local agencies for transportation assistance.

      2. When requested, deploy state transportation support units to staging areas and other areas where such assistance is needed.

      3. Track the use of state transportation resources for transportation support.

F. City Recorders

      1. Respond to requests from Budget and Accounts Director for personnel by drawing upon local agencies not otherwise tasked in this plan. Track use of personnel and payment information. Provide this information to ESF 5.

IX. Training

   A. All training associated with this subfunction is provided by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

RESOURCE MANAGEMENT

I. Lead Agency: Budget and Accounts Director

II. Support Agencies: Emergency Management Agency
                                                    City Recorders

III. Introduction

   A. Purpose

      The purpose of this subfunction is to provide a source of materiel, transportation capabilities,
      personnel, technical expertise, and a wide variety of other services during emergencies that are
      not available through a local government agency.

   B. Scope

      This ESF provides the acquisition, tracking, and movement of several types of resources not
      available through a local government agency, including:

         a. Material resources (i.e., body bags, instrumentation, office supplies, etc.),

         b. Office and work spaces for disaster relief workers,

         c. Temporary housing for incoming emergency relief personnel,

         d. Transportation resources (i.e., specialized vehicles),

         e. Communications equipment, and

         f. Personnel, including persons with specialized technical knowledge if necessary.

IV. Policies

   A. Local communities affected by disasters will utilize locally available resources to the maximum
      extent possible before requesting assistance from other local government   agencies.

   B. Local government agencies will utilize internal resources and resources of other local agencies to
      the maximum extent possible prior to requesting resources from outside vendors.

   C. The Budget and Accounts Director is the sole agency responsible for securing resources from
      outside local government. Agencies that obtain resources from private vendors through any other
      means may not be reimbursed for their expenses.

   D. In general, resources will not be stockpiled in the county to support emergency operations.
      Memoranda of Understanding may be accomplished with selected vendors to supply items that
are
      time-sensitive or otherwise in short supply and would be necessary during the early stages of
      emergency response activities.

V. Situation and Assumptions

   A. Situation

      1. Any disaster, regardless of intensity, may cripple or severely limit a community's ability to respond with adequate resources to the effects of that disaster. Other areas of the county may

         not be affected and should be capable of providing some of the necessary resource support.

      2. The Budget and Accounts Director has at its disposal several vendors registered to do business with the county and municipal governments. These private vendors generally realize the seriousness of the situation with respect to the local government's response to disasters.

   B. Planning Assumptions

      1. Local communities and government agencies will exhaust available resources before requesting assistance from the county.

      2. Local agencies will utilize their internal resources or those of other local agencies prior to requesting resources from outside vendors (or the state).

      3. Some pre-determination of resource requirements from outside vendors by local agencies will take place to minimize the time needed to initiate emergency operations.

      4. Donated goods and donated services by volunteers will be coordinated by the ESF 14 functional group.

VI. Concept of Operations

   A. General

   Emergency operations will impose demands for resources not available locally or through local agencies. All requests for resources not available through these sources will go through the Budget and Accounts Director. The Budget and Accounts Director will make contact with outside vendors and secure resources, provide logistical support to see that they arrive according to plans, and track resources to insure proper routing and use.

   B. Organization and Responsibilities

      1. Budget and Accounts Director

         a. Responsible for developing procedures for acquiring resources from outside vendors and providing the proper paperwork flow to allow for tracking of same.

         b. Responsible for developing procedures to insure prompt reimbursement of outside vendors.

         c. Develop procedures for use in the EOC for requests and fulfillment of requests in support of emergency operations.

         d. Develop procedures to coordinate resource requests through state ESF 7 agencies when appropriate.

         e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to

implement the requirements of the Response/Recovery section.

    f. Provide an individual to act as the Emergency Services Coordinator in the EOC as well as an alternate to insure 24-hour availability.

  2. Emergency Management Agency

    a. Responsible for coordination of resource acquisition and management activities in the EOC during emergency operations.

    b. Responsible for screening resource requests to insure that resources are not available at the local level or through a local agency.

  3. City Recorders

    a. Responsible for development of procedures for locating and acquiring hotel and motel rooms for use by emergency response personnel during emergency operations.

    b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

    c. Provide an individual to act as the Emergency Services Coordinator in the EOC as well as an alternate to insure 24-hour availability.

    d. Responsible for developing procedures for acquiring and deploying personnel of local agencies not specifically tasked in this plan to support emergency operations when necessary.

VII. Mitigation and Preparedness Activities

  A. Budget and Accounts Director

    1. Develop procedures and policies concerning requests for resources from local and state government agencies in support of emergency missions.

    2. Develop a standardized form for use in emergency resource requests by agencies in the EOC during emergency operations.

    3. Develop a mechanism for tracking of resource requests and status of requests.

    4. Develop procedures for coordinating requests with other local agencies to insure that resources do not exist elsewhere within the local government structure and with ESF 14, Volunteers/Donations, to insure that resources are not available at donated goods warehouse(s) or available on a volunteer basis.

    5. Maintain a list of contacts for vendors for use during non-business hours (i.e., at night and on weekends, holidays, etc.).

    6. Develop a list of potential warehouses in all areas of the county (and region) for use in warehousing donated goods and resources destined for other areas of the state (i.e. resource staging areas).

    7. Coordinate with other local agencies to determine immediate needs required for successful deployment in an emergency (i.e., fuel for staging areas, motor homes for workers, etc.).

    8. Coordinate with the state (through TEMA) to determine proper methods of

requesting state and/or federally-owned resources when needed.

9. Develop procedures and tracking forms for reimbursing private vendors for resources and services provided during emergencies.

B. Emergency Management Agency

Develop procedures and policies governing the acquisition of resources during emergencies and disasters.

C. City Recorders

1. Develop procedures for acquiring personnel from local agencies not tasked in this plan to be deployed to assist in any aspect of the emergency operation as required.

2. Develop database of hotels/motels in the county (or area) for possible use in housing emergency response personnel during emergency operations.

3. Coordinate development of procedures between the Budget and Accounts Director and the hotels for reimbursement for expenses associated with housing emergency workers.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery operations as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/call-up actions.

B. Budget and Accounts Director

1. Respond to requests for resources from local agencies.

2. Coordinate resource acquisition with local agencies to insure requested items are not currently held by a local agency.

3. Coordinate resource acquisition with ESF 14, Donations/Volunteers, to insure requested items/services are not available through donated goods/services.

4. Arrange for transportation of resources/services to area of need (as provided in Subfunction 1).

5. Locate office space and suitable work areas for state and federal disaster assistance workers when requested.

6. Maintain logs of requests and status sheets showing status of requests. Notify requesters when requests have been satisfied.

7. Contact local agency ESCs to ascertain need for pre-identified items essential to emergency response activities of that ESC.

8. Arrange for payment of vendors in a timely manner.

9. Provide lists of warehouses in portions of the county identified by ESF 14 for use as donation storage facilities.

10. Arrange for resource staging areas to become operational and begin readying for deployment of requested resources.

11. Coordinate with ESF 1 (Transportation) proper routing for resource delivery.

12. Provide data to ESF 5 concerning amount and types of materials being requested.

13. Coordinate requests for state and/or federal resources through the EMA Director.

14. Maintain logs and records concerning disbursements.

C. Emergency Management Agency

1. Screen requests for assistance and resources from the various agencies to insure requested items are not available locally or through another local agency.

2. Maintain log of items/services requested through the state and the disposition of those requests.

3. Route approved requests through appropriate channels for disposition.

D. City Recorders

1. Respond to requests from Budget and Accounts Director for personnel to assist with staging area operations, management of donated goods, etc.

2. Maintain accurate records/logs concerning pay for tasked personnel for possible future state/federal reimbursement.

3. Locate and secure hotel/motel rooms for emergency response personnel deployed to affected areas, staging areas, and other operations sites.

4. Maintain accurate logs and records concerning expenses incurred as a result of housing requests for possible future state/federal reimbursement.

IX. Training

A. All training associated with these functions is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

LOGISTICAL SUPPORT

I. Lead Agency: Emergency Management Agency

II. Support Agencies: Fire Departments
                       Ambulance Services
                       Law Enforcement Agencies
                       Department of Public Works
                       Budget and Accounts Director

III. Introduction

   A. Purpose

      The purpose of this subfunction is to provide staging areas throughout the county to support
       emergency operations that might occur anywhere within the county at any time.

   B. Scope

      This subfunction deals with the use of the various locations throughout the county as primary
       staging areas to support emergency operations. Other facilities (i.e., airfields, warehouses, etc.)
       may be used in a secondary capacity as staging areas.

IV. Policies

   A. The rapid, uncontrolled influx of emergency responders only serves to confuse the already chaotic
       situation that would be present in a disaster area. It is essential to control the flow of emergency
       response personnel, supplies, and other resources into the affected areas so as not to impose
       additional burdens on the already taxed logistical situation present in the area.

   B. The identified staging areas will be used primarily as staging areas for emergency
       response personnel such as firefighters, EMS personnel, law enforcement personnel,
       health and shelter workers, and the like. Resource (i.e., materiel) staging will occur at
       major transportation terminals (i.e., airfields, warehouses, etc.).

   C. The county will designate areas to serve as forward staging areas for state resources coming in to
       the area for major emergencies. This will reduce the amount of time needed to communicate
       information regarding state-supplied resources to local agencies.

V. Situation and Assumptions

   A. Situation

      1. Disasters may require the assistance of local resources, resources from surrounding
          communities, or resources from communities in unaffected areas of the state. The rapid,
          uncontrolled influx of resources from any source into a disaster area only serves to confuse

the

          situation.

      2. Staging Areas are spread fairly evenly throughout the county and can serve well as
          staging areas for local and locally-requested resources.

B. Planning Assumptions

1. Disasters will occur that require massive local response, including large quantities of personnel and/or other resources.

2. If left unchecked, rapid, uncontrolled deployment of emergency resources into a disaster area will only exacerbate a negative situation.

3. There will be suitable staging areas within a reasonable distance of any area in the county affected by a given disaster.

VI. Concept of Operations

A. General

1. Immediately after a disaster, the county will begin to deploy local and locally-acquired resources in support of emergency operations.

2. Deployed units may respond to a predesignated marshaling or staging area to await further assignment.

3. Units will be dispatched from staging areas to rendezvous with emergency officials at identified emergency sites.

4. Units returning home after their deployment will return to their original staging area to be logged out and released.

B. Organization and Responsibilities

1. Emergency Management Agency

   a. Develop procedures for use of identified sites as staging areas.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.

2. Fire Departments

   a. Responsible for deploying fire resources to staging areas (as required) and dispatching same to assignments from these locations.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.

3. Ambulance Services

   a. Responsible for deploying EMS resources to staging areas and dispatching same to assignments from these locations.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.

4. Law Enforcement Agencies

   a. Responsible for deploying law enforcement resources to staging areas and dispatching same to assignments from these locations.

b. Responsible for assigning personnel to staging areas to assist staging area personnel with security of resources located there.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.

5. Department of Public Works

a. Responsible for deploying public works resources to staging areas and dispatching same to assignments from these locations.

b. Responsible for implementing traffic control procedures to assist staging area personnel with routing of incoming/outgoing vehicles.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements listed in the Response/Recovery section.

6. Budget and Accounts Director

Responsible for development of agreements among fuel, food, and other providers to provide logistical support to local staging area operations.

VII. Mitigation and Preparedness Activities

A. Emergency Management Agency

1. Develop comprehensive plans for each staging area to guide operations. Include:

a. Traffic flow diagrams,

b. Diagrams of parking/staging areas for different types of vehicles,

c. Description of housing, feeding, and sanitation capabilities and procedures for requesting assistance during emergency operations.

d. Fueling capabilities and procedures for requesting assistance during emergency operations,

e. Communications capabilities,

f. Provisions for security and procedures for requesting assistance during emergency operations, and

g. Forms and procedures used for checking in resources and logging incoming and outgoing assignments.

2. Coordinate development of plans with other ESFs that will need to utilize staging areas during emergency operations.

3. Develop procedures for recording hours worked by staging area staff during emergency operations.

4. Develop communications plan for use during major staging operations.

B. Department of Public Works

    1. Develop procedures for providing traffic control support to staging area operations.

    2. Perform tasks in item E below (to the extent practical).

C. Budget and Accounts Director

Develop memoranda/agreements with local establishments to provide fuel, food, water, and other logistical support to staging area operations when necessary.

D. All Other Tasked Agencies

Develop procedures for routing resources to staging areas, including:

    a. Coordination of routing requirements with ESF 1 (Transportation),

    b. Procedures for handling communications incompatibilities,

    c. Expected deployment for certain types of emergencies,

    d. Resources required by resources you expect to deploy to staging areas (i.e., fuel for vehicles, feeding for certain number of persons, sleeping quarters, sanitary requirements, etc.), and

    e. Weights and surface requirements for vehicles expected to be deployed to staging areas during emergency operations.

VIII. Response and Recovery Actions

A. All Tasked Agencies

    1. Send ESCs to EOC as request by EMA.

    2. Attend briefings, coordinate activities with other participant organizations.

    3. Set up work area(s), report needs to EOC Readiness Office, and initiate response/recovery activities as dictated by situation.

    4. Maintain logs of activities, messages, etc.

    5. Initiate internal notification/recall actions.

B. Emergency Management Agency

    1. Activate staging areas at facilities designated by ESF 5 or the Direction and Control Group at the EOC.

    2. Implement staging area plans as necessary.

    3. Receive and record data from ESFs concerning deployment of resources.

    4. Advise ESF 5 periodically of status of staging areas.

    5. Request resources needed to support staging area operations from appropriate

ESF at the EOC when necessary.

C. Department of Public Works

Implement traffic control operations at opened staging areas as requested by Staging Area Manager.

D. Budget and Accounts Director

Implement agreements for the provision of logistical support to staging area operations as directed by the Staging Area Manager.

E. All Other Tasked Agencies

1. Provide information to staging areas concerning the quantity, type, etc., of resources you are deploying to their facility.

2. Obtain contact number for dispatching resources from staging areas to forward staging areas or other site.

3. Maintain logs of resources sent to staging areas, resources dispatched from staging areas, and other pertinent information.

IX. Training

A. All training associated with this subfunction is provided in-house by the agencies concerned.

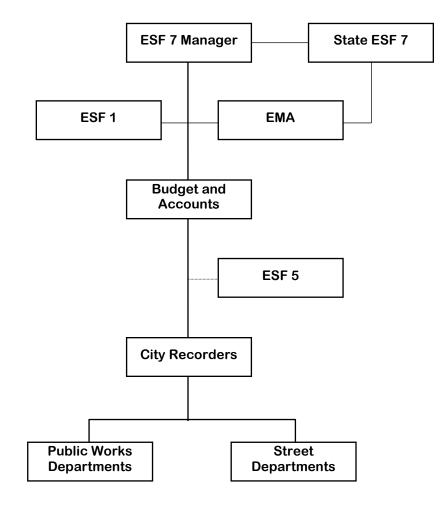B. TEMA provides courses in the NIMS/Incident Command System, which includes provisions for Staging Area operations.

EMERGENCY SUPPORT FUNCTION 7

APPENDICES

Appendix 1   Logistics Organizational Chart

Appendix 2   Resource Management Organizational Chart

Appendix 3   Staging Area Organizational Chart

Appendix 4   Staging Areas
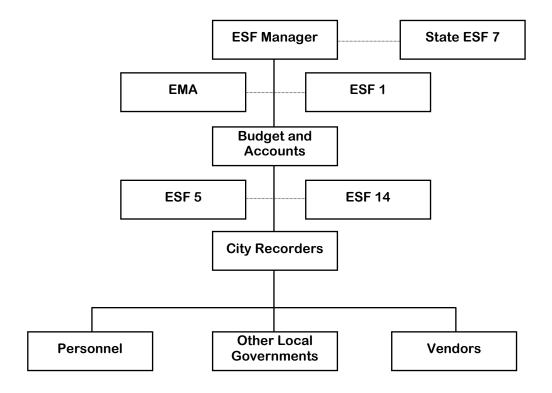
APPENDIX 1 TO ESF 7
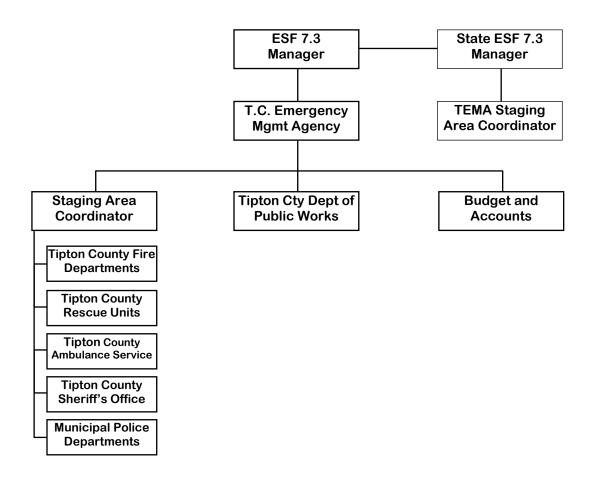
LOGISTICS ORGANIZATIONAL CHART

```
  ┌──────────────┐          ┌──────────────┐
  │ ESF 7 Manager│──────────│  State ESF 7 │
  └──────────────┘          └──────────────┘
         │                          │
┌────────┐   ┌──────────────┐       │
│  ESF 1 │───│     EMA      │───────┘
└────────┘   └──────────────┘
         │
  ┌──────────────┐
  │  Budget and  │
  │   Accounts   │
  └──────────────┘
         │
         ┊         ┌──────────────┐
         ┊┄┄┄┄┄┄┄┄┄│    ESF 5     │
                   └──────────────┘
         │
  ┌──────────────┐
  │City Recorders│
  └──────────────┘
         │
   ┌─────┴─────┐
┌──────────────┐  ┌──────────────┐
│ Public Works │  │    Street    │
│ Departments  │  │ Departments  │
└──────────────┘  └──────────────┘
```

APPENDIX 2 TO ESF 7

RESOURCE MANAGEMENT ORGANIZATIONAL CHART

```
                    ┌─────────────────┐        ┌─────────────────┐
                    │   ESF Manager   │········│   State ESF 7   │
                    └─────────────────┘        └─────────────────┘
        ┌─────────────────┐        ┌─────────────────┐
        │       EMA       │········│      ESF 1      │
        └─────────────────┘        └─────────────────┘
                    ┌─────────────────┐
                    │   Budget and    │
                    │    Accounts     │
                    └─────────────────┘
        ┌─────────────────┐        ┌─────────────────┐
        │      ESF 5      │········│     ESF 14      │
        └─────────────────┘        └─────────────────┘
                    ┌─────────────────┐
                    │  City Recorders │
                    └─────────────────┘

    ┌─────────────┐      ┌─────────────────┐      ┌─────────────┐
    │  Personnel  │      │  Other Local    │      │   Vendors   │
    │             │      │  Governments    │      │             │
    └─────────────┘      └─────────────────┘      └─────────────┘
```

APPENDIX 3 TO ESF 7

LOGISTICAL SUPPORT ORGANIZATIONAL CHART

```
┌──────────────┐          ┌──────────────┐
│   ESF 7.3    │──────────│ State ESF 7.3│
│   Manager    │          │   Manager    │
└──────┬───────┘          └──────┬───────┘
       │                         │
┌──────┴───────┐          ┌──────┴───────┐
│T.C. Emergency│          │ TEMA Staging │
│ Mgmt Agency  │          │Area Coordinator│
└──────┬───────┘          └──────────────┘
       │
   ┌───┴──────────────────┬────────────────────┐
┌──┴────────┐   ┌──────────┴────┐   ┌───────────┴──┐
│Staging Area│   │Tipton Cty Dept│   │  Budget and  │
│Coordinator │   │ of Public Works│   │  Accounts    │
└──┬────────┘   └───────────────┘   └──────────────┘
   │
   ├──┌──────────────────┐
   │  │Tipton County Fire│
   │  │   Departments    │
   │  └──────────────────┘
   ├──┌──────────────────┐
   │  │  Tipton County   │
   │  │   Rescue Units   │
   │  └──────────────────┘
   ├──┌──────────────────┐
   │  │  Tipton County   │
   │  │ Ambulance Service│
   │  └──────────────────┘
   ├──┌──────────────────┐
   │  │  Tipton County   │
   │  │ Sheriff's Office │
   │  └──────────────────┘
   └──┌──────────────────┐
      │Municipal Police  │
      │   Departments    │
      └──────────────────┘
```

APPENDIX 4 TO ESF 7

STAGING AREAS

1. Covington Airport
2. Cobb Parr Park
3. Brighton High School
4. 1st Utility District
5. Mason Fire Department
6. Munford Elementary School
7. Tipton County Public Works

E S F 8

HEALTH AND MEDICAL SERVICES

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EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

Table of Contents

ESF 8 - Health and Medical Services

EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

EMERGENCY MEDICAL SERVICES

I. Lead Agency: Emergency Medical Services Coordinator

II. Support Agencies: Ambulance Service
                        Emergency Management Agency
                        Fire Departments
                        Law Enforcement Agencies
                        County Coroner
                        Rescue Units
                        Baptist Memorial Hospital-Tipton
                        Health Department
                        Regional EMS Communications Center
                        American Red Cross

III. Introduction

    A. Purpose

       The purpose of this ESF is to provide guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evacuation of victims of disasters within the county and its municipalities.

    B. Scope

       This ESF involves the provision of emergency medical services during disasters and major emergencies in the county.

IV. Policies

       Emergency medical care is the most important function during the first few hours of a disaster. It is essential that fire and rescue activities be coordinated with EMS operations to insure that no unnecessary loss of life occurs.

V. Situation and Assumptions

    A. Situation

      1. Many disasters that could occur within the county have the potential for generating large numbers of casualties.

      2. The local EMS and health care system could be damaged or overloaded by any disaster that generates large volumes of casualties.

      3. Some disasters may generate specialized casualties (i.e., radiological accidents, hazardous materials spills, etc.) that would be beyond the capabilities of local and regional health care systems.

    B. Planning Assumptions

      1. Some disasters will generate casualty loads beyond the treatment capabilities of

the local EMS and health care system.

2. Hospitals, blood banks, laboratories, and other emergency health care facilities may be damaged or rendered inoperable as a result of a disaster.

3. Medical evacuation of excess casualties (i.e., above the capacity of the local system) may be necessary in major emergencies.

VI. Concept of Operations

A. General

1. Following a disaster, local EMS systems will respond to the needs of the community with respect to the care of injured victims. When this disaster extends to a point that local EMS services are unable to provide adequate coverage, regional assistance from mutual aid EMS providers will be requested.

2. Regional coordination of the EMS mutual aid networks is accomplished through the use of regional communications centers. This center is responsible for coordinating the distribution of patients so as not to overload any given health care facility. The state EMS agency monitors this system and is tasked to coordinate the provision of assistance when the scope of the problem becomes significantly large.

3. The state will provide or request emergency medical assistance based on the magnitude of the disaster. A catastrophic event which devastates a major population center may necessitate immediate activation and deployment of NDMS, Tennessee National Guard, and/or active duty components of the U. S. Military. An event of lesser magnitude may be resolved with the deployment of medical units from within the state, possibly assisted by those from adjoining states.

B. Organization and Responsibilities

1. Local Emergency Medical Services Coordinator

a. Coordinate local EMS services and the development of EMS plans for use throughout the county.

b. Establish medical response priorities during disasters within the county.

c. Develop policies, procedures, and guidelines for the operation of the EMS system during disasters, including the use of Casualty Collection Points, medical evacuation, staging areas, etc.

d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

e. Provide an individual to act as the Emergency Services Coordinator (ESC), as well as an alternate to insure 24-hour availability.

f. Coordinate health care facilities' involvement in the local EMS system.

g. Develop plans to insure adequate distribution of evacuated victims during disasters.

2. Ambulance Services

a. Develop capabilities to respond to all types of emergency medical situations

that could occur within the county.

    b. Complete the requirements listed in the Mitigation/Preparedness section and
        be prepared to implement the requirements of the Response/Recovery section.

3. <u>Emergency Management Agency</u>

    a. Coordinate EMS system with ESF 9 (Search and Rescue), and ESF 10
        (Environmental Response) functions.

    b. Assist with the development of communications systems in support of EMS operations.

    c. Provide disaster intelligence and resource coordination for EMS disaster operations.

    d. Develop patient tracking system for use in the county.

    e. Complete the requirements listed in the Mitigation/Preparedness section and
        be prepared to implement the requirements of the Response/Recovery section.

4. <u>Fire Departments</u>

    a. Develop first responder or similar programs to assist local EMS providers.

    b. Complete the requirements listed in the Mitigation/Preparedness section and
        be prepared to implement the requirements of the Response/Recovery section.

    c. Provide an individual to act as the Emergency Services Coordinator (ESC), as
        well as an alternate to insure 24-hour availability.

5. <u>Law Enforcement Agencies</u>

    a. Coordinate law enforcement operations with the EMS functions.

    b. Complete the requirements listed in the Mitigation/Preparedness section and
        be prepared to implement the requirements of the Response/Recovery section.

6. <u>County Coroner</u>

    a. Develop procedures for performing mass casualty victim identification activities

    b. Complete the requirements listed in the Mitigation/Preparedness section and
        be prepared to implement the requirements of the Response/Recovery section.

7. <u>American Red Cross</u>

Provide first aid assistance at shelters and where necessary during emergency
operations. Other sites may be added dependent on resources available.

8. <u>Rescue Units</u>

    a. Develop procedures for coordinating rescue operations with EMS operations.

    b. Complete the requirements listed in the Mitigation/Preparedness section and
        be prepared to implement the requirements of the Response/Recovery section.

9. Baptist Memorial Hospital-Tipton

   a. Develop procedures for handling victim overloads and addressing unique victim situations for identified hazards in the county (include with disaster plan).

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

10. Health Department

   a. Provide first aid assistance at shelters and other sites where necessary during emergency operations.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

11. Regional EMS Communications Center

   a. Develop procedures for coordination of regional health care system in disasters.

   b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Emergency Medical Services Coordinator

1. Develop emergency preparedness plan for the local EMS services.

2. Develop procedures for locating and deploying EMS resources from unaffected areas into affected areas during emergency operations.

3. Develop procedures for utilizing emergency medical personnel/equipment from surrounding counties, and from other sources (i.e., EMS helicopter services).

4. Develop listing of EMS supply sources and contacts for nights and weekends and arrange Memoranda of Understanding between county and suppliers for distribution of supplies in an emergency.

5. Identify Casualty Collection Points within the county and develop plans and procedures for their activation and use in disasters.

6. Encourage regional communications centers to develop procedures for regional call-trees for notification of emergency to EMS providers, hospitals, etc.

7. Develop standards for triage operations, medical evacuation operations, and other mass casualty operations. Pre-identify locations for use as potential NDMS sites.

8. Develop procedures for morgue operations (coordinate with the County Medical Examiner), including the acquisition and utilization of refrigerated trucks, refrigerated warehouse space, etc. for storage of bodies until they can be autopsied.

9. Develop procedures for tasking county medical examiner's office and the Tennessee Bureau of Investigation (through TEMA) with autopsy/identification of disaster victims.

10. Develop standardized format for supplying casualty figures to PIO and Disaster Intelligence section.

11. Coordinate with the Department of Health on Public Health issues.

B. Ambulance Service

1. Develop plans and procedures for responding to mass casualty incidents, including the use of the NIMS/Incident Command System, the integration of other EMS units into operations, the use of triage tags, the activation of temporary morgues, etc.

2. Conduct training with local fire, law enforcement, and rescue agencies with respect to the coordination of interservice operations during disasters.

C. Emergency Management Agency

1. Develop procedures for coordinating ESF 9 and ESF 10 operations during emergencies with ESF 8.

2. Assist with the development of communications systems to support EMS emergency operations.

D. Fire Departments

1. Develop first responder, EMT, or other initial medical response mechanism(s) to assist EMS operations during disasters.

2. Participate in training with local EMS units with respect to inter-service operations during disaster operations (i.e., the use of the NIMS/Incident Command System, etc.)

E. Law Enforcement Agencies

1. Develop procedures for coordinating law enforcement operations with EMS requirements (especially as they relate to EMS unit security, law enforcement personnel with first-aid or EMT training, etc.).

2. Participate in training with local EMS units with respect to inter-service operations during disaster operations (i.e., the use of the NIMS/Incident Command System, etc.)

F. County Coroner

1. Develop procedures for deploying personnel in support of emergency EMS operations to assist with victim identification.

G. Rescue Units

1. Develop procedures for coordinating rescue unit operations with EMS requirements

2. Participate in training with local EMS units with respect to inter-service operations

during disaster operations (i.e., the use of the NIMS/Incident Command System, etc.)

H. Baptist Memorial Hospital-Tipton

1. Develop plans and procedures for handling patient overloads during disasters.

2. Develop plans, procedures, and capabilities for handling patients with unique or complicated injuries (i.e., hazardous materials, radiological contamination, etc.)

3. Develop plans and procedures for keeping the regional EMS communications center apprised of current status with respect to ability to handle additional patients, etc.

I. Health Department

1. Develop procedures for supplying first aid to persons housed in temporary emergency shelters, and for referring them to acute care facilities when necessary.

2. Develop procedures for identifying and integrating into the emergency operations nurses from the affected community(ies).

3. Develop procedures to collect and process blood from volunteers during disasters.

J. Regional EMS Communications Center

1. Develop plans and procedures for routing of patients and the monitoring of the status of the regional health care system following a disaster.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Emergency Medical Services Coordinator

1. Implement local EMS emergency operations.

2. Respond to requests from affected communities for assistance with EMS operations as appropriate.

3. Collect information from unaffected areas of county with regard to number of EMS units available in unaffected areas available for deployment to disaster area.

4. Collect, maintain, and disseminate casualty figures to ESF 5 and PIO.

5. Determine need for additional EMS supplies in affected area(s) and coordinate with ESF 7 (Resource Management) for the procurement and transportation of those supplies.

6. Determine need for state involvement in affected areas and activate state EMS system if necessary.

7. Implement disaster morgue operations in affected areas (coordinate with county Medical Examiner).

8. Implement emergency medical evacuation operations if necessary.

9. Coordinate with county medical examiner's office and TEMA (TBI) requirements for autopsy and victim identification needs.

10. Task other ESFs as necessary to perform mission (i.e., ESF 13 for security for EMS units, ESF 10 for assistance with hazardous materials, etc.).

C. Ambulance Services

1. Respond to incidents involving injuries within the jurisdiction.

2. Request assistance from fire, law enforcement, rescue, and other agencies as required.

3. Coordinate operations with other affected agencies.

D. Emergency Management Agency

1. Assist with EMS communications when possible.

2. Coordinate operation of ESF 9 and ESF 10 with EMS operations.

3. Collect intelligence from ESF 8 regarding casualty figures.

4. Activate patient tracking system.

5. Monitor status of local health care systems and implement necessary measures to activate regional coordination system.

E. Fire Departments

1. Respond to requests for assistance from local EMS units within the scope of departmental training.

2. Provide information to ESF 8 concerning number of personnel with EMS training available for deployment to affected areas.

F. Law Enforcement Agencies

1. Respond to requests from EMS units for assistance with traffic control, security of personnel, etc.

2. Provide information to ESF 8 concerning number of personnel with EMS training available for deployment to affected areas.

G. County Coroner

Respond to requests from EMS for assistance with victim identification.

H. Rescue Units

1. Respond to requests for assistance from local EMS units within the scope of departmental training.

2. Provide information to ESF 8 concerning number of personnel with EMS training available for deployment to affected areas.

I. Baptist Memorial Hospital-Tipton

1. Treat patients within hospital capabilities.

2. Keep regional EMS communications center apprised of hospital status with respect to bed availability, patient loads, etc.

3. Activate hospital emergency plans as appropriate.

J. Health Department

1. Provide first aid treatment at shelters as required.

2. Implement blood collection and distribution procedures if required and requested by ESF 8 Manager.

3. Provide statistics to ESF 5 and ESF 8 Manager concerning number of victims treated in shelters.

K. Regional EMS Communications Center

1. Monitor status of regional health care system during disasters.

2. Implement emergency notification procedures as required by situation.

3. Notify state EMS office of situation as required.

4. Coordinate the distribution of patients throughout the region (and with other regions as appropriate).

IX. Training

A. TEMA provides Incident Command System training to EMS providers upon request.

B. Several community colleges and universities offer Emergency Medical Technician training courses required for certification as an EMT, EMT/I, EMT/D, or EMT/P in Tennessee.

C. The ARC offers basic first aid courses, first responder courses, and courses in CPR on a regular basis.

D. TEMA offers courses in search and rescue that may be of interest to EMS field personnel.

E. Other training is provided in-house by respective agencies.

EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

PUBLIC HEALTH

I. Lead Agency: Department of Health

II. Support Agencies: Baptist Memorial Hospital-Tipton
                                Street Departments
                                Water Departments
                                Sewer Departments
                                Emergency Management Agency
                                American Red Cross
                                Tennessee Department of Human Services

III. Introduction

  A. Purpose

    The purpose of this subfunction is to provide for adequate public health services in a disaster
    area to insure that public health is not compromised.

  B. Scope

    This function provides public health support for disaster areas in the pre and post-disaster
    environment.

IV. Policies

  A. Continuation of public health functions and control of environmental factors related to public
health
    is essential following a disaster to prevent the outbreak of disease and to monitor the spread of
    vectors associated with the disaster itself.

  B. Public health monitors the hospitals, clinics and medical treatment facilities of the county for any
    indicators of a possible bio-terrorism event, and provides support of the Regional Bio-Terrorism
    Plan.

V. Situation and Assumptions

  A. Situation

    1. Disasters may generate public health concerns through the accumulation of debris or water,
        the failure of sewage and water treatment systems, or through the use of unsterile techniques
        during emergency operations (such as consumption of contaminated food and/or water).

    2. Certain disasters (e.g., radiological incidents, hazardous materials incidents, etc.)
        present inherent public health concerns.

    3. The potential or actual use of a biological agent by a terrorist will present a great challenge
        to the public health community in mitigation, preparedness, response and recovery

  B. Planning Assumptions

1. Unchecked accumulation of debris, the consumption of contaminated food or water, and the inadequate disposal of sewage will result in public health problems if not abated early in the emergency cycle.

2. Public health providers will issue public education materials, to include all hazards, before, during and after the impact of disaster within the county, and this material will lead to a better understanding on the part of the citizenry of the health hazards associated with specified disasters.

VI. Concept of Operations

A. General

1. In many cases, disasters, natural or manmade, can cripple or destroy a community's capability to provide treated water, debris removal, sewage treatment, vector control, and other operations/procedures associated with public health control in the area(s) affected by the disaster.

2. Immediate deployment of public health personnel to projected problem sites could lead to a reduction in potential problems brought about as a result of the disaster.

3. In some cases, assistance from state public health agencies may be required.

B. Organization and Responsibilities

1. Department of Health

a. Develop and implement programs to preserve the integrity of public health following disasters in the county.

b. Coordinate the survey and assessment of the public health situation in affected areas following disasters.

c. Set health/medical priorities in areas affected by disasters.

d. Implement surveillance systems to monitor the health of the general population prior to and following a major emergency or disaster.

e. Implement surveillance systems to monitor the health of the general population following disasters.

f. Produce and distribute health education materials before, during, and after disasters occur.

g. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

h. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

2. Street Departments

a. Support and monitor the disposal of disaster debris, landfill materials, and similar items to preserve public health.

b. Complete the requirements listed in the Mitigation/Preparedness section and

be prepared to implement the requirements of the Response/Recovery section.

    c. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

3. Water Department

    a. Provide assessment and recommendations concerning potential health effects and remedial actions associated with water-borne pollutants and vectors.

    b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

4. Emergency Management Agency

    a. Provide information concerning hazardous materials releases to ESF 8 Manager so that potential health effects may be evaluated.

    b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

5. Sewer Department

    a. Inspect wastewater treatment facilities implement remedial actions to restore treatment capabilities.

    b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

6. Local Hospitals

    a. Monitor health conditions of patients treated at facilities and notify health department of any potential infectious disease problems.

    b. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

7. Tennessee Department of Human Services

    a. Maintain healthful environment in temporary emergency shelters during emergency operations.

    b. Cooperate with local health authorities in the inspection of shelters and feeding sites and their certification.

    c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Department of Health

1. Develop public education information concerning the use of untreated water, contaminated food, and other unsanitary practices following disasters. develop public health education information concerning the consequences of a possible or actual bio-terrorism event.

2. Develop procedures for deploying personnel into affected areas to provide surveillance and monitoring of public health in a suspected bio event or following major disasters.

3. Coordinate with local water and wastewater organizations to determine the problems that may occur as a result of damaged pollution control systems and the failure of water treatment facilities in the affected area.

4. Develop format for preparing health-related public information for distribution to the PIO for release to the general public.

5. Develop procedures for staffing public health and other clinics to provide public health services, including vaccinations against pathogens identified as problems in the affected area or to conduct mass inoculations of the citizens in the event of bio-terrorism.

6. Coordinate procedures to request assistance from the state government should that become necessary.

7. Develop procedures for assimilating all health-related information that will come in from affected areas, including that from the water and wastewater departments, EMA, local hospitals, civilians, and other sources.

8. Develop procedures and policies for determining and acting on health and medical priorities in the affected area based on information received from intelligence sources.

9. Develop procedures for coordinating with the TN Department of Agriculture on matters concerning potential health effects associated with food contamination caused by natural or manmade events.

10. Develop policies and procedures for staffing shelters to provide first aid and monitoring/decontamination assistance when required (through ESF 6).

B. Street Departments

1. Develop procedures for assessing impact of debris accumulations in areas affected by disasters, and assist communities in developing methods of disposing of these materials (See ESF 3, Debris Removal).

2. Develop procedures for passing information concerning health effects of debris accumulation along to ESF 8 Manager for evaluation.

C. Sewer Department

Develop procedures for assessing damage to wastewater treatment facilities and determining potential health consequences of damage to the treatment capabilities.

D. Water Department

1. Develop procedures for assessment of local treatment and delivery systems following a disaster.

2. Develop procedures for relaying information to ESF 8 Manager concerning status of potable water supply systems in the affected area, and for preparing information for the general public concerning the use of water from damaged systems (and proper methods of treating it).

E. Emergency Management Agency

Develop procedures for coordinating operations of ESF 10 (Environmental Response) with ESF 8 to insure health considerations are taken into account during hazmat operations.

F. Local Hospitals

Develop procedures for reporting suspected infectious disease outbreaks to local health officials.

G. American Red Cross

Develop procedures for deploying ARC health personnel in response to requests for assistance from the ESF 8 Manager at the EOC to the ARC government liaison.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Department of Health

1. Obtain intelligence concerning nature of disaster and determine possible future health problems that might be generated as a result.

2. Deploy personnel for the purpose of monitoring public health conditions in disaster areas and shelters.

3. As intelligence becomes available, develop list of priorities for dealing with identified problems and take steps to address developing concerns (through deploying personnel to implement vaccination programs, issuing public education materials or information, etc.).

4. Provide intelligence to ESF 5 concerning nature and scope of health problems being encountered.

5. Request assistance from state ESF 8 if situation warrants.

6. Receive information concerning potential health threats from other ESF 8 participants, especially with respect to hazardous materials releases, agricultural disease outbreaks, water contamination, etc.

7. Task other ESF 8 participants and other activated ESFs for assistance if necessary.

8. Provide information concerning potential health problems in affected areas to other ESFs so they may take measures to protect personnel that they are deploying into affected areas.

9. Maintain mortality/morbidity statistics related to disaster.

10. Implement measures to track emergency personnel exposed to dangerous or hazardous environments.

11. Deploy nurses to staff shelters for public health monitoring/support activities as required.

C. Street Departments

1. Monitor disaster situations for problems associated with or generated as a result of debris accumulations and hazardous materials spills.

2. Deploy personnel to assist local communities with debris disposal.

3. Provide information to ESF 8 Manager concerning problems the Department has identified.

D. Sewer Department

1. Monitor disaster situation for problems associated with or generated as a result of waterborne releases of hazardous or noxious substances.

2. Assist local communities with assessing damage to and problems generated as a result of damage to wastewater treatment systems.

3. Coordinate activities with the state Department of Environment and Conservation to insure compliance with appropriate procedures and policies concerning the restoration of wastewater treatment services.

4. Provide information to ESF 8 Manager concerning potential health effects that could result from damaged wastewater treatment systems.

E. Water Department

1. Assist local communities with assessing damage to and problems generated as a result of damage to potable water distribution/storage systems.

2. Recommend protective and remedial action associated with damage to water delivery systems in affected areas.

3. Deploy personnel to monitor water supplies for evidence of contamination and provide data to ESF 8 Manager concerning findings and actions recommended as a result of those findings.

4. Coordinate activities with the state Department of Environment and Conservation to the extent necessary to perform assigned emergency missions.

5. Task other ESF 8 participants and other activated ESFs to provide assistance as required to perform assigned missions.

F. Emergency Management Agency

1. Provide information to ESF 8 Manager concerning releases of hazardous substances into any medium.

2. Request assistance from ESF 8 participants in dealing with hazmat releases as required to effectively deal with incurred situations.

3. Respond to requests for assistance from ESF 8 participants in dealing with uncontrolled releases of hazardous substances.

G. Local Hospital

Report suspected infectious disease outbreaks and other potential public health problems to appropriate health officials.

H. Tennessee Department of Human Services

1. Perform preventative health measures at shelters.

2. Share information through the government liaison on health problems identified during treatment of persons housed at shelters.

IX. Training

A. Training in health conditions assessment is provided by the American Red Cross on request.

B. Provide training to the public health employees on the local plan, hazardous materials and WMD.

C. Training associated with other functions contained within this annex is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 8

HEALTH AND MEDICAL SERVICES

CRISIS INTERVENTION SUPPORT

I. Lead Agency: Emergency Management Agency

II. Support Agencies: Crisis Counseling Center
                            All Tasked Local Agencies

III. Introduction

    A. Purpose

        The purpose of this subfunction is to provide psychological support and counseling to local emergency personnel to assist them in coping with the situation and conditions they encounter during disaster operations.

    B. Scope

        This subfunction applies to all agencies with personnel assigned to emergency-oriented missions during disasters affecting the county or its municipalities.

IV. Policies

    A. All personnel who perform emergency-oriented missions during disasters affecting the county should have access to counseling services to assist them in dealing with their reactions to the situations they encounter.

    B. No individual emergency worker will be **<u>required</u>** to participate in crisis management sessions; however, such attendance is highly recommended.

V. Situation and Assumptions

    A. Situation

        Many emergency workers can suffer both short-term and long-term psychological reactions to the sometimes violent, gross, and devastating circumstances they are exposed to during emergency and disaster operations.

    B. Planning Assumptions

        There will be some emergency response personnel who will have a difficult time dealing psychologically or emotionally with the situations they encounter during emergency and disaster response activities.

VI. Concept of Operations

    A. General

        1. In most major emergencies, especially those involving large numbers of casualties, some emergency response personnel are affected by what is commonly referred to as post-traumatic stress syndrome. Although signs of this may not appear for quite some time (even several

years), many will begin to exhibit feelings of anger, frustration, guilt, depression, etc. during the

actual operations themselves, and this may progress to the point of becoming damaging to the individual's own well being.

2. An effective crisis counseling session with emergency responders so affected allows them the opportunity to bring out into the open feelings they have with regard to how they performed and

how they are dealing with psychological trauma wrought by the devastation they have witnessed.

3. Every emergency responder should have the opportunity to participate confidentially in group and individual sessions designed to allow them to come to terms with their reactions to what they have seen and participated in. Additionally, opportunities for individualized follow-up care should be provided so as to allow the person to maintain a healthy and productive outlook despite the tremendous toll such activity can take.

B. Organization and Responsibilities

All Tasked Agencies/Crisis Counseling Center

a. All local agencies are hereby assigned the responsibility of identifying response personnel who have or appear to be having a difficult time in dealing with the situations they have encountered as a result of their participation in emergency response operations.

b. All local agencies are responsible for notifying response personnel of the availability of CIS sessions and counseling activities during and following disaster and emergency operations.

c. The department heads of all tasked local agencies are responsible for maintaining the confidentiality of those persons attending CIS sessions with regard to their participation in such sessions.

V. Mitigation and Preparedness Activities

A. Emergency Management Agency

1. Develop program for delivering CIS programs to emergency workers in the field.

2. Identify specialized CIS teams within the county (or region) for possible use in local emergencies.

3. Develop policies and procedures for deploying CIS Teams in the county following a disaster.

B. All Other Tasked Agencies/Crisis Counseling Center

Develop procedures and policies regarding the attendance of personnel in CIS sessions.

VIII. Response and Recovery Actions

A. Emergency Management Agency

Request CIS Teams from pre-identified sources as dictated by situation.

B. All Other Tasked Agencies/Crisis Counseling Center

Identify personnel to attend CIS sessions and make arrangements for their attendance.

IX. Training

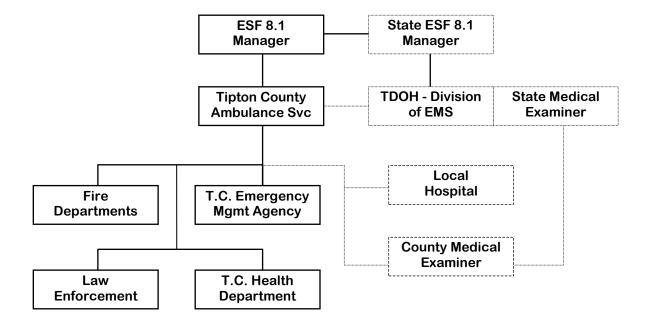There is no applicable training for this subfunction.

EMERGENCY SUPPORT FUNCTION 8

APPENDICES

APPENDIX 1 TO ESF 8

EMERGENCY MEDICAL SERVICES ORGANIZATIONAL CHART

```
┌──────────────┐        ┌──────────────┐
│   ESF 8.1    │────────│ State ESF 8.1│
│   Manager    │        │   Manager    │
└──────┬───────┘        └──────┬───────┘
       │                       │
┌──────┴───────┐        ┌──────┴───────┐  ┌──────────────┐
│Tipton County │········│ TDOH - Division│  │State Medical │
│Ambulance Svc │        │   of EMS     │  │  Examiner    │
└──────┬───────┘        └──────────────┘  └──────────────┘
       │
  ┌────┼────────────────────────┐
  │    │                        ┌──────────────┐
┌─┴────┐ ┌──────────────┐       │    Local     │
│ Fire │ │T.C. Emergency│·······│   Hospital   │
│Depart-│ │ Mgmt Agency │       └──────────────┘
│ments │ └──────────────┘
└──────┘    │
       ┌────┴────┐                ┌──────────────┐
┌──────┴───┐ ┌───┴──────┐         │County Medical│
│   Law    │ │T.C. Health│        │  Examiner    │
│Enforcement│ │Department│        └──────────────┘
└──────────┘ └──────────┘
```
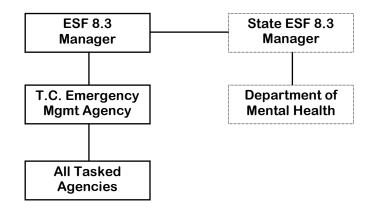
APPENDIX 2 TO ESF 8

PUBLIC HEALTH ORGANIZATIONAL CHART

```
                    ┌─────────────┐              ┌─────────────┐
                    │  ESF 8.2    │──────────────│ State ESF 8.2│
                    │  Manager    │              │  Manager    │
                    └─────────────┘              └─────────────┘
                           │                            │
  ┌─────────────┐   ┌─────────────┐              ┌─────────────┐
  │American Red  │───│ Tipton County│·············│TN Department of│
  │Cross (ESF 6.1)│  │ Health Dept  │             │   Health    │
  └─────────────┘   └─────────────┘              └─────────────┘
              ┌──────────┴──────────┐                   │
  ┌─────────────┐          ┌─────────────┐       ┌─────────────┐
  │Municipal Public│       │Tipton County│       │   Local     │
  │ Water Depts  │         │Dept of Public│      │  Hospital   │
  └─────────────┘          │   Work      │       └─────────────┘
         ┌─────────────┐   └─────────────┘
         │T.C. Emergency│
         │ Mgmt Agency  │
         └─────────────┘
```

APPENDIX 3 TO ESF 8

CRISIS INTERVENTION SUPPORT ORGANIZATIONAL CHART

```
┌─────────────────┐                ┌─────────────────┐
│    ESF 8.3      │                │  State ESF 8.3  │
│    Manager      │────────────────│    Manager      │
└─────────────────┘                └─────────────────┘
         │                                  │
┌─────────────────┐                ┌─────────────────┐
│ T.C. Emergency  │                │  Department of  │
│   Mgmt Agency   │                │  Mental Health  │
└─────────────────┘                └─────────────────┘
         │
┌─────────────────┐
│   All Tasked    │
│    Agencies     │
└─────────────────┘
```

APPENDIX 4 TO ESF 8

LOCATION OF AMBULANCE STATIONS

1. <u>Main Location</u>

   Baptist Memorial Hospital - Tipton
   1995 Highway 51 South
   Covington, Tennessee

2. <u>Substation</u>

   Atoka City Hall
   334 Atoka-Munford Avenue
   Atoka, Tennessee

3. <u>Station 3</u>

   Munford Drummonds Road
   Munford, Tennessee

APPENDIX 5 TO ESF 8

LOCATION OF HEALTH CARE FACILITIES AND CASUALTY COLLECTION POINTS

1. <u>Health Care Facilities</u>

   Baptist Memorial Hospital - Tipton
   1995 Highway 51 South
   Covington, Tennessee

   Tipton County Health Department
   4700 Mueller Brass Road
   Covington, Tennessee

2. <u>Casualty Collection Points</u>

   Baptist Memorial Hospital - Tipton
   1995 Highway 51 South
   Covington, Tennessee

   Tipton County Health Department
   4700 Mueller Brass Road
   Covington, Tennessee

   Munford High School
   1080 McLaughin Drive
   Munford, Tennessee

   Brighton High School
   8045 Highway 51South
   Brighton, Tennessee

APPENDIX 6 TO ESF 8

Shelby Region Hospital Bio-Terrorism Plan

(Refer to Plan on file at Baptist Memorial Hospital-Tipton and the Covington-Tipton County EMA)

APPENDIX 6 TO ESF 8
STRATEGIC NATIONAL STOCKPILE (SNS) –
CHEMPACK

INTRODUCTION:

A terrorism event or Public Health crisis in the State of Tennessee involving a chemical nerve agent may produce numerous casualties in urgent need of treatment. In an event of any magnitude, local medical supplies and resources could quickly be committed and consumed. The Federal Government has established the Strategic National Stockpile (SNS) CHEMPACK program under control of the Centers for Disease Control and Prevention (CDC) to provide urgently needed medications to the affected area by staging theses items at locations within Tennessee. The CHEMPACK Project is designed to provide Tennessee a sustainable, supplemental source of nerve agent antidotes that are available for large-scale events. The CHEMPACK contains sufficient quantities of nerve agent antidotes and related medical supplies needed to respond to nerve agent incidents. Each container contains sufficient material to treat approximately 1000 moderately exposed casualties. Although staged at locations in Tennessee, the CHEMPACK assets remain the property of the CDC until they are opened for use during an emergency. If CDC emergency use guidelines are followed, the SNS Program will be responsible for re-labeling and repackaging material for Tennessee and will ensure the pharmaceuticals, in the CHEMPACK containers are maintained in ready-to-use state.

PURPOSE:

The purpose of this appendix is to provide efficient and expeditious processes for the staging of assets within the CHEMPACK program and use of assets in an emergency. **(See Regional CHEMPACK Plan for details)**

SCOPE:

This appendix applies to crises or terrorism involving chemical nerve agent events where local and state medical treatment capabilities are exceeded, necessitating the use of CHEMPACK assets.

POLICY:

   A. The responsibilities and procedures described herein are in effect for Tipton County. Whenever the decision is made to deploy the SNS CHEMPACK, the local entity responsible for the storage and maintenance of the assets, will assist in the immediate shipment of assets as directed by local protocol.

   B. The Tennessee Department of Health (TDH) and the Tennessee Emergency Management Agency (TEMA) has overall responsibility for maintaining the SNS plan distribution list.

C. Each local agency participating in the storage of CHEMPACK assets will be under contract with TDH.

SITUATION:

A public health crisis or terrorist event necessitating the need for SNS CHEMPACK assets would most likely fall under one of the following two scenarios:

A. A public health crisis such as a pesticide plant accident involving numerous symptomatic casualties in immediate need of supplies in the SNS CHEMPACK program.

B. A public health crisis or terrorism event involving a chemical nerve agent has produced symptomatic casualties in immediate need of supplies in the SNS CHEMPACK program.

ASSUMPTIONS:

1. CHEMPACK assets will not be opened until needed.

2. The affected locality will be responsible for the immediate response to the incident.

3. The initial CHEMPACK distribution effort during an emergency will be the responsibility of local/regional response partners (police, fire, EMS, EMA, hospitals, etc.).

4. A deliberate or accidental nerve agent release can occur anywhere. Any major release would probably require additional supplies of nerve agent antidotes.

5. The "forward" placement of CHEMPACK assets in various locations (caches) throughout the State will expedite delivery of additional antidotes to locations that require them in the event of a non-routine emergency.

CONCEPT OF OPERATONS:

The intent of this operation is to deliver needed supplies to local agencies quickly and orderly to allow them to treat members of their communities. Staging and distribution of CHEMPACK assets will involve numerous local and state agencies. This appendix endorses the development of one response organizational structure that will include all responding agencies. State agencies will be organized under the framework of the Basic Plan of the TEMP, while local agencies will follow their county BEOP.

The CHEMPACK program will rely on a regional spoke-and-hub system that will allow coverage across Tennessee. CHEMPACK containers will be of two formats: Hospital and EMS containers. The wheeled containers weigh 660 lbs (for each EMS container) and 922 lbs (for each hospital container). The dimensions are 60.25" High, 32" Wide and 60" Long. They have Lexan® Plexiglas walls lined with a hardened wire mesh to conform to FDA and the Drug Enforcement Agency (DEA) storage requirements for schedule IV controlled substances. Each container will have attached to the outside apportionment loading instructions, which will allow container boxes to be separated into portions that will fit the weight limits of the aircraft used for the initial push.

The CHEMPACK program for Tennessee will occur in two distinct phases.

   1. **Storage**: This phase includes the state analysis of the potential storage sites to be used for staging the CHEMPACK assets. Physical locations are coordinated through the TDH SNS program and all CHEMPACK assets are staged within hospitals or at Health Department sites. TDH has provided guidance to Regional Health Emergency Response Coordinators and Regional Hospital Coordinators in order to develop regional and local plans for distributing the CHEMPACK assets in an emergency. While in storage, the containers are electronically monitored for security and environmental conditions. CHEMPACK containers arrive equipped with a Sensaphone® 2000 monitoring device. The Sensaphone® continuously monitors the containers for intrusion, environmental conditions (temperature), and electrical power. The Sensaphone® will notify (call) CHEMPACK project personnel if problems are detected.

The Sensaphone® validates the environmental storage of CHEMPACK supplies and is not to take the place of appropriate security measures (personnel, alarm, video surveillance) present at the storage site.

   2. **Distribution**: The distribution phase of utilizing CHEMPACK assets will only occur during an actual emergency involving significant numbers of casualties from a terrorist event using nerve agents or an accident involving pesticides that exceeds local response capabilities. The decision to use CHEMPACK assets will reside with County level leadership individuals or their designated representatives and will require a county plan to map out the decision to deploy and use assets. From a CHEMPACK storage location, the entire (or a portion of) CHEMPACK container(s) will be distributed to hospitals or EMS organizations by local trauma helicopter providers or pre-set ground transportation during the initial push followed by subsequent, appropriate transporation assets (air or ground).

AGENCY ROLES, RESPOSIBILTIES, AUTHORITIES:

This section reviews existing agency roles, responsibilities and capabilities as they relate to the staging and distribution of CHEMPACK assets. The

responsibilities and coordination among TEMA, TDH, local and county municipal responders, hospitals and other agencies have been carefully developed. Responders must agree to break the container seal and use CHEMPACK assets only when it is determined that an accidental or intentional nerve agent release has threatened the medical security of the community and has put multiple lives at risk that is beyond local emergency response capabilities and is necessary to save lives.

1. Local/County EMA, EMS, and Hospitals:

A. Local emergency management agencies (EMA) and hospitals responsible for the storage of CHEMPACK assets will:

    1. Store CDC SNS CHEMPACK specialized containers in an approved facility.

    2. Maintain the seal on the containers to preserve the Shelf Life Extension Program (SLEP). Sealed containers remain the property of the SNS program.

    3. Order the immediate use of these assets to save lives under emergency conditions and established protocols in any event that occurs within the jurisdiction of the local CHEMPACK agency. These chemical antidote assets are considered ready to use.

    4. Notify TEMA SEOC if there is a local decision to utilize CHEMPACK assets.

    5. Designate appropriate personnel to respond to any monitoring system alarms or to unlock storage site for distribution of assets.

B. Each local EMS provider, EMA and hospital(s) must:

    1. Prepare a plan that identifies conditions that will be used to make the determination of whether to use assets from the CHEMPACK containers and identify key individuals and organizations that will make the decision to use the assets.

    2. Develop a local/regional distribution plan that supports the movement of the CHEMPACK assets from the storage location(s) to the emergency scene for the treatment of patients. Movement will be a push (from cache locations) via air or ground.

    3. Ensure the security of assets during transportation.

    4. Retain responsibility for all assets until disposal instructions are received from TDH.

    5. Activate the jurisdiction's EOC in a crisis.

6. Provide communications support for the incident.

7. Document and maintain a historical record of emergency operations involving CHEMPACK material.

8. Provide briefings to the chief elected officials regarding the incident.

2. **Local Law Enforcement Agencies:**

   A. Will coordinate and assist with security of SNS CHEMPACK assets.

   B. Assist other law enforcement agencies as necessary.

   C. Assist in deployment of CHEMPACK material.

* **See Regional CHEMPACK plan**

EMERGENCY SUPPORT FUNCTION 8

ANNEXES

Annex 1 to ESF 8

Terrorism Response Plan
Department of Health

I.   **Lead Agency:**   Tennessee Department of Health

II.   **Support Agencies:**   Tipton County Department of Health
                                   Tipton County Emergency Management Agency

III.   **Introduction**

   A. Purpose

      1. The purpose of this plan is to provide the framework for the local public health response to a real or potential terrorist event. This document provides guidelines for the local health department to coordinate the county response utilizing the Emergency Services Function 8, which is a component of the Tennessee Emergency Management Plan (TEMP).

      2. A chemical or bioterrorist event may involve release of an infectious agent or a chemical agent. Rather than describe every possible contingency, this plan provides a framework for county's response to a wide variety of possible scenarios and agents.

   B. Scope

      The Bureau of Health Services will play a key role in the response of the State to a terrorist event. The basic infrastructure of the Bureau will provide the basis for identification and response to a terrorist event, in conjunction with emergency management, response notification identified within the ESF 8 of the TEMP.

   C. Policies

      1. The local Department of Health will coordinate the epidemiologic and laboratory response to a potential terrorist event in conjunction with state and federal agencies.

      2. The public will be educated on proper procedure for receiving calls concerning known or announced terrorist event. Persons receiving a call of such an event should record the name, phone number of the caller and exact location and nature of the event.

      3. The Bureau of Health Services Communicable and Environmental Disease Services (CEDS) will be responsible for keeping abreast of activities in the realm of public health and bioterrorism and keeping health department staff, emergency management, medical providers and the community informed.

IV. **Situation and Assumptions**

   A. Situation:

A wide array of possible chemical and biological terrorism agents exists. An attack may be subtle and not publicized by the terrorist or it may be clear at the moment of exposure that a terrorist event has taken place. In a bioterrorist scenario, basic public health surveillance and epidemiologic infrastructure will be essential to identify and characterize an outbreak or cluster that may be bioterrorist related

   B. Planning Assumptions:

     1. Although the likelihood of a terrorist attack in Hardin County appears to be low, it is critical that the Department of Health and other agencies prepare for such an event. CEDS has established electronic laboratory reporting and new timely and sensitive syndromic surveillance systems to identify rapidly a terrorist attack. These efforts complement routine disease monitoring conducted by all 13 health department regions by collection and investigation of reportable diseases in Tennessee. These data are reviewed daily or weekly by regional and CEDS staff to detect outbreaks and/or attacks.

2. All health department staff will be utilized. This will include local and regional health department staff along with CEDS staff as well as other Bureau of Health Services staff will be called in to assist with the investigation and response. Federal resources will be utilized in the event of a catastrophic event.

3. Overall responsibility at the crime scene of a terrorist event rests with the Federal Bureau of Investigation (FBI). The FBI will work closely with the Tennessee Bureau of Investigation, local law enforcement officials, emergency management and health department staff.

V. Concept of Operations

General

1. Local Health Department, local EMS and EMA, fire and law enforcement will be informed when a terrorist event occurs. The FBI will be informed by local law enforcement or the Tennessee Emergency Management Agency (TEMA). The FBI will take charge of the crime scene for purposes of investigation and evidence collection and may also assist in the collection of specimens for testing by the State Laboratory (State Public Health Laboratory) or the Centers for Disease Control and Prevention (CDC). Items submitted to the state lab must be done in accordance with "Suspicious Letter or Package Risk Assessment and Laboratory Submission Guidelines". All items submitted for testing must be submitted by law enforcement or hazardous material team and must also have been collected with a Biological Sampling Kit provided by the TDH laboratory.

2. The local health department will notify the Health Department Regional Director, Health Officer, Communicable Disease Control Director and Director of Nursing. The Health Officer or Communicable Disease Control Nurse will notify the State Epidemiologist, Deputy State Epidemiologist or Bioterrorism Coordinator (Resource List for telephone and beeper numbers is

available, who will notify the others.

3. The State Epidemiologist or designee will follow procedures for notification as outlined in the TEMP, ESF 8.

4. The person in charge at the scene will communicate with State Health Officials through TEMA. As needed, the State Health Officer or Communicable Disease Control Director may need to assist in the assessment of risk for a bona fide biological or chemical exposure and/or assist in identifying and interviewing potentially exposed persons.

5. Local, regional and state health department staff will assist in assessing persons who may have been exposed at the scene. If immediate medical evaluation is needed, exposed persons should be triaged and transported to the nearest appropriate hospital by EMS. If the exposed persons are not ill, they should be identified (basic demographics including name, age, date of birth, sex, address and telephone for home and work and where they can be located for the next three weeks), details of their exposure recorded as well as any allergies or chronic medical

conditions should be obtained. Instructions should be given regarding fevers and other symptoms to report and to whom they should be reported. Forms will need to be readily available to record the needed information.

6. If a disease clustering is suspected to be a bioterrorist attack the Health Officer or Communicable Disease Director will use the same notification system as outlined above. When appropriate hospital administration and infection control nurses will be notified. Several epidemiologic clues may indicate a covert bioterrorist attack. These include:

a. Large numbers of ill persons with similar disease of symptom complex.

b. Large numbers of unexplained deaths.

c. Unusual illnesses in a population.

d. Higher morbidity and mortality associated with a common disease.

e. A single case of an uncommon disease (smallpox, pulmonary or cutaneous anthrax, viral hemorrhagic fever, *Burkholderia mallei* or *B. pseudomallei*).

f. Several unusual or unexplained diseases coexisting in the same patient without a good explanation.

g. Disease in an unusual geographic or seasonal distribution.

h. Illness that is unusual or atypical in a given population (i.e., measles-like rash in vaccinated adults.

i. Similar DNA fingerprint among agents isolated from distinct sources at different times or locations.

j. Unusual, atypical, genetically engineered or antiquated strain of an agent (or unusual antibiotic resistance pattern).

k. Unexplained increase in stable endemic disease.

l. Simultaneous clusters of similar illnesses in noncontiguous areas.

m. A typical disease transmission through aerosols, food, or water which suggest deliberate sabotage.

n. Ill persons who seek treatment at about the same time, suggesting a point source with a compressed epidemic curve.

o. Illness in persons exposed to a common ventilation system.

p. Unusual pattern of death or illness among animals that precedes or accompanies illness or death in humans.

7. CEDS will coordinate with local and regional health departments to provide mass vaccinations or antibiotic/antidote distribution clinics. The Immunization Program Director and regional pharmacists will assist in obtaining the needed medications. Depending on the location and size of an exposure, local and regional health departments will conduct mass clinics in their facilities or in larger facilities such as school gymnasiums. The Strategic Nationals Stockpile will be contacted as needed to deliver pharmaceuticals, supplies and vaccine.

8. The local health department will communicate with the State Health Operation Center SHOC) that will be established in the Cordell Hull Building. The Regional Health Operation Center (RHOC) will be established at the Regional Health Department Offices as necessary. Overall media coordination will be done in conjunction with TEMA. Communications to hospital providers may be established through the Hospital Resources Tracking System. Prepared information sheets will be available to fax to the public, providers and media. These will also be available on the CEDS Home Page (http://www.state.tn.us/health, then click on programs and services, then click on communicable diseases).

9. The State Health Operation Center (SHOC) may notify the Department ESC of the need to open shelters or to gain assistance blood collections.

10. When the Regional Bioterrorism Hospital Plan is executed, the Regional Hospital Coordinator (RHC) will liaison with the appropriate Emergency Support Function (ESF) and staff at their assigned Emergency Operations Center. The RHC will also liaison with the Department's ESC, Regional Health Officers and EMS Consultants as needed.

VI. Communications

A. The Health Alert Network will utilize telephones, broadcast fax, cell phones, beepers and email to rapidly notify health departments, hospitals and medical providers.

B. The Tennessee Department of Health web page will be utilized to present information such as press releases, streaming video of news conferences or patient/provider information sheets.

C. Conference or video conferencing calls will be utilized to keep key individuals informed and to gather information to assist in the epidemiologic investigation and outbreak control activities.

VII. Execution

A. This plan is effective for planning, preparedness, and training upon receipt.

B. Execution will be based on the order of state health department staff.

C. The State Epidemiologist and Bioterrorism Coordinator and all agencies heretofore listed will provide support to local and regional health departments and other staff in preparation for and during the response to preserve the integrity of public health following terrorist attacks in the State of Tennessee.

VIII. Training

A. This plan will be utilized to train public health staff across the State in terrorist preparedness.

B. The Tennessee Department of Health will participate with local and regional health departments in tabletop and full-scale exercises to test this plan.

Annex 2 to ESF 8
Functional Needs Population Plan

I. **Lead Agency:**   Tennessee Department of Health

II. **Support Agencies:**   Tipton County Department of Health
                                  Tipton County Emergency Management Agency
                                  Tipton County Sheriff's Dept/Cities Police Dept

I.   III. **Purpose**

To provide general guidelines and principles for use in caring for the Functional Needs Population (FNP) during disasters and emergencies.

II.   **Definition**

Functional Needs Population (FNP) – Shall mean, as used only in the context of this Emergency Support Function (ESF) 8, Populations recognized as having functional needs in a mass casualty event including but not limited to the following:

a.   Children,

b.   Persons with physical or cognitive disabilities,

c.   Persons with preexisting mental health and/or substance abuse problems,

d.   Frail or immune system compromised adults and children,

e.   Non-English speakers,

f.   Persons with Dementia/Alzheimer's or reduced activities of daily living,

g.   Homeless or transient populations

III.   **Concept of Operations**

During public health emergencies and disasters, it is the responsibility of the Tennessee Department of Health (TDH) to take the lead in ensuring the Functional Needs Population (FNP) receives necessary and appropriate shelter and healthcare throughout the course of the event.

Tipton County will support/aid, as much as possible, the functional needs population. The policy of the county is to recognize the dignity of all individuals. The County will work closely with the Tennessee Department of Health (TDH) and the Department of Human Services during public health emergencies and disasters, and will refer to the Tennessee Emergency Management Plan (TEMP) for guidance.

IV.   **Safety and Security**

Local law enforcement officials may be asked to assist in keeping areas safe and secure.

Annex 3 to ESF 8
Pandemic Influenza Plan

I.   **Lead Agency:**   Tennessee Department of Health

II.   **Support Agencies**   Tipton County Department of Health
                                      Tipton County Emergency Management Agency

I.   III.   **Introduction**

The Tennessee Department of Health (TDH) Communicable and Environmental Disease Services (CEDS) Is the agency responsible for providing public health planning for pandemic influenza.

II.   **Concept of Operations**

Under the direction of the State Epidemiologist, the Medical Director of the Immunization Program will coordinate the department's preparedness activities with regional and local health departments and other stakeholders. Information to support local preparation and response for all sectors are publicly available at www.pandemicflu.gov.

The Tennessee Department of Health, West Regional Health Office maintains a Pandemic Influenza and Infectious Disease Response Plan, 2016, which includes Tipton County. A copy of this plan is located in the County EMA office and EOC.

Tipton County will follow procedures recommended by Tennessee Department of Health in their Pandemic Influenza and Infectious Disease Response Plan once a pandemic has been identified. These procedures include but may not be limited to the following:

a.   Shelter-in-place or self-quarantine,

b.   Develop preparedness information for distribution to the public through newspaper, brochures, and meetings,

c.   Provide information to industry to educate them and their employees with regard to best public health procedures and practices to control the spread of infection.

Reference for use: Annex XX to the Regional Public Health Emergency Preparedness Plan, Tennessee Department of Health, XXX Regional Health Office, Pandemic Influenza and Infectious Disease Response Plan, DATE; which includes the XXX Region County Health Department Infectious Disease Response Plan.

Annex 4 to ESF 8
Mass Casualty Events

I.   **Lead Agency:**   Tipton County Emergency Management

II.   **Support Agencies:**   Tipton County Medical Examiner
                                Baptist Memorial Hospital
                                Tipton County Health Department

III.   **Introduction**

   A. Purpose and scope

   The purpose of this annex is to identify health and medical care needs following natural disasters or catastrophic events that cause mass casualties. Tipton County's local resources would be overwhelmed if we experience more than 50 fatalities as a result of a natural disaster or catastrophic event. Response to a mass casualty event will include the following functions in the scope of health and medical services during a mass casualty disaster:

   1. Assessment of nature and location of casualties.
   2. Facilitate triage, treatment, transportation and evacuation of casualties.
   3. Mobilize health and medical services to the disaster impact area, including requesting medical and transport resources through the Tennessee Emergency Management Agency (Army and Air National Guard) when needed.
   4. Coordinate the preparation for reception of casualties at designated referral points within the county.
   5. Coordinate and supervise public health activities and maintain functional services (epidemiology, immunization, vital records, and sanitation/environmental health).
   6. Request the activation of the National Disaster Medical System (NDMS) through the Tennessee Emergency Management Agency, if needed.

IV.   **Situations and Assumptions**

   B. Situations

   1. Earthquake and weather-related damage and after effects will result in a threat to human life and disruption of traditional health care and medical services.
   2. Medical facilities and personnel within the disaster area will be affected by damage or injury.
   3. Casualties will be dispersed and traditional transportation routes or EMS response capabilities may be compromised.

C. Assumptions

1. Local and state resources will be insufficient to cope with the number of casualties and complexities of medical care referral, requiring activation of the National Disaster Medical System with recourse to federal coordination and funding of needed medical services.
2. Tipton County's local resources would be overwhelmed if we experience 15 or more fatalities as a result of a natural disaster or catastrophic event.
3. Casualties likely from a major earthquake could include as many as 500 injured and up to 50 fatalities.
4. A major earthquake is likely to impair operation of at least 15% of health care facilities and exhaust local medical providers within twelve to twenty-four hours of occurrence.

E S F 9

SEARCH AND RESCUE

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EMERGENCY SUPPORT FUNCTION 9

SEARCH AND RESCUE

Table of Contents

ESF 9 - Search and Rescue

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EMERGENCY SUPPORT FUNCTION 9

SEARCH AND RESCUE

I. Lead Agency: Covington Fire Department Rescue Unit

II. Support Agencies: Other County Rescue Units
                              Emergency Management Agency
                              Volunteer Fire Departments
                              Ambulance Service
                              Law Enforcement Agencies
                              Department of Public Works
                              Local Flying Club

III. Introduction

   A. Purpose

      The purpose of this annex is to provide coordination of search and rescue activities within the county.

   B. Scope

      This annex pertains to the following search and rescue activities:

      a. Urban search and rescue activities following earthquakes and/or building collapses

      b. Searches for missing or lost persons,

      c. Wildland searches for lost hikers, etc.,

      d. Dragging of lakes, ponds, etc., in search of lost/missing persons,

      e. Searching for downed aircraft,

      f. Searches for escaped prisoners/detainees, and

      g. Rescue of persons trapped as a result of vehicle accidents.

IV. Policies

   The local Search and Rescue function includes all SAR activities, not just urban search and rescue as provided in the federal ESF 9.

V. Situation and Assumptions

   A. Situation

      1. A major disaster, especially an earthquake, could cause the collapse of buildings and other structures, necessitating the attempt to locate and extricate trapped victims.

      2. Several times per year, people get lost in the wilderness or become lost by being abandoned in an area with which they are unfamiliar. Additionally, children and others often wander off into unfamiliar areas. Those situations often require the commitment of large numbers of personnel and equipment.

3. The U. S. Air Force, through the Air Force Rescue Coordination Center, Tyndall Air Force Base, monitors the activation of Emergency Location Transmitters (ELTs) from downed aircraft. ELT activations in the county are transmitted to TEMA to arrange for the search for the affected aircraft, which may include the use of local rescue units.

4. Prisoners and other detainees often flee their holding facilities and may pose a threat to nearby communities.

5. Major vehicle accidents (air, ground, or rail) often require the physical extrication of trapped victims.

B. Planning Assumptions

1. Local rescue capabilities may not be sufficient to handle all situations that are encountered.

2. Fire, police, and EMS services will coordinate activities with the SAR providers.

3. Situations that require the location and/or extrication of victims by specialized rescue units will continue to occur.

VI. Concept of Operations

A. General

In all but the most serious of situations, local resources should be able to handle the rescue situations they encounter. The likely exceptions include searches that require the use of aircraft the jurisdiction does not have access to, or those situations where specialized technical rescue capabilities are required.

B. Organization and Responsibilities

1. Rescue Units

a. Prepare for, train, and conduct search and rescue activities as required by local situation.

b. Coordinate training of local fire, police, and EMS units with respect to search and rescue tactics and procedures.

2. Emergency Management Agency

a. Act as the local coordination point for SAR activities that require outside resources for assistance.

b. Support the development of SAR capabilities in other local agencies.

c. Support development of regional K-9 and diving teams

3. Fire Departments

Coordinate fire service unit activities with those of rescue units in major emergencies.

4. Ambulance Services

Coordinate EMS unit activities with those of rescue units in major emergencies.

5. Law Enforcement Agencies

a. Coordinate the activities of law enforcement agencies with those of rescue units in major emergencies.

b. Provide air support for local SAR activities when possible.

6. Department of Public Works

Provide heavy equipment and operators to assist with heavy rescue activities of local agencies.

7. Local Flying Club

a. Locate, or assist other local units with searching for and locating downed aircraft.

b. Provide air support capabilities to local units involved in SAR activities when requested.

VII. Mitigation and Preparedness Activities

A. Rescue Units

1. Develop capabilities for performing specialized search and rescue operations as dictated by local situation.

2. Develop procedures for coordinating local operations with SAR resources from other jurisdictions.

3. Participate in training, mutual-aid pact development, resource development, and other activities as coordinated through the Tennessee Association of Rescue Squads.

B. Emergency Management Agency

1. Develop procedures for directing reports of downed aircraft to appropriate SAR units for action.

2. Develop procedures for tasking local rescue units to assist with other local rescue situations.

3. Develop procedures for coordinating local assistance to TEMA and other state agencies with searches for missing aircraft, vehicles, or inventory.

4. Designate appropriate EMA staff to coordinate SAR activities during major emergencies.

C. Fire Departments

1. Develop procedures for coordinating fire service unit activities with the activities of SAR units during major emergencies.

2. Develop rescue capabilities as required by local situation.

D. Ambulance Service

1. Develop procedures for coordinating EMS unit activities with the activities of SAR units during major emergencies.

      2. Develop protocols governing operations and treatment of patients in mass casualty SAR operations.

  E. Law Enforcement Agencies

     Develop procedures for coordinating law enforcement unit activities with the activities of SAR units during major emergencies.

  F. Department of Public Works

      1. Develop procedures for deploying personnel and equipment in support of heavy rescue activities during major emergencies.

      2. Develop database describing location of heavy equipment owned by Public Works and private contractors that might be used in heavy rescue operations.

  G. Local Flying Club

      1. Develop policies and procedures for deploying personnel and aircraft for:

         a. Support of local SAR activities, and

         b. Searches for downed or possibly-downed aircraft.

VIII. Response and Recovery Actions

  A. All Tasked Agencies

      1. Send ESCs to EOC as requested by EMA.

      2. Attend briefings, coordinate activities with other participant organizations.

      3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

      4. Maintain logs of activities, messages, etc.

      5. Initiate internal notification/recall actions.

  B. Rescue Units

      1. Respond to situations that require specialized search and rescue capabilities.

      2. Request assistance from EMA, fire departments, or other agency as dictated by situation.

  C. Emergency Management Agency

      1. Collect intelligence concerning the extent and nature of the SAR requirements of the emergency.

      2. Task other ESF 9 organizations to provide rescue units and equipment to affected areas as required.

      3. Provide ESF 4, ESF 8 (EMS), and ESF 13 with information concerning nature and scope of SAR activities being performed in concurrent areas.

4. Request assistance from TEMA or other state agency as appropriate.

5. Maintain tracking system for rescue resources utilized during the emergency.

6. Task ESF 7 (Budget and Accounts Director) to locate specialized rescue equipment and/or personnel if required.

7. Provide intelligence information to ESF 5 concerning number of victims, types of operations in progress, etc.

8. Coordinate deployment of K-9 teams, dive teams, etc. countywide.

D. Fire Departments

1. Coordinate deployment of fire units with the activities of SAR units.

2. Provide listing of fire service rescue capabilities to ESF 9 Manager if requested.

3. Relay rescue taskings to fire service units as requested by ESF 9 Manager.

E. Ambulance Service

Coordinate deployment of EMS units with the activities of SAR units.

F. Law Enforcement Agencies

1. Coordinate deployment of law enforcement units with the activities of SAR units.

2. Provide security and traffic control activities around SAR emergency scenes as requested by ESF 9 Manager (through ESF 13).

G. Department of Public Works

Deploy personnel/equipment in support of SAR activities as requested by ESF 9 Manager.

H. Local Flying Club

1. Deploy aircraft/personnel in support of SAR activities as requested by EMA or other agency.

2. Coordinate the search for possible downed aircraft.

IX. Training

A. TEMA provides several tracking and SAR courses to local rescue and fire service units on request.

B. The Tennessee Association of Rescue Squads coordinates training delivery for rescue squads on a statewide basis.

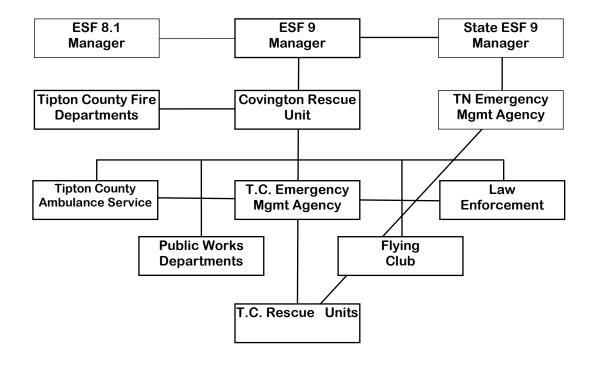C. All other training relative to this ESF is provided in-house by the agency concerned.

EMERGENCY SUPPORT FUNCTION 9

APPENDICES

Appendix 1   Search and Rescue Organizational Chart

Appendix 2   Location of Search and Rescue Units

APPENDIX 1 TO ESF 9

SEARCH AND RESCUE ORGANIZATIONAL CHART

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┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│   ESF 8.1    │─────│    ESF 9     │─────│ State ESF 9  │
│   Manager    │     │   Manager    │     │   Manager    │
└──────────────┘     └──────────────┘     └──────────────┘
                            │                     │
┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│Tipton County │     │  Covington   │     │ TN Emergency │
│Fire          │─────│  Rescue Unit │     │ Mgmt Agency  │
│Departments   │     │              │     │              │
└──────────────┘     └──────────────┘     └──────────────┘

┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│Tipton County │     │ T.C. Emergency│    │     Law      │
│Ambulance     │─────│  Mgmt Agency │─────│ Enforcement  │
│Service       │     │              │     │              │
└──────────────┘     └──────────────┘     └──────────────┘
         │                                
    ┌──────────────┐              ┌──────────────┐
    │ Public Works │              │   Flying     │
    │ Departments  │              │    Club      │
    └──────────────┘              └──────────────┘

                 ┌──────────────────┐
                 │ T.C. Rescue Units│
                 └──────────────────┘
```

APPENDIX 2 TO ESF 9

LOCATION OF SEARCH AND RESCUE UNITS

1. **Covington Fire and Rescue**
    101 Tennessee Avenue
    Covington, Tennessee

2. **Munford Fire and Rescue**
    1397 Munford-Atoka Avenue
    Munford, Tennessee

3. **Tipton County Emergency Unit**
    4456 Holly Grove Road
    Brighton, Tennessee

4. **Tipton County Rescue Squad**
    6513 Richardson Landing Road
    Drummonds, Tennessee 38023

E S F 10

ENVIRONMENTAL RESPONSE

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EMERGENCY SUPPORT FUNCTION 10

ENVIRONMENTAL RESPONSE

Table of Contents

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EMERGENCY SUPPORT FUNCTION 10

ENVIRONMENTAL RESPONSE

HAZARDOUS MATERIALS/RADIOLOGICAL MATERIALS

I. Lead Agency: Hazardous Materials Team/Covington Fire Department

II. Support Agencies: Emergency Management Agency
                                 Fire Departments
                                 Department of Public Works
                                 Law Enforcement Agencies
                                 Ambulance Service
                                 Local Emergency Planning Committee (LEPC)

III. Introduction

    A. Purpose

        The purpose of this annex is to provide support in dealing with actual or potential releases of hazardous materials (including radiological materials).

    B. Scope

        This annex covers hazmat releases occurring for any reason, including:

        1. As a secondary result of another disaster (i.e., earthquake or flooding),

        2. As a result of a transportation accident,

        3. As a result of a fixed facility release.

IV. Policies

    A. The Local Emergency Planning Committee (LEPC) is the primary repository of documents submitted in compliance with Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA).

    B. It is the responsibility of the responsible party to notify the National Response Center of any releases that fit into one or more of the reportable categories.

V. Situation and Assumptions

    A. Situation

        1. The accidental discharge of hazardous materials is a relatively frequent occurrence in the county. Fortunately, the vast majority of these discharges are relatively insignificant and pose no serious threat to nearby populations.

        2. Large numbers of hazardous materials are transported via highway, air freight, rail, and pipeline across the county daily.

        3. Several major industrial concerns and numerous lesser organizations manufacture, process, store, or utilize hazardous materials on a daily basis.

B. Planning Assumptions

1. Accidental hazmat releases will continue to occur on a periodic basis.

2. Any hazmat incident may progress to a point where it becomes a serious threat to the surrounding community(ies).

3. Several hazmat incidents may occur simultaneously following a major disaster such as an earthquake.

4. Exceptions to current disposal practices may be necessary during major emergencies.

VI. Concept of Operations

A. General

1. In most cases, the response to hazardous materials incidents is handled by the facility emergency response manager (for fixed facilities), or the hazardous materials team (for transportation accidents). Occasionally, an event will necessitate a response by a more specialized hazardous materials team.

2. If necessary, the state (i.e., TEMA) can call out certain state environmental personnel (e.g., the Department of Environment and Conservation's Water Pollution Control Division) to assist local agencies in dealing with the consequences of releases.

3. Disposal of hazardous waste is invariably handled by a private clean-up company, with the shipper or originating facility being responsible for the costs of the response and remediation of affected areas.

4. The county has a Local Emergency Planning Committee (LEPC) as required by SARA, with representation from all segments of the public and private sector. The LEPC is the repository of all records and data generated as a result of the requirements of Title III and other components of the SARA act in the county.

B. Organization and Responsibilities

1. Emergency Management Agency

   a. Provide coordination for the response to hazardous materials releases in the county.

   b. Develop hazardous materials response capabilities within the county.

   c. Provide conduit through which local officials can request assistance from other local and state agencies concerning hazardous materials.

2. Hazardous Materials Team

   a. Develop capabilities to respond to hazardous materials incidents within the county.

   b. Provide an individual to act as the Emergency Services Coordinator (ESC), as well as an alternate to insure 24-hour availability.

3. Department of Public Works

   Provide personnel and equipment to assist with diking operations and other control measures

during hazmat incidents.

4. Fire Departments

   Provide personnel and equipment to support hazmat incident operations (within capabilities).

5. Law Enforcement Agencies

   Provide personnel to support safety requirements during hazmat operations.

6. Ambulance Services

   Provide personnel to support medical requirements during hazmat operations.

7. Local Emergency Planning Committee (LEPC)

   a. Serve as point of contact for Title III documents in the county.

   b. Serve as focal point for addressing hazardous materials issues that affect the county.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

Develop procedures and policies concerning self-protection measures to be taken during hazmat operations (commensurate with level of response offered), including:

1. The use of self-contained breathing apparatus,

2. The use of appropriate levels of protective clothing,

3. The use of an incident command structure,

4. The recognition and identification of hazardous materials and their dangers, and

5. The application of other appropriate protective actions on a case-by-case basis.

B. Emergency Management Agency

1. Maintain records associated with Title III of SARA and HMTUSA (for the LEPC).

2. Provide training to hazmat response personnel.

3. Secure training and planning grants associated with SARA and HMTUSA.

4. Assist local response organizations with identifying hazmat users and developing plans for response to incidents at those sites.

5. Develop a local hazmat response plan or SOP.

6. Develop hazmat response capabilities.

7. Develop database of hazardous waste clean-up companies.

8. Designate appropriate EMA staff to coordinate hazmat response activities with other emergency response agencies during major emergencies.

9. Distribute federal DOT Emergency Response Guidebook to local emergency response agencies and personnel.

C. Hazardous Materials Team

1. Develop capabilities to respond to hazardous materials incidents within the county, including the training of personnel, the acquisition of equipment, the development of SOPs, etc.

2. Conduct training with local hazardous materials facilities and transporters.

3. Conduct training with local fire, law enforcement, EMS and public works officials to develop interservice operations policies concerning responses to hazmat incidents.

D. Department of Public Works

1. Develop procedures and guidelines for deploying personnel and equipment to assist local response personnel during major hazmat incidents.

2. Develop policies concerning department use of hazmat items (i.e., fuels, oils, asphalt, etc.) that insure minimization of chances for department-caused hazmat incidents.

E. Fire Departments

1. Provide training for fire personnel with respect to hazardous materials operations.

2. Develop procedures for deploying personnel to assist local response groups with hazmat containment operations.

F. Law Enforcement Agencies

Develop procedures for deploying personnel to assist with scene security, traffic control, and other

activities at hazmat incident sites.

G. Ambulance Services

1. Provide training for EMS personnel with respect to hazardous materials operations.

2. Develop procedures for deploying personnel to assist local response groups with medical aspects of hazmat containment operations.

H. Local Emergency Response Committee (LEPC)

1. Develop database of Tier II and Form R reports generated as a result of SARA.

2. Report organizations that fail to comply with SARA Title III provisions to appropriate authorities.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

6. Notify field personnel of appropriate protective actions, given an identified threat.

7. Maintain records of individuals exposed to chemicals at incident sites and provide for follow-up monitoring and/or treatment if required.

B. Emergency Management Agency

1. Notify and dispatch appropriate local and state personnel to assist with hazmat operations.

2. Maintain logs and records concerning the incident and its effects.

3. Notify the National Response Center.

4. Contact the Chemical Emergency Transportation Center (CHEMTREC) if requested by local or state response personnel.

5. Notify appropriate local ESCs or other contact personnel.

6. Coordinate response activities of mutual aid personnel/agencies, including fire and EMS agencies.

7. Provide information to ESF 5 concerning extent and nature of problem(s).

8. Contact clean-up companies, shippers, and others with an interest in the incident, as requested by on-scene personnel.

9. Initiate state involvement (through TEMA) if warranted.

10. Task other agencies and ESFs as necessary to carry out missions.

11. Develop priorities for response when multiple incidents are involved.

C. Hazardous Materials Team

1. Respond to and attempt to contain hazardous materials incidents in the county.

2. Maintain records of agency activities (especially with respect to personnel exposure to hazardous materials).

3. Request assistance from other ESFs and participant organizations as required to perform assigned missions.

D. Department of Public Works

Deploy personnel and equipment to support hazmat incident operations as requested by EMA.

E. Law Enforcement Agencies

Deploy personnel to secure areas around established perimeters of hazardous material accident scenes, assist with traffic control activities, and assist with evacuation/movement activities (all through ESF 13).

F. Fire Departments

Deploy personnel and/or equipment to assist with hazmat containment activities.

G. Ambulance Services

Deploy personnel to assist with the medical monitoring and treatment of persons exposed to hazardous materials.

H. Local Emergency Planning Committee

1. Maintain documentation of releases as notified by local hazmat users.

2. Provide public forum for the critique of the response to major hazmat incidents that occur within the county.

IX. Training

A. TEMA provides several different courses related to hazardous materials. These include:

1. The NIMS/Incident Command System,

2. Initial Response to Hazardous Materials Incidents (IRHMI),

3. Chemistry of Hazardous Materials,

4. Hazardous Materials Team Operations I & II, and

5. Many other field delivered courses concerning hazardous materials.

B. The National Fire Academy in Emmitsburg, Maryland, offers several resident and field delivered courses in hazardous materials response and remediation activities.
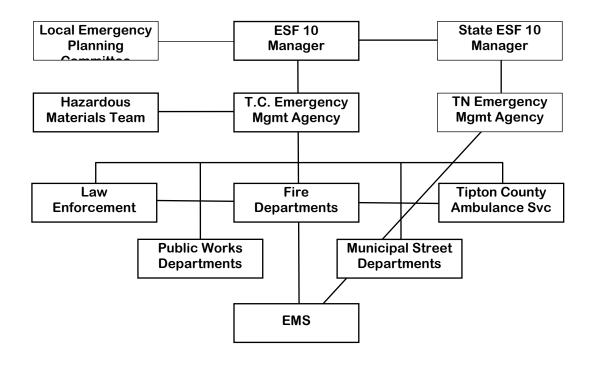
EMERGENCY SUPPORT FUNCTION 10

APPENDICES

Appendix 1   Environmental Response Organizational Chart

Appendix 2   Location of Hazardous Materials Teams in the County

Appendix 3   Major Highway Systems in the County

Appendix 4   Major Railroad Systems in the County

Appendix 5   Major Pipelines in the County

Appendix 6   Major Hazardous Materials Sites in the County

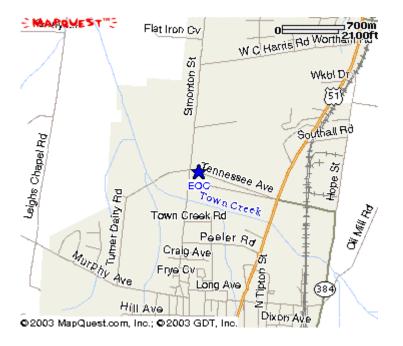Appendix 7   Licensed Radiological License Holders in the County

APPENDIX 1 TO ESF 10

ENVIRONMENTAL RESPONSE ORGANIZATIONAL CHART

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┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│Local Emergency│─────│   ESF 10     │──────│ State ESF 10 │
│   Planning    │     │   Manager    │      │   Manager    │
│  Committee    │     └──────┬───────┘      └──────┬───────┘
└──────────────┘            │                     │
┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│  Hazardous   │─────│T.C. Emergency │      │ TN Emergency │
│Materials Team│     │  Mgmt Agency  │      │  Mgmt Agency │
└──────────────┘     └──────┬────────┘      └──────────────┘
                            │
   ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
   │     Law      │  │     Fire     │  │ Tipton County│
   │ Enforcement  │  │ Departments  │  │ Ambulance Svc│
   └──────────────┘  └──────┬───────┘  └──────────────┘
        ┌──────────────┐    │   ┌──────────────┐
        │ Public Works │    │   │Municipal Street│
        │ Departments  │    │   │ Departments  │
        └──────────────┘    │   └──────────────┘
                      ┌──────────────┐
                      │     EMS      │
                      └──────────────┘
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ESF 10-12

APPENDIX 2 TO ESF 10

LOCATION OF HAZARDOUS MATERIALS TEAMS IN THE COUNTY
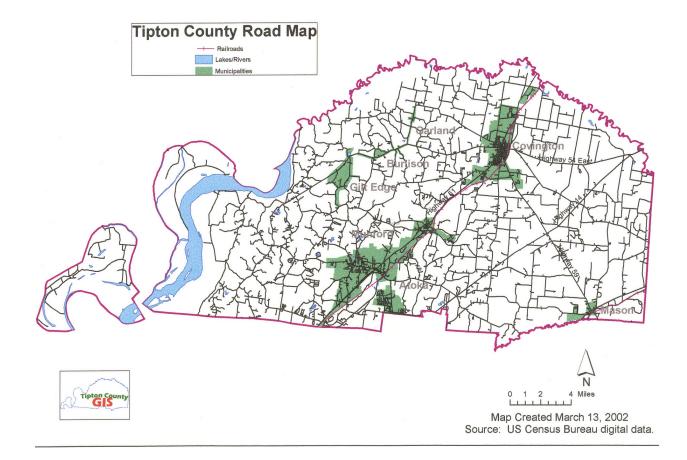
Covington/Tipton County Hazardous Materials Team
Covington Fire Department
101 Tennessee Avenue
Covington, Tennessee
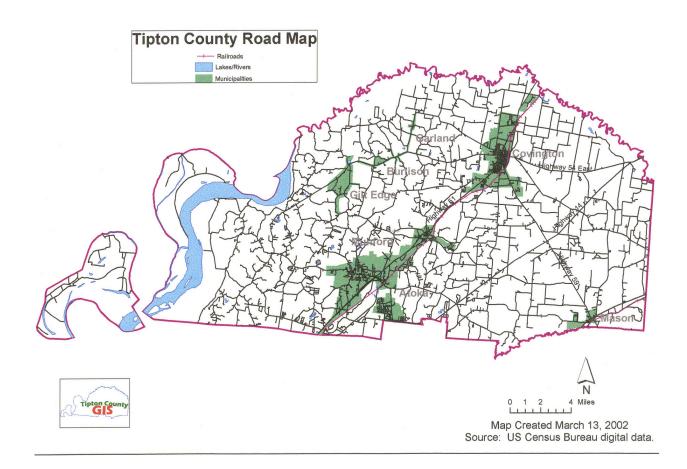
APPENDIX 3 TO ESF 10

MAJOR ROADS IN THE COUNTY

1. Highway 51
2. Highway 59
3. Highway 54
4. Highway 14
5. Highway 70/79

Tipton County Road Map

APPENDIX 4 TO ESF 10

MAJOR RAILROAD SYSTEMS IN THE COUNTY
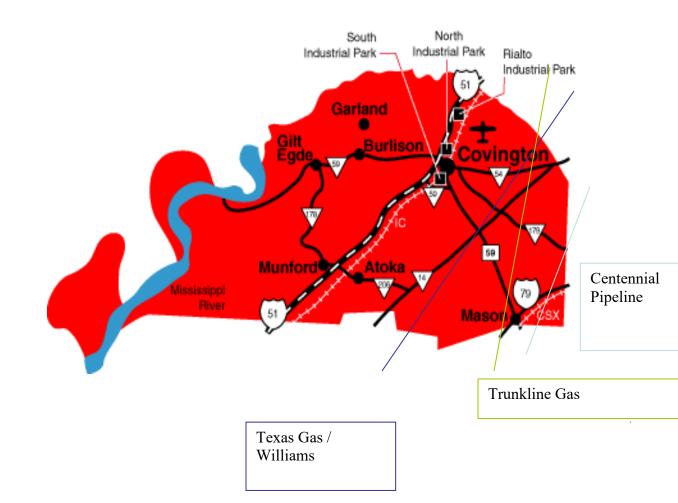
1. Illinois Central Gulf Railroad
2. CSX Railroad

APPENDIX 5 TO ESF 10

MAJOR PIPELINES IN THE COUNTY
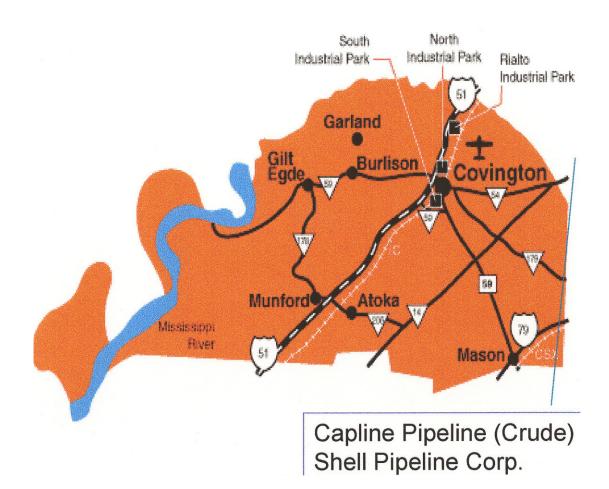
1. Williams/Texas Gas Transmission Corp. – 1-800-626-1948 (High Pressure Natural Gas)

2. Centennial Pipeline – 1-800-537-6644 (Diesel Fuel, Gasoline, Heating Oil and Kerosene)

3. Trunkline Gas Co. – 1-800-225-3913 (Natural Gas)

APPENDIX 5 TO ESF 10

MAJOR PIPELINES IN THE COUNTY

4. Shell Pipeline Corp. – 1-800-852-8144 (Crude Oil)

Capline Pipeline (Crude)
Shell Pipeline Corp.

APPENDIX 6 TO ESF 10

SARA/TITLE III REPORTING FACILITIES IN THE COUNTY

1. Covington Wastewater Plant   Witherington St. Covington, TN 38019
2. Covington Public Works   300 S. College St. Covington, TN 38019
3. Tops Division of Wallace   1001 Rialto Rd. Covington, TN 38019
4. First Utility District   3706 Highway 59 W. Covington, TN 38019
5. Unilever   2000 Highway 51 N. Covington, TN 38019
6. Mueller Copper Fittings   3400 Mueller Brass Rd. Covington, TN 38019
7. Munford Public Works   1397 Munford Ave. Munford, TN 38019
8. Poplar Grove Utility   14560 Hwy 51 S. Atoka, TN 38004
9. Helena Chemicals   190 Hwy. 59 Mason, TN 38049
10. BellSouth   College St. Covington, TN 38019
11. Greenpoint Ag   301 Witherington Dr. Covington, TN 38019
12. TVA Covington Substation   East St. Covington, TN 38019

APPENDIX 7 TO ESF 10

LICENSED RADIOLOGICAL LICENSE HOLDERS IN THE COUNTY

Baptist Memorial Hospital-Tipton

E S F 11

FOOD

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EMERGENCY SUPPORT FUNCTION 11

FOOD

Table of Contents

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EMERGENCY SUPPORT FUNCTION 11

FOOD

I. Lead Agency: Emergency Management Agency

II. Support Agencies: Parks and Recreation
                             Department of Human Services
                             American Red Cross

III. Introduction

    A. Purpose

        The purpose of this annex is to identify, secure, and deliver food assistance to affected areas following a major disaster.

    B. Scope

        The following activities are included within this ESF:

        1. Locating and obtaining food supplies,

        2. Transporting food supplies to staging areas or affected areas, as required,

        3. Distributing food to disaster victims and emergency workers,

IV. Policies

    A. Feeding activities at shelter sites will be coordinated by the American Red Cross; all other feeding activities will be coordinated by the EMA, ARC, or other suitable entity.

    B. The provision of water and water purification equipment is handled in conjunction with ESF 3, Water and Sewage Systems.

V. Situation and Assumptions

    A. Situation

        Many disasters, such as floods or earthquakes, can create a situation whereby victims/residents cannot gain access to food. Additionally, electrical and gas supply interruptions will eliminate their

        ability to properly prepare food for human consumption.

    B. Planning Assumptions

        1. A significant emergency may deprive residents of the ability to secure and/or prepare food for themselves and their families.

        2. The food transportation/delivery network may be damaged or disrupted as a result of an emergency.

        3. Some disasters may create a situation whereby locally available food sources become contaminated or infected.

VI. Concept of Operations

A. General

1. In most lesser emergencies (i.e., tornadoes, fires, etc.) the local ARC chapter and/or other agencies are able to adequately distribute food and water to victims, either in shelters or in the field. The ARC has the ability to obtain large quantities of food in most cases. Larger disasters, however, may generate massive numbers of victims, and the local ability to feed these people, as well as the emergency response personnel in the area will be severely taxed.

2. The "delivery" of food to victims, shelterees, etc., is not the same as mass feeding. Used within this ESF, delivery refers to the actual movement of food to places where feeding activities occur. At that point, the operation (with respect to the food itself) becomes a mass feeding operation, and is handled under ESF 6, Mass Care.)

3. The provision of potable drinking water is provided under ESF 3, primarily because this delivery is associated with the restoration of water utility systems.

B. Organization and Responsibilities

1. Emergency Management Agency

   a. Coordinate the delivery of food to those locations where it is needed during emergencies.

   b. Locate food sources to supply feeding needs in disaster areas.

2. Parks and Recreation

   a. Assist with the locating of food, potable water, and transportation capabilities for deployment to staging areas and affected areas.

   b. Locate and secure food storage facilities (i.e., refrigerated storage areas, dry storage, etc.) for use during disasters.

   c. Coordinate movement of food into affected areas.

3. Department of Human Services

   Assist with the locating of food sources, storage facilities, delivery services, etc. during an emergency.

4. American Red Cross

   Provide food to victims housed in shelters, as well as other areas where such needs are identified.

VII. Mitigation and Preparedness Activities

A. Emergency Management Agency

1. Develop procedures for identifying feeding needs in affected areas and locating sources of food to meet those needs during emergencies. Coordinate this with the American Red Cross.

2. Develop procedures for obtaining damage assessments of food and dairy production capabilities in areas affected by the disaster.

3. Develop procedures for assessing feeding needs (both current and projected) in areas affected by disaster; coordinate with local ARC Chapter.

4. Develop database and assess feeding capabilities at individual sites preselected as potential shelter sites for housing evacuees during emergencies.

B. Parks and Recreation

Develop database of vendors of food supplies, transportation capabilities (including refrigerated transport), suitable storage facilities (including refrigerated areas), etc., and procedures for obtaining same during emergencies.

C. Department of Human Services

Develop informational materials for members concerning the potential need for food preparation, storage, and delivery services during disasters.

D. American Red Cross

1. Develop procedures for mass feeding of victims housed in shelters, staging areas, or other areas housing persons needing food and/or water.

2. Develop procedures for obtaining food supplies from sources outside affected areas during emergencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Emergency Management Agency

1. Coordinate with the ARC, Parks and Recreation, and the Department of Human Services to determine feeding needs in affected areas and to procure food Items for use in supporting disaster response requirements.

2. Assess damage to farms and dairies in the affected area(s); provide damage assessment information to ESF 5.

3. Assist Parks and Recreation in locating food sources for specialized types of foods (i.e., for certain religious observances or beliefs, etc.).

4. Arrange (through TEMA) for the delivery of MRE's from Tennessee National Guard warehouses to areas where food preparation activities cannot be conducted in a timely fashion.

C. Parks and Recreation

   Locate, obtain, and arrange for the transport of needed food items as identified by the ARC or EMA.

D. Department of Human Services

   Contact local food services providers and arrange for the preparation, storage, and/or delivery of needed food items.

E. American Red Cross

   1. Perform emergency feeding activities at shelter sites, staging areas, and/or in other identified areas.

   2. Coordinate needs for food items with EMA and/or Department of Human Services.

   3. Request assistance from other ESFs and/or participant organizations as required to perform feeding activities.

   4. Initiate national ARC food acquisition procedures if dictated by situation.

IX. Training

A. The ARC provides Mass Feeding course through its local chapters to persons having responsibilities in that area during emergency operations.

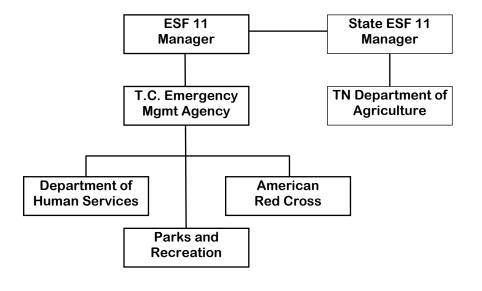B. All other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 11

APPENDICES

Appendix 1   Food Organizational Chart

APPENDIX 1 TO ESF 11

FOOD ORGANIZATIONAL CHART

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┌──────────────┐          ┌──────────────┐
│   ESF 11     │──────────│  State ESF 11│
│   Manager    │          │   Manager    │
└──────┬───────┘          └──────┬───────┘
       │                         │
┌──────┴───────┐          ┌──────┴───────┐
│ T.C. Emergency│         │ TN Department of│
│  Mgmt Agency │          │  Agriculture │
└──────┬───────┘          └──────────────┘
       │
   ┌───┴──────────────────┐
   │                      │
┌──┴──────────┐    ┌──────┴──────┐
│ Department of│    │  American   │
│Human Services│    │  Red Cross  │
└─────────────┘    └─────────────┘
       │
┌──────┴───────┐
│  Parks and   │
│  Recreation  │
└──────────────┘
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E S F 12

ENERGY

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EMERGENCY SUPPORT FUNCTION 12

ENERGY

Table of Contents

ESF 12 - Energy

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EMERGENCY SUPPORT FUNCTION 12

ENERGY

I. Lead Agency: Covington Electrical System

II. Support Agencies: Natural Gas Utility Systems
        Southwest Electric System
        Emergency Management Agency
        Texas Gas Transmission Corp.
        Local Propane Distributors

III. Introduction

A. Purpose

The purpose of this annex is to facilitate restoration of the energy systems in the areas of the county affected by a disaster.

B. Scope

"Energy" systems, within the scope of this functional group include:

1. Power generating and transmission facilities,

2. Electrical supply grid and local electricity providers,

3. Natural gas, crude oil, and other pipeline systems that traverse the county,

4. Local natural gas suppliers and their networks, and

5. Local fuel oil, crude oil, and other petroleum suppliers and their pipelines.

IV. Policies

A. The restoration of electrical service is critical to the emergency response and recovery activities in the areas affected by a particular emergency. Electrical restoration is a top priority during initial emergency response operations.

B. The distribution of natural gas to homes and businesses in affected areas is a critical issue during the winter months.

C. The emergency provision of water and the restoration of water supply and sewer systems are detailed under ESF 3, Water and Wastewater Systems. Health effects related to utility/energy shortages are provided for in ESF 8, Public Health, and fire protection concerns are addressed in ESF 4, Firefighting, and ESF 10, Environmental Response.

V. Situation and Assumptions

A. Situation

1. Many disasters that can affect the county have the potential to destroy or damage major energy lifelines, thereby curtailing or eliminating the supply of electricity and/or natural gas to victims of the event.

2. A petroleum shortage (as in the energy crisis of the early- and mid-1970s) can create major problems as a result of resource shortages within the county.

B. Planning Assumptions

1. A significant disaster may produce prolonged periods of time where electrical service to victims

is interrupted. This will reduce communications capabilities, degrade traffic control activities, and have other widespread impacts on the provision of public safety activities.

2. Real or perceived petroleum crises may result in the panic hoarding of fuels in many areas.

3. A disaster could damage natural gas and petroleum product pipelines, substantially reducing or eliminating the availability of such items in affected areas.

VI. Concept of Operations

A. General

1. In the immediate aftermath of an emergency, local utility providers will assess the damage to their systems and delivery capabilities. This information will be forwarded to local emergency officials. Local providers will initiate repairs to the extent they can, and will utilize resources from outside jurisdictions to the extent that they are offered (and necessary).

2. The Tennessee Valley Authority, as the state's primary electrical power provider, will assist local electrical suppliers in restoration of critical power lines, equipment, and control facilities.

3. The concept of operations for petroleum emergencies within the state of Tennessee is provided in the Tennessee Energy Assurance Plan (EAP), maintained by the TN Department of Environment and Conservation, Office of Energy Programs/Travel Assistance.

B. Organization and Responsibilities

1. Electrical Utility Systems

a. Maintain the countywide electrical distribution capability.

b. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

c. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

2. Natural Gas Utility Systems

a. Maintain countywide natural gas distribution capabilities.

b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

3. Emergency Management Agency

a. Coordinate the restoration of major utility systems to critical facilities, EOCs, and other necessary sites.

b. Coordinate the distribution of generators to sites where critical needs exist and

energy restoration will be delayed.

    4. Propane Distributors

      Maintain countywide propane gas distribution capabilities.

VII. Mitigation and Preparedness Activities

A. Electrical Utility Systems

1. Develop procedures for assessing damages to local utility distribution systems.

2. Institute mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver electricity to local users.

3. Coordinate with the TVA with respect to the development of regional energy plans and programs for dealing with disaster effects on statewide power transmission networks.

4. Arrange mutual aid agreements with neighboring power generators and TVA for assistance during emergency periods.

B. Natural/Propane Gas Utility Systems

1. Develop procedures and format for assessing damage and impact of disaster on pipeline and delivery systems in the county.

2. Institute mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver natural/propane gas to local users.

3. Arrange mutual aid agreements with neighboring natural/propane gas suppliers/users for assistance during emergency periods.

C. Emergency Management Agency

1. Develop database of critical facilities and whether or not they have emergency or standby power supplies.

2. Develop database listing of generators and develop procedures for acquiring and deploying same with personnel to critical facilities during power failures.

3. Develop listing of priorities with local energy providers for use in emergency restoration services.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Electrical Utility Systems

   1. Initiate damage assessment and recovery activities for local power distribution systems.

   2. Activate mutual aid agreements with neighboring utilities if necessary.

   3. Maintain contact with the TVA and request any assistance necessary to begin restoration of critical lifelines.

   4. Provide damage assessment information to ESF 5.

   5. Task other ESFs and participant organizations for assistance as required to fulfill emergency obligations.

   6. Provide assistance to local providers in locating and acquiring equipment necessary to restore local electrical capabilities.

C. Natural/Propane Gas Utility Systems

   1. Initiate damage assessment and recovery activities for local gas distribution systems.

   2. Activate mutual aid agreements with neighboring utilities if necessary.

   3. Maintain contact with suppliers and request any assistance necessary to begin restoration of critical lifelines.

   4. Provide damage assessment information to ESF 5.

   5. Provide damage assessment information to ESF 5 and to ESF 10, Hazardous Materials, so that proper protective actions can take place.

D. Emergency Management Agency

   1. Determine status of power supplies at critical facilities and initiate communications with local energy providers to arrange for rapid restoration.

   2. Arrange for the acquisition and delivery of generators to those critical facilities for which the restoration of power will take an inordinate amount of time.

   3. Request additional resources through TEMA as required by the situation.
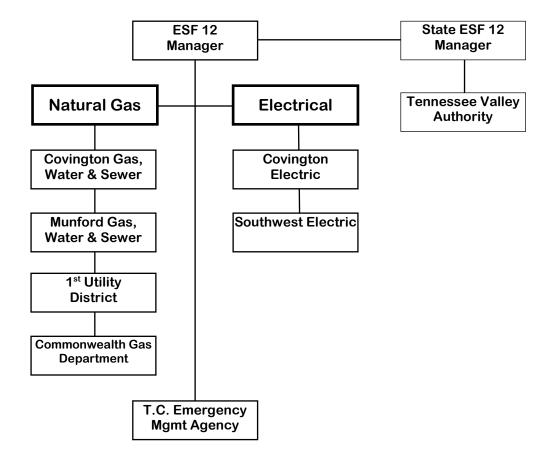
IX. Training

A. All training relevant to this ESF is provided in-house by agencies concerned.

EMERGENCY SUPPORT FUNCTION 12

APPENDICES

APPENDIX 1 TO ESF 12

ENERGY ORGANIZATIONAL CHART

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                    ┌──────────────┐              ┌──────────────┐
                    │   ESF 12     │──────────────│  State ESF 12│
                    │   Manager    │              │   Manager    │
                    └──────────────┘              └──────────────┘
                            │                             │
   ┌──────────────┐         │        ┌──────────────┐     │
   │ Natural Gas  │─────────┼────────│  Electrical  │   ┌──────────────┐
   └──────────────┘         │        └──────────────┘   │Tennessee Valley│
          │                 │               │           │   Authority   │
   ┌──────────────┐         │        ┌──────────────┐   └──────────────┘
   │Covington Gas,│         │        │  Covington   │
   │Water & Sewer │         │        │  Electric    │
   └──────────────┘         │        └──────────────┘
          │                 │               │
   ┌──────────────┐         │        ┌──────────────┐
   │ Munford Gas, │         │        │Southwest Electric│
   │ Water & Sewer│         │        └──────────────┘
   └──────────────┘         │
          │                 │
   ┌──────────────┐         │
   │  1st Utility │         │
   │   District   │         │
   └──────────────┘         │
          │                 │
   ┌──────────────┐         │
   │Commonwealth Gas│       │
   │  Department  │         │
   └──────────────┘         │
                            │
                    ┌──────────────┐
                    │T.C. Emergency│
                    │ Mgmt Agency  │
                    └──────────────┘
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APPENDIX 2 TO ESF 12

LOCAL ELECTRICAL DISTRIBUTION NETWORK

1. TVA   701 East St. Covington, TN 38019   Phone (901)-476-2119
2. Covington Electric System   1469 S. Main St. Covington, TN 38019   Phone (901) 476-7104
3. Southwest Electric System 1800 Highway 51 S. Covington, TN 38019   Phone (901) 476-9839

APPENDIX 3 TO ESF 12

LOCAL NATURAL GAS DISTRIBUTION NETWORK

1. Covington Gas System
2. 1st Utility District
3. Munford Gas System
4. Commonwealth Gas Department/Mason
5. Poplar Grove Utility
6. Local Propane Distributors

E S F 13

LAW ENFORCEMENT

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EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

Table of Contents

ESF 13 - Law Enforcement

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

TRAFFIC CONTROL

I. Lead Agency: Sheriff's Office

II. Support Agencies: Police Departments
                              Department of Public Works
                              Tennessee Highway Patrol

III. Introduction

    A. Purpose

       The purpose of this annex is to provide for the orderly flow of traffic in and around areas affected by emergencies.

    B. Scope

       The following activities fall within the scope of traffic control for the purposes of this annex:

        a. Controlling the flow of unauthorized or civilian persons into areas affected by an emergency,

        b. Controlling the flow of emergency personnel into affected areas (to prevent gridlock, etc.),

        c. Controlling the outward flow of victims and nonessential emergency personnel from affected areas,

        d. Closing damaged or destroyed roadways,

        e. Redirecting nonessential traffic around affected areas,

        f. Posting signs, personnel, and other traffic control devices to carry out desired effects, and

        g. Enforcing specified traffic control directives.

IV. Policies

    A. The control of traffic flow is essential to maintaining adequate resource availability in areas affected by a disaster.

    B. The outward flow of persons from the affected areas should not be restricted unless essential to maintaining orderly flow of emergency traffic into affected areas.

V. Situation and Assumptions

    A. Situation

       1. Disasters and emergencies naturally bring out the curiosity of people in areas both affected and non-affected. The uncontrolled inward flow of unauthorized people is detrimental to the efficient handling of traffic flow in affected areas.

       2. The flow of emergency personnel and equipment into affected areas is often uncontrolled and this leads to bottlenecks and gridlocks in some cases.

3. A large disaster (such as an earthquake) will destroy portions of the highway system and may require traffic to make long detours.

B. Planning Assumptions

1. Persons from inside and outside areas affected by the disaster will want to move around to view the damage created by the event.

2. Uncontrolled traffic flow will lead to bottlenecks and gridlock.

3. Many victims will want to leave the immediate disaster area (especially in larger events).

4. It may be necessary to alter the traffic flow throughout the entire county in response to situations brought about as a result of significant emergencies.

VI. Concept of Operations

A. General

1. To a large extent, traffic control operations by local and state law enforcement agencies are merely an extension of their routine activities. It may be necessary to bolster manpower in some areas due to the extent of damage to roadways or the type of emergency.

2. Local law enforcement agencies will attempt to handle traffic control duties in their local jurisdiction to the extent possible. The Tennessee Highway Patrol will provide assistance where manpower permits. Additionally, local officers may be needed to assist with traffic control activities on state highways. Officers should be obtained through local and regional mutual aid agreements prior to requesting additional or specialized assistance from the state.

3. In limited cases, local civilian volunteers may be utilized to assist with minor traffic control activities.

4. The EOC must coordinate traffic control routing so that proper attention is given to evacuation requirements and incoming emergency resources.

B. Organization and Responsibilities

1. Sheriff's Office

a. Provide daily law enforcement assistance to local jurisdictions.

b. Develop traffic control plans for special and regional events.

c. Coordinate the provision of non-departmental personnel to traffic control functions.

d. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

e. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.

2. Police Departments

a. Provide daily law enforcement assistance to the community.

b. Develop traffic control plans for special and regional events.

c. Coordinate the provision of non-departmental personnel to traffic control functions.

d. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.

3. Department of Public Works

a. Develop transportation networking plans during major emergencies (ESF 1).

b. Provide signs and other traffic control devices to support traffic control operations.

c. Complete the requirements listed in the Mitigation/Preparedness section and be prepared to implement requirements listed in the Response/Recovery section.

4. Tennessee Highway Patrol

Provide traffic control on state highways and on other roadways when requested by local police or sheriff's office.

VII. Mitigation and Preparedness Activities

A. Sheriff's Office

1. Develop procedures for providing assistance to and requesting assistance from other law enforcement agencies during emergencies.

2. Develop traffic control plans for special and regional events, as required.

3. Develop procedures for coordinating activities with Department of Public Works during major emergencies to insure personnel know which routes are being utilized.

4. Develop procedures for determining who is and is not authorized to enter into areas affected by disasters.

5. Develop procedures for coordinating the use of THP and other state agency personnel (and volunteer civilians) in traffic control operations during emergencies.

6. Develop procedures for determining whether specific roadblocks should be manned or barricaded by Public Works, as well as procedures for requesting barricades be erected by Public Works.

7. Develop procedures for overcoming communications problems that will result from the use of non-departmental agencies during traffic control operations.

8. Encourage the development of mutual aid agreements on a local and regional basis among law enforcement agencies.

B. Police Departments

1. Develop procedures for providing assistance to and requesting assistance from other law enforcement agencies during emergencies.

2. Develop traffic control plans for special and regional events, as required.

3. Develop procedures for coordinating activities with Department of Public Works during major emergencies to insure personnel know which routings are being utilized.

4. Develop procedures for determining who is and is not authorized to enter into areas affected by disasters.

5. Develop procedures for coordinating the use of THP and other state agency personnel (and volunteer civilians) in traffic control operations during emergencies.

6. Develop procedures for determining whether specific roadblocks should be manned or barricaded by Public Works, as well as procedures for requesting barricades be erected by Public Works.

7. Develop procedures for overcoming communications problems that will result from the use of non-departmental agencies during traffic control operations.

8. Encourage the development of mutual aid agreements on a local and regional basis among law enforcement agencies.

C. Department of Public Works

1. Develop and maintain an inventory of barricades, signs, and other traffic control devices.

2. Develop procedures for prioritizing requests for erection of traffic control devices during emergencies.

3. Develop local emergency traffic routing plans for specific hazards (i.e., earthquake, flood, etc.).

D. Tennessee Highway Patrol

1. Develop plans and policies concerning the use of THP personnel to assist local law enforcement with traffic control activities on state highways and local roads.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Sheriff's Office

1. Deploy personnel to traffic control points as prearranged or as requested by local agencies.

2. Establish traffic control system for entire affected area, and implement incident command abilities to allow for coordination of entire traffic flow.

3. Task other ESFs and/or participant organizations (or volunteers) to provide personnel and/or

equipment to assist with traffic control operations.

    4. Enforce traffic control restrictions (including arrest or detention of unauthorized entrants in affected areas).

    5. Coordinate with Department of Public Works the placement of traffic control devices.

    6. Request assistance from National Guard (through TEMA) or through the state law enforcement system as necessary.

    7. Respond to other ESF requests for traffic control assistance as resources permit.

C. Police Departments

    1. Deploy personnel to traffic control points as prearranged or as requested by local agencies.

    2. Establish traffic control system for entire affected area, and implement incident command abilities to allow for coordination of entire traffic flow.

    3. Task other ESFs and/or participant organizations (or volunteers) to provide personnel and/or equipment to assist with traffic control operations.

    4. Enforce traffic control restrictions (including arrest or detention of unauthorized entrants in affected areas).

    5. Coordinate with Department of Public Works the placement of traffic control devices.

    6. Request assistance from National Guard (through TEMA) or through the state law enforcement system as necessary.

    7. Respond to other ESF requests for traffic control assistance as resources permit.

D. Department of Public Works/Street Departments

    1. Deploy personnel to erect barricades and signs as per prearranged plans or as requested by state or local officials.

    2. Coordinate activities with ESF 13 traffic control coordinator.

IX. Training

A. Traffic control training is provided at the Tennessee Law Enforcement Academy in Donelson, Tennessee, as a part of their basic law enforcement training curriculum.

B. All other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

SECURITY/CRIME CONTROL

I. Lead Agency: Sheriff's Office

II. Support Agencies: Police Departments
                        Attorney General's Office
                        Tennessee State Fire Marshal's Office
                        Tennessee Department of Correction

III. Introduction

    A. Purpose

        The purpose of this annex is to insure the security of areas affected by emergencies as well as that

        of the victims and the emergency personnel working in those areas.

    B. Scope

        This annex covers all actions related to the security of persons and property and the control of crime in areas affected by an emergency.

IV. Policies

    A. Tight security must be maintained in areas affected by disasters. This is especially true for those that cover large geographic areas, where criminals might perceive there is a smaller chance of being caught. This is necessary to prevent looting, which, although it may not be extensive, will be a problem in disaster areas.

    B. Security must be provided for fire service and EMS personnel when they are working in areas subject to hostile actions (e.g., as in civil disturbances). Additionally, security must be maintained for critical or essential facilities, public shelters, essential communications   systems, etc., during emergencies.

    C. All persons suspected or accused of committing criminal acts will be treated in the same manner as would be the case during non-disaster situations. All suspects are innocent until proven guilty.

    D. The National Guard may be deployed to support local operations only through a request by the local chief executive officer to the Governor (through TEMA).

V. Situation and Assumptions

    A. Situation

        1. Following a disaster, criminals often move into an area in an attempt to take advantage of the situation for their own benefit. This often includes looting, armed robbery, arson, and other criminal activity.

        2. If citizens in an affected area feel that security is not adequate, they may take up arms themselves. In extreme situations, vigilante actions may be perpetrated upon innocent citizens or emergency personnel in those areas.

3. In some situations, especially during civil disturbances, firefighters and EMS personnel are expected or required to work in areas that are subject to hostile action (such as sniper fire, throwing of bricks and other objects). The security of these personnel must be provided for.

4. During many types of emergencies (particularly civil disturbances), critical facilities such as fire, police, and emergency coordination centers are subject to attack by individuals or groups who recognize the facility's value as a political target.

B. Planning Assumptions

1. If no evidence of security is present in areas affected by the disaster, looting and other criminal activity will occur.

2. There will occasionally be situations that necessitate the provision of security for fire service and EMS personnel (and possibly others).

3. Citizens of areas affected by the emergency want law enforcement personnel to patrol their neighborhoods to provide them with a feeling of security.

4. Persons arrested as suspects in criminal activity will be treated humanely and will be afforded the same rights and courtesies as those arrested during non-emergency situations.

VI. Concept of Operations

A. General

1. Most law enforcement actions following a disaster will simply be an extension of the normal, day-to-day activities performed by the respective agencies involved. There are some obvious exceptions, such as civil disturbances.

2. Local law enforcement agencies will deploy their personnel in accordance with local SOPs following a disaster. If the situation escalates beyond the capacity of the local jurisdiction, the local chief executive, police chief, or sheriff may call upon state resources (i.e., the Tennessee Highway Patrol) for assistance.

3. The ESF 13 Manager will allocate local law enforcement resources to the extent possible. If local resources are inadequate, the Sheriff may request assistance from the state.

4. During law enforcement operations, all departments will maintains control over their own personnel and all administrative functions of the organization.

B. Organization and Responsibilities

1. Sheriff's Office

a. Provide first line of assistance to communities during emergencies.

b. Coordinate provision of other local law enforcement assistance municipal jurisdictions.

c. Operate the county jail and/or work house.

d. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.

e. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as

well as an alternate to insure 24-hour availability.

2. Police Departments

    a. Provide first line of assistance to municipalities during emergencies.

    b. Provide assistance to other law enforcement agencies when requested.

    c. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.

3. Attorney General's Office

    a. Provide prosecution of persons charged with crimes during emergencies/disasters.

    b. Provide interface between local, state and federal law enforcement organizations.

4. Tennessee State Fire Marshal's Office

    a. Provide assistance with fire investigations to local agencies.

    b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.

5. Tennessee Department of Correction

    a. Provide jail/prison space for persons accused and/or convicted of committing crimes in Tennessee.

    b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop procedures and policies concerning:

    a. The deployment of personnel to assist other local and state law enforcement personnel.

    b. The delegation of command authority regarding agency resources,

    c. Who defines deadly force and the authority to use it in given situations, and

    d. The use of certain types of weapons, pursuit policies, etc.

2. Provide examples of types of identification carried by agency personnel to other state and local law enforcement offices to reduce potential for confusion during multi-jurisdictional operations.

3. Develop procedures, policies, and capabilities to enforce regulations in areas of concerned-agency jurisdiction.

B. Sheriff's Office

1. Develop procedures for prioritizing requests for assistance from local jurisdictions and state

agencies.

2. Develop procedures for tracking resources deployed in support of local operations.

3. Develop procedures for rapid processing of large contingents of arrested persons during emergencies.

4. Develop procedures and policies for use in dealing with civil disorders, terrorist activities, and other law enforcement-intensive emergencies.

5. Develop special weapons and tactics (SWAT) capabilities.

6. Provide training to officers in the use of chemical control agents, mob control techniques, team operations, and other pertinent special-use tactics.

7. Develop policies and procedures for requesting assistance from state law enforcement agencies when necessary.

8. Develop procedures for supplying essential state and local facilities (including shelter facilities) and personnel with security to prevent damage and/or harm.

9. Develop plans and procedures for processing large numbers of prisoners during certain emergencies (i.e., civil disorders, etc.)

C. Police Departments

1. Develop procedures for prioritizing requests for assistance from local jurisdictions and state agencies.

2. Develop procedures for tracking resources deployed in support of local operations.

3. Develop procedures for rapid processing of large contingents of arrested persons during emergencies.

4. Develop procedures and policies for use in dealing with civil disorders, terrorist activities, and other law enforcement-intensive emergencies.

5. Develop special weapons and tactics (SWAT) capabilities.

6. Provide training to officers in the use of chemical control agents, mob control techniques, team operations, and other pertinent special-use tactics.

7. Develop procedures for requesting assistance from other law enforcement agencies when necessary.

8. Develop procedures for supplying essential state and local facilities (including shelter facilities) and personnel with security to prevent damage and/or harm.

D. Attorney General's Office

Develop policies regarding discretionary prosecution of crimes committed during declared emergencies or disasters.

E. Tennessee State Fire Marshal's Office

1. Develop procedures and policies for prioritizing investigations of suspicious fires and the

deployment of field personnel and equipment in support of criminal fire investigations.

2. Train local fire service and law enforcement agencies in fire crime scene preservation techniques.

3. Develop procedures for requesting assistance from the federal Bureau of Alcohol, Tobacco, and Firearms with respect to bomb and incendiary device investigations.

4. Develop procedures for deploying personnel to assist with law enforcement operations when requested.

F. Tennessee Department of Correction

Develop procedures for intake of large numbers of prisoners during major emergencies (i.e., when local jails become overloaded).

VIII. **Response and Recovery Actions.**

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

6. Deploy field personnel/equipment to perform law enforcement activities within the scope of their respective jurisdictions.

B. Sheriff's Office

1. Deploy personnel to assist local law enforcement (LE) operations as requested by local officials.

2. Task other local LE agencies to provide assistance as required to meet the demands imposed by the particular situation.

3. Track local LE assistance provided to other local and state agencies.

4. Deploy personnel to provide security for fire and EMS teams operating in hostile or potentially hostile environments.

5. Coordinate activities with the Tennessee National Guard, state law enforcement personnel, and/or federal military officials if such organizations are providing support in affected areas.

6. Deploy specialized units to assist other local units as required.

7. Process and intake prisoners into county jail as required by situation.

C. Police Departments

1.   Deploy personnel to assist local law enforcement (LE) operations as requested by local officials.

2.   Task other local LE agencies to provide assistance as required to meet the demands imposed by the particular situation.

3.   Track local LE assistance provided to other local and state agencies.

4.   Deploy personnel to provide security for fire and EMS teams operating in hostile or potentially hostile environments.

5.   Coordinate activities with the Tennessee National Guard, state law enforcement personnel, and/or federal military officials if such organizations are providing support in affected areas.

D. Attorney General's Office

1. Prosecute persons charged with crimes committed during declared emergencies and disasters.

2. Provide assistance with investigations of fraudulent consumer practices following disasters.

E. Tennessee State Fire Marshal's Office

1. Perform field and laboratory investigations of suspicious fires as requested by state and local fire service organizations.

2. Request assistance from federal BATF if necessary.

3. Maintain statistics concerning fire incidence during the emergency in affected areas.

F. Tennessee Department of Correction

Alter operations at state prison facilities to facilitate the arrival of prisoners from areas affected by the emergency (either relocatees or detainees).

IX. Training

A. Basic law and specialized law enforcement training is provided by the Tennessee Law Enforcement Academy in Donelson, Tennessee.

B. State and local law enforcement personnel may attend specialized courses at any of the following locations:

1. The FBI Academy at Quantico, Virginia,

2. The FBI Training Facility at Glynnco, Georgia,

3. Any of the training facilities operated by the BATF, U. S. Customs Service, the U. S. Secret Service, or the U. S. military branches.

C. Instruction in fire and arson investigation techniques is provided by the BATF as well as the National Fire Academy (FEMA).

D.   All other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

INSTITUTIONS/JAILS

I. Lead Agency: Sheriff's Office

II. Support Agencies: Police Departments
Tennessee Highway Patrol
Tennessee Bureau of Investigation
Tennessee Department of Correction

III. Introduction

A. Purpose

The purpose of this annex is to provide for the operation of local jails and detention facilities during emergencies.

B. Scope

This annex provides for the following with respect to local jails/detention facilities:

1. The processing and intake of large numbers of detainees during emergencies,

2. The relocation of the prison population in the event of an emergency, and

3. The capture of escaped prisoners/detainees.

IV. Policies

The capture of escaped state prisoners will be in accordance with the Prison Escape Emergency Plan, prepared jointly by TEMA, the Department of Correction, and the Governor's Office.

V. Situation and Assumptions

A. Situation

1. Local jails and detention facilities can be affected by the same disasters and emergencies that can affect any other portion of the population.

2. Persons housed in local jails are not able to take protective actions on their own; therefore, the county (through the Sheriff's Department) is wholly responsible for their safety and security.

3. State prisons may be affected in the same manner as local jails, necessitating the relocation of state prisoners.

B. Planning Assumptions

1. Sheriff's Office officials will take all measures appropriate and necessary to protect prisoners in their custody.

2. Emergencies that affect local communities may affect local jails.

3. Jail escapes will continue to occur.

VI. Concept of Operations

A. General

1. The county, through the Sheriff's Office, operates a detention facility for the housing of convicted persons in the county. The Tennessee Department of Correction operates several jails and detention facilities across the state, as does the Department of Youth Development. The Department of Mental Health and Mental Retardation operates several hospitals/facilities across the state where those judged mentally unstable reside. Each of these sites may house several hundred prisoners or residents. Since the prisoners/residents are not able to "free" themselves in the event of a disaster, it is incumbent upon state and local officials to provide adequate protection to these people in such events.

2. Local jails, in many cases, house some state prisoners.

3. Any emergency may necessitate the relocation of persons housed in these facilities. It is the responsibility of the center operators to prepare plans for the relocation of persons housed therein. Local prisoners may be housed in state detention facilities temporarily if space exists. State prisons will relocate their inmates to other state or agreeable local facilities for the duration of the emergency. The originating facility is responsible for providing personnel to monitor and assist relocatees.

B. Organization and Responsibilities

1. Sheriff's Office

   a. Operate local jail and detention facilities.

   b. Coordinate the development of the local escapee recapture plans.

   c. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.

   d. Provide an individual to act as the Emergency Services Coordinator (ESC) in the EOC, as well as an alternate to insure 24-hour availability.

2. Police Departments

   Assist with the recapture of jail escapees.

3. Tennessee Highway Patrol

   Responsible for the recapture of escaped state prisoners once they are outside state prison grounds.

4. Tennessee Bureau of Investigation

   Responsible for recapture of prisoners following their classification as "fugitives," (i.e., after a sufficient amount of time has elapsed to allow prisoner to leave area around prison grounds).

5. Tennessee Department of Correction

   a. Operate state prison and detention facilities.

   b. Coordinate the development of the state Prisoner Escape Emergency Plan.

     c. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements listed in the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Sheriff's Office

1. Coordinate the development of local jail escape plans.

2. Develop procedures for relocating prison populations to outside facilities (either other local facilities or state facilities). Coordinate agreements with state officials for such events.

3. Develop plans for notifying local and state officials of an escape, and for coordinating the recapture of said escapee(s).

4. Develop emergency plans for all local prisons/detention facilities.

B. Police Departments

Develop plans and policies for assisting the Sheriff's Department with the recapture of escaped prisoners.

C. Tennessee Highway Patrol

1. Develop procedures for assisting local officials with the recapture of escaped prisoners.

2. Develop procedures for supplying security assistance to local jurisdictions relocating prisoners to state and other facilities during emergencies.

D. Tennessee Bureau of Investigation

Develop procedures for assisting with the recapture of escaped prisoners.

E. Tennessee Department of Correction

1. Develop procedures for relocating prison populations to outside facilities (either other state facilities or agreeable local facilities). Coordinate agreements with local jurisdictions for such events.

2. Develop plans for notifying local officials of an escape, and for coordinating the recapture of said escapee(s).

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

   B. Sheriff's Office

   1. Implement Escape Emergency Plan(s) if required.

   2. Implement procedures to relocate prison population if necessitated by situation. Notify relevant organizations.

   3. Provide damage assessment information to ESF 5.

   4. Request assistance from other ESF 13 organizations as required.

   C. Police Departments

   Assist with escapee recapture as requested by local/state agencies.

   D. Tennessee Highway Patrol

   Deploy personnel and equipment to:

   1. Assist with attempts to recapture escaped prisoners, or

   2. Provide security during the relocation of prison populations.

   E. Tennessee Bureau of Investigation

   1. Deploy officers to assist with recapture efforts as requested.

   2. Initiate fugitive cases against those escapees so classified following prison escapes.

   F. Tennessee Department of Correction

   1. Implement procedures to relocate prison population if necessitated by situation. Notify relevant organizations.

   2. Provide damage assessment information to ESF 5.

   3. Request assistance from other ESF 13 organizations as required.

IX. Training

   A. Training for correction personnel is provided at the State Correctional Academy in Tullahoma, Tennessee.

   B. Other training relevant to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

EVACUATION/MOVEMENT

I. Lead Agency: Emergency Management Agency

II. Support Agencies: County Mayor /City Mayor's Office
Law Enforcement Agencies
Fire Departments
Hazardous Materials Team
Budget and Accounts Director
Ambulance Services
Code Enforcement Office/Building Inspector
Tennessee Department of Agriculture - Division of Forestry
American Red Cross
Tipton County Board of Education

III. Introduction

    A. Purpose

      The purpose of this subfunction is to provide for the evacuation of residents and/or emergency workers in areas affected by a disaster.

    B. Scope

      An evacuation could become necessary for any one or more of the following reasons:

        1. The release of hazardous materials,

        2. Flooding,

        3. Major fire,

        4. Building collapse or potential building collapse, or

        5. An attack by a foreign government.

IV. Policies

The decision with respect to evacuations is ultimately in the hands of the chief executive officer of the affected jurisdiction. Additionally, state law authorizes certain fire officials, law enforcement officers, and others to implement evacuations under certain circumstances.

V. Situation and Assumptions

    A. Situation

        1. Each year several chemical spills occur in the county. Some may be significant enough to warrant the evacuation of nearby residents to insure their health and/or safety.

        2. Each year several flood events have the potential to require the relocation of potentially affected residents.

3. Each year several fires develop into events significant enough to warrant consideration for the evacuation of nearby residents in case their building(s) should become involved.

4. In the aftermath of an earthquake, explosion, flood, or other event, some structures become weakened to the point they pose a significant hazard in terms of collapse to nearby residents.

5. The threat of an attack on the United States has diminished in recent years. However, there remains the possibility of a terrorist attack or similar event that might necessitate an evacuation of potentially affected residents.

B. Planning Assumptions

1. The threats identified in paragraphs V.A.1 through V.A.7 will continue to exist.

2. People in hazard areas will evacuate when such orders are given.

3. Some portion of the evacuated population will require shelter provided by ESF 6.

VI. Concept of Operations

A. General

1. The primary responsibility for determining the need for and the method of an evacuation rests with the local government in most cases. The exceptions to this are where the state retains primary responsibility for emergency planning. Specifically, the state has responsibility for ordering evacuations associated with:

   a. The release of hazardous materials,

   b. Flooding,

   c. Major fire,

   d. Building collapse or potential building collapse, or

   e. An attack by a foreign government.

2. Local officials have the authority to order an evacuation under state law if they believe that the lives or safety of persons in an area is in jeopardy. Failure to comply may result in physical removal from the area. Local officials are also responsible for providing temporary shelter to those who do not have anywhere else to go.

3. The decision to evacuate any given area will be made by the senior officer of the department that is best able to make such a recommendation or the chief elected official for the affected area(s), after having consulted with all appropriate agencies at the scene of the emergency.

4. Local officials may request assistance from the state to help with evacuations and the provisioning of temporary sheltering. Additionally, local officials will be expected to assist and carry out evacuations ordered by the state.

5. Broadcasts concerning the issuance of evacuation orders, routing information, and information on where to go for shelter will be provided through the PIO to the print (if feasible) and broadcast media.

6. The official (or agency) ordering the evacuation will be the agent that issues an order to allow the return of evacuees to their homes and businesses unless the appropriate SOP(s) dictate

otherwise.

B. Organization and Responsibilities

1. Emergency Management Agency

    a. Provide the point of contact for local officials with the state for coordinating evacuation efforts.

    b. Coordinate the implementation of locally ordered evacuations.

    c. Develop evacuation plans for incidents at hazardous materials sites, as well as other specialized facilities/events.

    d. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

2. County Mayor /City Mayor

    Order evacuations for the county/city.

3. Law Enforcement Agencies

    a. Develop plans for traffic control operations for evacuations.

    b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

4. Fire Departments

    a. Develop plans and policies for the issuance of evacuation orders in fires that threaten lives and/or property.

    b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

5. Hazardous Materials Team

    a. Develop plans and policies for the issuance of evacuation orders in hazardous materials incidents that threaten lives and/or property.

    b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

6. Tennessee Department of Agriculture - Division of Forestry

    a. Coordinate decisions to evacuate areas affected by wild land and forest fires.

    b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

7. Budget and Accounts Director

    a. Locate and acquire buses and other vehicles for use during evacuations.

    b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared

to implement requirements of the Response/Recovery section.

8. Ambulance Service

   a. Acquire EMS vehicles for use in evacuating nursing homes, hospitals, and other health care facilities.

   b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

9. Code Enforcement Office/Building Inspector

   a. Assist officials with decisions regarding evacuations necessitated by actual or impending building collapse.

   b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement requirements of the Response/Recovery section.

10. American Red Cross

   Provide temporary emergency shelter to evacuees unable to find other places to go following an evacuation (See ESF 6).

VII. Mitigation and Preparedness Activities

A. Emergency Management Agency

   1. Develop procedures for coordinating the local agencies' roles in state- and locally- ordered evacuations.

   2. Develop evacuation plans for high-hazard sites. Coordinate with all affected agencies.

   3. Develop appropriate EBS and other public information material for use during ordered emergencies. Insure that county warning systems are adequate to provide timely warning to affected citizens.

B. County Mayor/City Mayor

   Develop procedures and policies concerning the issuance of local-level evacuation orders.

C. Law Enforcement Agencies

   1. Develop plans and procedures for implementing traffic control requirements for sites with known evacuation potential.

   2. Develop policies and procedures for the issuance of evacuation orders as a result of law enforcement operations

D. Fire Departments

   Develop policies and procedures for the issuance of evacuation orders as a result of fire hazards or fire department operations.

E. Hazardous Materials Team

   Develop policies and procedures for the issuance of evacuation orders as a result of hazardous

materials incidents.

F. Tennessee Department of Agriculture - Division of Forestry

Develop procedures and policies for determining the need for evacuation in response to wild land or forest fire threats.

G. Budget and Accounts Director

Develop procedures for locating and acquiring busses, vans, and specialized vehicles to assist with evacuation/movement operations.

H. Code Enforcement Office/Building Inspectors

Develop procedures and policies governing the necessity of evacuations as a result of actual or potential building collapses.

I. Ambulance Services

Develop procedures and policies regarding the allocation of EMS vehicles to assist with the evacuation of health care facilities during major emergencies.

J. Tipton County Board of Education/American Red Cross

Develop procedures for opening and operating temporary shelters for use by persons evacuated from threatened areas (See ESF 6).

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Emergency Management Agency

1. Implement procedures to coordinate evacuations as ordered.

2. Deploy personnel to assist local officials with evacuations as requested.

3. Task other ESFs and participant organizations for assistance as required to perform missions.

4. Provide information to ESF 5 concerning number of evacuees, vehicles, etc.

5. Activate local EBS and other warning systems as appropriate to provide notification to local citizens regarding nature of evacuation, routing information, and shelter locations.

C. County Mayor /City Mayor

    1. Collect, analyze, and evaluate information provided by EMA or other agency to assist in making decisions regarding evacuations.

    2. Issue order to evacuate where deemed necessary and rescind order when appropriate.

D. Law Enforcement Agencies

    1. Provide traffic control support to evacuation operations.

    2. Issue evacuation orders as required to perform necessary law enforcement operations.

    3. Monitor evacuation routes for signs of blockage/bottlenecks, etc. Make arrangement for local wrecker services to perform emergency towing services during evacuation.

E. Fire Departments

    Issue evacuation orders as required to perform necessary firefighting operations.

F. Hazardous Materials Team

    Issue evacuation orders as required to perform necessary hazardous materials containment and mitigation operations.

G. Tennessee Department of Agriculture - Division of Forestry

    Make recommendations to local officials concerning evacuations with respect to fires on wild land and forested areas.

H. Budget and Accounts Director

    Locate and arrange for the delivery of busses, vans, and other specialized vehicles to areas where they are needed by state and local officials.

I. Code Enforcement Office/Building Inspector

    Deploy personnel to coordinate with officials regarding the necessity of evacuations as a result of damaged buildings that might collapse.

J. Ambulance Service

    Allocate EMS units to health care facilities and other sites for use in evacuating special needs patients.

K. Tipton County Board of Education/American Red Cross

    Activate and operate shelters as required (See ESF 6).

IX. Training

All training relative to this subfunction is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

TERRORISM/WMD ANNEX

I. Lead Agencies
    a. Crisis Management: Tipton County Sheriff's Department/Municipal Police Departments

    b. Consequence Management: Covington-Tipton County Emergency Management Agency

II. Support Agencies: Tipton County Health Department
                            Municipal/Volunteer Fire Depts.
                            Baptist Tipton Emergency Medical Services
                            Baptist Tipton Hospital
                            Tipton County Public Works.
                            Municipal Public Works Dept.
                            Covington Electric/Southwest Electric/First Utility/Popular Grove
                            Tipton County Hazardous Materials Team

III. INTRODUCTION

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorist often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks (computer based), to the use of chemical, biological and nuclear weapons.

High-risk targets include military and civilian government facilities, international airports, large cities and high profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities and corporate centers. Further, they are capable of spreading fear by sending explosives or chemical and biological agents through the mail.

This Annex of the Covington-Tipton County Emergency Operations Plan (EOP) supports the Terrorism Annex of the Tennessee Emergency Management Plan (TEMP) and the Federal National Response Plan (NRP). It addresses direction and control, coordination, operations and follow-through during response to an act or the threat of an act of terrorism. The Annex addresses both Crises Management and Consequence Management and provides checklist for use before, during, and after such incidents and guidelines for responsibilities for agencies and personnel.

a. Crisis Management: Includes measures to identify, acquire, and plan for the use of resources in anticipation, prevention, protection and/or resolution of a threat or act of terrorism. Crisis Management is predominantly a law enforcement response but may be conducted by agencies within the Federal Department of Homeland Security or the state law agencies tasked by the Tennessee Office of Homeland Security or Homeland Security Council in coordination with local law enforcement authorities. By law, primary authority to prevent, protect and respond to acts of terrorism resides with the federal government, while state and local governments provide assistance as needed. Technical operations and federal consequence management may support federal crisis management response concurrently. The Department of Homeland Security utilizes Threat Conditions to represent an increasing level of risk of a terrorist attack; GREEN, BLUE, YELLOW, ORANGE AND RED. For planning purposes, the Office of Homeland Security considers YELLOW to be the normal Threat Condition level. These are defined in the following Terrorism Appendix along with recommended Preventive and Protective Measures.

b. Consequence Management: Includes measures to protect public health, safety, restore essential services and provide emergency relief to jurisdictions, businesses and individuals affected by the consequences of acts of terrorism. By law, primary authority to respond to the consequences of terrorism belongs to state and local governments. The local Emergency Operations Plan is the foundation for emergency response for the community and will be utilized for response under this Annex.

This Annex does not supersede existing local or state laws governing emergency operations.

Purpose:

This Annex describes the local governments' concept of operations for providing assistance to prevent a terrorist act, incident, and/or domestic militant act of violence by identifying specialized services to address the consequences of terrorism. This Annex describes crises management, as well as the policies and relationships used to coordinate both crises and consequence management. The Annex addresses unique policies, assumptions, relational structures, responsibilities, and actions applied in consequence management.

IV. POLICIES:

Local, State, and Federal Lead Agencies:

Local Lead Agencies

Crisis Management: Tipton County Sheriff/Municipal Police Departments
Consequence Management: Covington-Tipton County EMA

State Lead Agencies:

Crisis Management: Tennessee Bureau of Investigation
Tennessee Office of Homeland Security
Consequence Management: Tennessee Emergency Management Agency

Federal Lead Agencies:

Crisis Management: Department of Homeland Security, FBI
Consequence Management: Department of Homeland Security, FEMA

Lead Agency Responsibilities:

a. Crisis Management: At the Federal Level, the Department of Homeland Security, the FBI, and the Department of Justice share the responsibilities for counter-terrorism within the United States. At the State level, the Tennessee Office of Homeland Security, Homeland Security Council, and the TBI are the agencies which will coordinate crisis management to a terrorist incident. Locally, Tipton County Sheriff or the Municipal Police Department is the authority for local coordination of crisis management. It is expected that depending upon the size and nature of the incident all three levels of authority may be expected to coordinate their activities during certain circumstances.

b. Consequence Management: Local Emergency Management is the agency that will coordinate response and recovery under consequence management in accordance with the local EOP. The Tennessee Emergency Management Agency (TEMA) is the primary agency for state coordination of consequence management for a terrorist incident. TEMA will use the emergency management organizational relationships of the TEMP to coordinate state assistance to local governments for consequence management. TEMA retains the responsibility for coordinating state and local operations with the Federal Coordinating Officer as directed in the Stafford Act. The Federal Emergency Management Agency (FEMA) remains the federal lead agency for coordination of federal support to the state for consequence management, and retains the responsibility throughout the federal response operations.

V. PLANNING ASSUMPTIONS AND CONSIDERATIONS

In planning for and responding to a terrorist incident, emergency managers and responders will find considerations unique to the emergency. Those providing leadership for the responders must give consideration to the physical safety of those who are responding to the emergency. The quickly escalating, multi-agency nature of the terrorism-incident response requires additional coordination. All responders must be aware of a need to preserve evidence as well as interact with media. Special consideration should be given to victim's needs and rights, including confidentiality.

Local, State, and Federal responders are likely to have overlapping responsibilities such as controlling access to the incident area, targeting public information messages, assigning operational sectors for responding agencies and assessing potential effects on the population and the environment. Different areas of the incident perimeter and different layers of the area may have different agencies controlling access. This layering may impede the overall response if not adequately coordinated.

In the event that the county declares a terrorist incident, a representative from TEMA will respond to the county Incident Command Post to offer advice and if asked, provide state resources to cover gaps in the local response capabilities. This same representative will assist in assessing needs beyond the state's capabilities and begin to coordinate request for federal assistance and response to the scene.

Terrorism generally falls into one of the following areas;

> Nuclear and Radiological Terrorism
> Chemical Terrorism
> Biological Terrorism
> Cyber Terrorism
> Agri-terrorism

NUCLEAR and RADIOLOGICAL TERRORISM

Nuclear explosions can cause deadly effects—blinding light, intense heat [thermal radiation], initial nuclear radiation, blast, fires started by the heat plus and secondary fires caused by the destruction. They also produce radioactive particles called fallout that can be carried by wind for hundreds of miles.

Terrorist use of a radiological dispersion device (RDD)—often called "dirty nuke" or "dirty bomb"—is considered far more likely than use of a nuclear device. These radiological weapons are a combination of conventional explosives and radioactive material designed to scatter dangerous and sub-lethal materials over a general area. Such radiological weapons appeal to terrorist because they require very little technical knowledge to build and deploy compared to that of a nuclear device. Also, these radiological materials, used widely in medicine, agriculture, industry and research, are much more readily available and easy to obtain compared to weapons grade uranium or plutonium.

Terrorist use of a nuclear device would probably be limited to a single smaller "suitcase" weapon .The nature of the effects would be the same as a weapon delivered by an inter-continental missile, but the area and severity of the effects would be significantly more limited.

CHEMICAL TERRORISM

Chemical warfare agents are poisonous vapors, aerosols, liquids, or solids that have toxic effects on people, animals, or plants. They can be released by bombs, sprayed from airplanes, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations.

Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

  - Lung-damaging (pulmonary) agents such as phosgene.
  -Cyanide
  -Vesicants or blister agents such as mustard.
  -Nerve agents such as GA (tabun), GB (sarin), GD (soman), GF, and VX.
  -Incapacitating agents such as BZ.
  -Riot-control agents (similar to MACE).

BIOLOGICAL TERRORISM

Biological agents are organisms that can kill or incapacitate people, livestock and crops,. The three basic groups of biological agents which would be used as weapons are bacteria, viruses, and toxins.

1. *Bacteria.* Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.
2. *Viruses.* Viruses are organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.
3. *Toxins.* Toxins are poisonous substance found in, and extracted from, living plants, animals, or micro-organisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while other such as anthrax spores are very long lived. They can be dispersed by spraying them in the air, or infecting animals which carry the disease to human as well through food and water contamination.

   . Aerosols-Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.

   . Animals-Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading through livestock is also referred to as agri-terrorism [More on this later].

   . Food and water contamination— Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water.

Anthrax spores formulated as a white power were mailed to individuals in the government and media in the fall of 2001. The effect was to disrupt mail service and to cause widespread fear of handling mail among the public.

Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

CYBER TERRORISM

Cyber terrorism attacks target computer or tele-communications networks of critical infra-structures such as power systems, traffic control systems, or financial systems. Cyber attacks target information technologies (IT) in three different ways. First, is a direct attack against an information system "through the wires" alone (hacking). Second, the attack can be physical assault against a critical IT element. Third, the attack can be from the inside as a result of compromising a trusted party with access to the system.

Services such as electricity, telephones, natural gas, gasoline pumps, cash registers, ATM machines, and internet transactions could be affected.

AGRI-TERRORISM

Agri-terrorism is the malicious use of plant or animal pathogens to cause devastating disease in the agricultural sector. It may also take the form of hoaxes and threats intended to cause public fear of such events.

"Biological weapons are not just a threat to human health. A terrorist armed with animal or plant pathogens also threatens the livestock, poultry, and crops of the agricultural sector, a vital part of the U. S. economy. The fact that a single, determined individual or small group could bring all U. S. beef or wheat exports to a halt underscores the need for increased defense against this threat."

Infecting a heard of livestock that lives out in the open would be easier than attacking people, and some diseases, such as hoof- and- mouth disease, could spread quickly as producers move and dispense their herds. One aspect of agri-terrorism that differentiates it from biological terrorism aimed at killing or sickening people is that this is essentially an **economic attack.** Although there are animal diseases that can also infect humans, those diseases are few and in most cases the impact on human health is not serious. The real impact of agri-terrorism is the potential for devastating economical impact.

VI. CONCEPT OF OPERATIONS

a. Crisis Management: Local county law enforcement provides a response to a range of incidents, including:

- A credible threat, whether verbal, written, intelligence-based or other form
- An act of terrorism
- The presence of an explosive device or WMD capable of causing a significant destructive event confirmed prior to actual loss of life or property. (significant threat)
- The detonation of a device or other destructive event, with or without warning, that results in limited injury or death. (limited consequences, requires state and local consequence management response)
- The detonation of a device or other destructive event, with or without warning, that results in substantial injury or death. (major consequences, requires federal consequence management response)

During Crisis Management phase, Local County Law Enforcement will coordinate closely with the TBI, the FBI, and the Department of Homeland Security to achieve a successful law enforcement resolution to the incident. The local County Law Enforcement will determine what assistance local authorities may need from the State or other agencies to support Crisis Management. Local County law enforcement will coordinate this request through their local EMA. The TBI will coordinate requirements with other state agencies, to include TEMA. As indicated in the National Response Plan, the Department of Homeland Security and the FBI will modify its Command Post to serve as a Joint Operations Center (JOC) as formed under the NIMS/ Incident Command System (ICS) model. The JOC will function under standard NIMS/ICS with an additional cell for Consequence Management. Representation within these groups will include some Federal, State, and Local County agencies which will have roles in Consequence Management. The Federal agencies in authority will request selected Consequence Management agencies to serve in certain groups.

b. Consequence Management

1. PRE-INCIDENT

Federal agencies may notify various agencies, including local/county law enforcement, the TBI, and TEMA, of a significant threat of an act of terrorism. Local government may decide to establish a Forward

Command Post (FCP) at the scene for coordination between the local Incident Commander and the State representative (normally a TEMA Area Field Coordinator) and the Federal agencies. The ICS model will be utilized at all times. If a JOC is established, a local EMA representative will work with a TEMA representative to monitor crisis response and providing advice on decisions that will be shared between the Crisis Management and the Consequence Management lead agencies. Although operational decisions will be made cooperatively to the greatest extent possible, the Federal On-Scene Commander retains authority to make crisis management decisions at all times.

As the situation progresses, the County EMA Director may activate the Emergency Operations Center (EOC). Consequences may become imminent. State or Federal assets may be requested to avert or lessen the threat of an event. TEMA may activate the State EOC to provide assistance to the County. Co-locations of Local, State, and Federal agencies may be utilized for a Unified Command.

2. TRANS-INCIDENT (Situation involves transition from threat to act)

If a consequence situation becomes imminent, the consequence management primary agencies will begin to disengage from the JOC. A Joint Information Center (JIC) involving Local County, State, and Federal representatives will be established in the field to respond to the media, members of Congress and foreign governments, Local PIO's will respond to questions from the media for local authorities.

3. POST-INCIDENT (Incident without Warning)

If what appears to be an act of terrorism occurs without warning and produces major consequences, Local County law-enforcement and EMA will initiate crisis and consequence management actions concurrently. County EMA will immediately consult with the County Mayor /Mayors office to declare a state of emergency and will enact the procedures as determined in the EOP. During consequence management response, the local EOP will be used to coordinate and manage consequence response.

4. DISENGAGEMENT

If there is no act of terrorism, the consequence management response disengages when the local County EMA Director, in consultation with local law enforcement and TEMA, issues a cancellation notification through standard procedures. Local assigned agencies will disengage per standard procedures identified in the EOP.

If there is an act of terrorism, then each agency responding will disengage at the appropriate time per standard procedure. Agencies operating under other plans may continue to assist local government monitoring, decontamination, and site restoration.

VII. RESPONSIBILITES

1. Tipton County Sheriff/Municipal Police Departments

- Appoint a local law enforcement on–site commander to provide leadership and direction for the emergency management response.
- Maintain coordination with FBI, the Department of Homeland Security, and the TBI.
- Maintain the integrity of the crime scene, gather witness statements
- Provide security for the following: Disaster site, Emergency Operations Center, Incident Command Post, Hospitals, and other sites as needed.
- Secure outer perimeter of the crime scene.
- Request necessary assistance from Public Works to identify routes that need barricades and signs. Secure impassable roads.
- Ensure that only authorized personnel may enter secured areas.
- Enforce quarantine controls, if applicable.

- Develop a method and a location for a "lost and found" service.
- Implement any curfews ordered by the County Chief Executive Officer.
- (see ESF 13)

2. Covington-Tipton County Emergency Management Agency

- Establish/activate the local Emergency Operations Center.
- Establish communications with the Regional Emergency Operations Center.
- Formulate incident action plans, define priorities, review status, resolve conflicts, identify issues than require decisions from higher authorities, and evaluate the need for additional resources.
- Establish Mobile Command Post (MCP's) if needed and available.
- Tract the status of actions assigned to local county agencies.
- Tract the status of assistance request and responses.
- Coordinate the local emergency management response with the lead Federal and State emergency management agencies.
- Coordinate infrastructure vulnerability analysis.
- (See Basic Plan, Appendix 1, 2, and 3)

3. Baptist-Tipton Emergency Medical Services

- Ensure that personal protection protocols have been implemented.
- Ensure that responding emergency medical teams coordinate with the unified command.
- If necessary, establish a triage area in close proximity to but outside the hot zone.
- Ensure that the triage areas have adequate medical supplies.
- Provide a medical inventory to determine what supplies are needed (including appropriate antidotes and antibiotics) and the number of ambulances needed.
- Determine what, if any, medical resources and systems need augmenting on the scene.
- (See ESF 8)

4. Tipton County Public Health Services

- Coordinate with hospitals and other health/medical care facilities in the investigation of a bio-terrorist event.
- Assess the number of persons and areas affected to determine the potential public health impact.
- Provide technical assistance for the monitoring of private citizens and emergency workers for exposure of chemical, radiological, or biological.
- Provide for administration of preventive measures, such as vaccines and antibiotics.
- Coordinate information sharing with all Federal, State, and local public health and medical officials, and with EOC personnel.
- Provide advice and guidance on the monitoring of public and private water sources, sewage systems, and food service establishments and request the issuance of appropriate public health warnings, if necessary.
- Provide advice and guidance to the local animal control unit to protect public health.
- Notify health service institutions of special mass casualty treatment requirements.
- (See ESF 8)

5. Municipal/Volunteer Fire Departments

- Maintain incident site safety
- Decontaminate victims/rescuers (in consultation with public health officials).
- Activate, or request activation of, search and rescue teams, as needed.
- Coordinate the fire department's role in providing emergency medical services, if appropriate.
- Report disaster-related damage information to the Emergency Management Coordinator as it is encountered.
- Participate in the Joint Information Center.
- (See ESF 4, 9 and 10)

6. Tipton County/Municipal Public Works Departments

- Provide barricades and signs for road closures and boundary identification.
- Provide vehicles and personnel to transport essential goods such as food, medical supplies, and other needed items.
- Determine the extent and cause(s) of damage and outages faced by local utilities. Report this information to the EOC staff.
- Provide engineering expertise to inspect public structures to determine whether they are safe to use.
- Ensure that Public Work crews report damage information to the Emergency Manager Director.
- (See ESF 1, 3, and 12)

7. Supporting Agencies

All other agencies will perform their duties following the County Plan unless otherwise noted in this Annex.

NOTE
- Each of the above listed Agencies and Services as well as other needed agencies should have an ESC in the local EOC for coordination with all agencies-local, state, and federal.
- All requests for help from agencies should be coordinated through the local EOC.
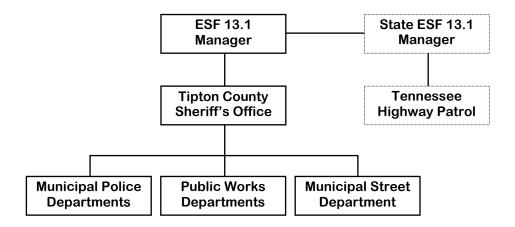
EMERGENCY SUPPORT FUNCTION 13

APPENDICES

Appendix 1   Traffic Control Organizational Chart

Appendix 2   Security/Crime Control Organizational Chart

Appendix 3   Institutions/Jails Organizational Chart

Appendix 4   Evacuation/Movement Organizational Chart

Appendix 5   Location of Law Enforcement Agencies

Appendix 6   Location of Jails, Prisons, Institutions, etc.
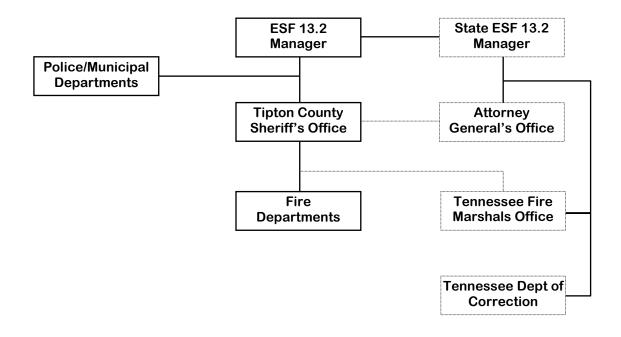
APPENDIX 1 TO ESF 13

TRAFFIC CONTROL ORGANIZATIONAL CHART

```
┌─────────────────┐          ┌─────────────────┐
│   ESF 13.1      │──────────│  State ESF 13.1 │
│   Manager       │          │     Manager     │
└─────────────────┘          └─────────────────┘
         │                            │
┌─────────────────┐          ┌─────────────────┐
│  Tipton County  │          │    Tennessee    │
│ Sheriff's Office│          │ Highway Patrol  │
└─────────────────┘          └─────────────────┘
         │
   ┌─────┴──────────────────────┐
┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│  Municipal   │ │ Public Works │ │  Municipal   │
│   Police     │ │ Departments  │ │    Street    │
│ Departments  │ │              │ │  Department  │
└──────────────┘ └──────────────┘ └──────────────┘
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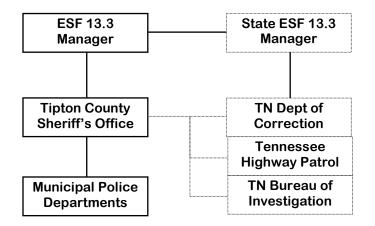
APPENDIX 2 TO ESF 13

SECURITY/CRIME CONTROL ORGANIZATIONAL CHART

```
                    ┌──────────────┐        ┌──────────────┐
                    │  ESF 13.2    │────────│ State ESF 13.2│
                    │  Manager     │        │  Manager     │
                    └──────────────┘        └──────────────┘
┌──────────────┐            │                       │
│Police/Municipal│──────────┤                       │
│ Departments   │           │                       │
└──────────────┘            │                       │
                    ┌──────────────┐        ┌──────────────┐
                    │ Tipton County│········│  Attorney    │
                    │Sheriff's Office│      │General's Office│
                    └──────────────┘        └──────────────┘
                            │                       
                            │········┐               
                    ┌──────────────┐        ┌──────────────┐
                    │    Fire      │        │Tennessee Fire │
                    │ Departments  │        │Marshals Office│
                    └──────────────┘        └──────────────┘

                                            ┌──────────────┐
                                            │Tennessee Dept of│
                                            │  Correction  │
                                            └──────────────┘
```
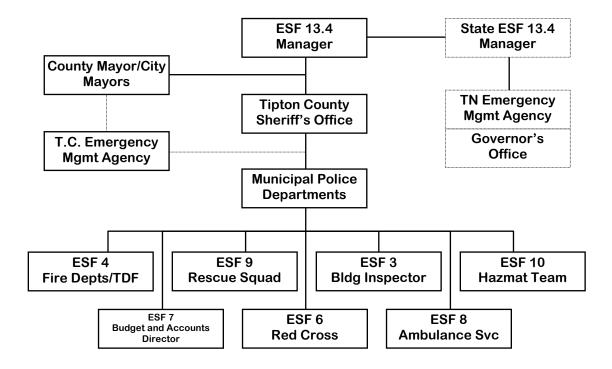
APPENDIX 3 TO ESF 13

INSTITUTIONS/JAILS ORGANIZATIONAL CHART

```
┌──────────────────┐          ┌──────────────────┐
│    ESF 13.3      │──────────│  State ESF 13.3  │
│    Manager       │          │    Manager       │
└──────────────────┘          └──────────────────┘
         │                             │
┌──────────────────┐          ┌──────────────────┐
│  Tipton County   │·······   │   TN Dept of     │
│ Sheriff's Office │      ·   │   Correction     │
└──────────────────┘      ·   ├──────────────────┤
         │                ·   │    Tennessee     │
         │                ·   │  Highway Patrol  │
┌──────────────────┐      ·   ├──────────────────┤
│ Municipal Police │·······   │   TN Bureau of   │
│   Departments    │          │  Investigation   │
└──────────────────┘          └──────────────────┘
```

APPENDIX 4 TO ESF 13

EVACUATION/MOVEMENT ORGANIZATIONAL CHART

```
                          ┌─────────────────┐              ┌─────────────────┐
                          │   ESF 13.4      │──────────────│ State ESF 13.4  │
                          │   Manager       │              │   Manager       │
                          └─────────────────┘              └─────────────────┘
┌─────────────────┐                │                                │
│ County Mayor/City│────────────────┤                       ┌─────────────────┐
│ Mayors          │                 │                       │ TN Emergency    │
└─────────────────┘       ┌─────────────────┐               │ Mgmt Agency     │
         │                │ Tipton County   │               ├─────────────────┤
         │                │ Sheriff's Office│               │ Governor's      │
         │                └─────────────────┘               │ Office          │
┌─────────────────┐                │                        └─────────────────┘
│ T.C. Emergency  │                │
│ Mgmt Agency     │                │
└─────────────────┘       ┌─────────────────┐
                          │ Municipal Police│
                          │ Departments     │
                          └─────────────────┘
```

| ESF 4 Fire Depts/TDF | ESF 9 Rescue Squad | ESF 3 Bldg Inspector | ESF 10 Hazmat Team |

| ESF 7 Budget and Accounts Director | ESF 6 Red Cross | ESF 8 Ambulance Svc |

APPENDIX 5 TO ESF 13

LOCATION OF LAW ENFORCEMENT AGENCIES

1. Tipton County Sheriff's Office
    Covington/Tipton County Justice Complex
    1801 South College Street
    Covington, Tennessee

2. Covington Police Department
    133 East Pleasant Avenue
    Covington, Tennessee

3. Atoka Police Department
    334 Atoka-Munford Avenue
    Atoka, Tennessee

4. Brighton Police Department
    582 East Woodlawn Avenue
    Brighton, Tennessee

5. Mason Police Department
    12224 Main Street
    Mason, Tennessee

6. Munford Police Department
    1397 Munford-Atoka Avenue
    Munford, Tennessee

7. Tennessee Highway Patrol Station
    302 Highway 51 South
    Covington, Tennessee

APPENDIX 6 TO ESF 13

LOCATION OF JAILS, PRISONS, AND INSTITUTIONS

1. Covington/Tipton County Justice Complex
    1801 South College Street
    Covington, Tennessee

2. Correction Corporation of America
    6299 Finde Naifeh Drive
    Mason, Tennessee

E S F 14

DONATIONS/VOLUNTEERS

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EMERGENCY SUPPORT FUNCTION 14

DONATIONS AND VOLUNTEERS

Table of Contents

EMERGENCY SUPPORT FUNCTION 14

DONATIONS/VOLUNTEERS

ESF 14-4 4

DONATIONS

I. Lead Agency: Budget and Accounts Director

II. Support Agencies: Tipton County Emergency Management Agency
                                                    City Recorders
                                                    Department of Public Works
                                                    Law Enforcement Agencies
                                                    American Red Cross

III. Introduction

    A. Purpose

        The purpose of this annex is to establish a mechanism for the orderly handling of donated goods during disasters by persons/organizations outside the impact area.

    B. Scope

        This ESF pertains primarily to major disasters. Minor events generally generate few if any donations management problems.

IV. Policies

    A. The process for dealing with donated goods must be one that controls the flow of goods into the impacted area so that traffic routes and emergency personnel are not tied up dealing with unneeded items.

    B. Planning strategies and procedures utilized in handling donated items in Tennessee will be in accord with the National Donations Management Strategy, used by FEMA and other states to process donated goods.

V. Situation and Assumptions

    A. Situation

        1. In a disaster, especially a major one that receives widespread media coverage, persons and organizations outside the impacted area tend to send a wide variety of items into the disaster area, believing they might be of some help to the victims. These items range from single, monetary donations to multi-vehicle convoys loaded with everything imaginable.

        2. The uncontrolled movement of such goods into areas impacted by the disaster creates problems for emergency workers, who must spend time trying to locate places to store the items and mechanisms for distributing them to victims.

    B. Planning Assumptions

        1. The majority of emergencies within the county will generate little, if any, significant influx of donated goods.

        2. Widespread media coverage of major disasters in the county will initiate all types of unsolicited relief actions by persons/organizations outside the impact area, including the collection of donated goods and the movement of those goods to affected areas.

3. Left unchecked, the flow of donated goods into major disaster areas will denigrate ongoing relief efforts in those areas.

VI. Concept of Operations

A. General

1. During many smaller disasters (e.g., a localized tornado), a relatively minute amount of donated materials may find its way into the affected area(s). Generally, local relief organizations should be able to manage this flow. A major disaster, however, may pose a different challenge.

2. For regionalized disasters (e.g., snow emergencies), the county, through the ESF 14 work group, will take primary responsibility for managing the influx of donations. The same would be the case in major or catastrophic disasters (e.g., an earthquake in West Tennessee); however, the state ESF 14 would assist the county in dealing with the projected large flow of donated goods.

3. The ESF 14 workgroup will determine the need for the implementation of the Donated Goods Management Plan, which involves the following:

   a. The issuance of press releases describing what is needed and what is not needed, as well as procedures for properly packaging, labeling, and transporting donated goods to Reception Centers. Additionally, the preference for cash donations as opposed to in-kind donations should be stressed.

   b. The activation of the Donations Management Group (ESF 14) at the EOC and various other operating locations as dictated by the situation.

   c. The establishment of a Donations Management Center outside the affected area, as well as staging areas for use in managing the deployment of needed goods.

   d. The coordination of transportation requirements for incoming donations, including:

      (1) The relaying of information to rest areas and weigh stations concerning routing information and the acceptance or rejection of certain types of donated goods.

      (2) The placement of signs indicating routes to the reception center and/or staging areas.

      (3) The passage of designated goods for direct delivery to affected areas.

   e. The coordination of ESF 14 activities with other ESFs, particularly ESF 7, Resource Management. ESF 7 should contact the ESF 14 workgroup to ascertain whether or not needed items are available through the donations system prior to making a commercial purchase of same. If needed goods exist in the donations system, ESF 7 will acquire the goods and arrange for their delivery as they would for any other state-acquired resource.

   f. The Budget and Accounts Director/City Recorder will prearrange the use of warehouse space in several communities across the county for use as potential Donations Management Centers. The ESF 14 Manager is responsible for developing plans and procedures for operating these facilities, including the necessary manpower and logistical requirements associated with such operations (i.e., forklifts, security, safety, etc.). These personnel can be acquired through the non-emergency county and city personnel or through the use of volunteers.

B. Organization and Responsibilities

   1. Emergency Management Agency

      a. Coordinate donations management planning among local offices and other agencies and the subsequent development of the county donations management plan.

      b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

   2. Budget and Accounts Director/City Recorder

      a. Locate and secure warehouse space for donated goods and transportation resources for the movement of needed goods to affected areas.

      b. Assign non-emergency county and city personnel to assist with the management of donated items.

      c. Manage cash collections

      d. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

   3. Department of Public Works

      a. Provide transporters of incoming donated goods with routing information to warehouses or other suitable locations through the use of signage, maps, etc.

      b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

   4. Law Enforcement Agencies

      a. Provide routing information to incoming donated goods carriers.

      b. Provide security at donated goods warehouses and staging areas.

      c. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

   5. American Red Cross

      a. Coordinate development of donated goods management plans and policies with the Emergency Management Agency.

      b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

   A. Emergency Management Agency

      1. Coordinate the development of a county plan for the management of donations. Coordinate plan development with the development of the state donations management plan.

2. Train personnel in establishment of donations management group during major disasters.

3. Coordinate with the Budget and Accounts Director/City Recorder to set up personnel requirements for donations management sites.

4. Develop procedures for tasking Budget and Accounts Director to secure warehouse space and transportation resources. Coordinate with the Budget and Accounts Director.

5. Develop procedures and policies for disseminating information to the general public (through the PIO), and to the Department of Public Works and the various law enforcement agencies regarding routing information, types of material needed, etc.

6. Develop procedures and policies for accepting special types of donations (i.e., such as cash, perishable materials, etc.).

7. Coordinate with TEMA the establishment of a standby 1-800 number for use by Donations Management personnel at activated sites.

B. Budget and Accounts Director/City Recorder

1. Develop procedures for securing warehouse space in various areas across the county for use in handling donated goods. Take into account the possibility of the need for refrigeration, security, etc., and examine the possibility of prearranging site-use agreements.

2. Develop procedures and policies for securing transportation resources upon request from donations management group for the movement of goods from warehouses to staging areas or into the disaster area itself.

3. Develop procedures and policies for assigning non-emergency county personnel to provide logistical support to donations management warehouses, staging areas, distribution sites, etc.

4. Develop policies and procedures for receiving and accounting for cash donated to the county during emergencies.

C. Department of Public Works

1. Develop procedures and policies for disseminating routing and other information to vehicles moving into the county with donated goods.

2. Develop procedures for erecting signs and other devices to facilitate traffic flow into areas where donated goods are being accepted.

D. Law Enforcement Agencies

Develop procedures and policies for disseminating routing and other information to vehicles moving into the county with donated goods.

E. American Red Cross

Coordinate donations plan development with EMA and other agencies.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate Response/Recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions.

B. Emergency Management Agency

1. Implement county Donations Management Plan, if necessary.

2. Task Budget and Accounts Director/City Recorder to secure warehouse space at sites near disaster area. Arrange for security of site (through ESF 13), traffic control, etc.

3. Task TEMA to activate the 1-800 number for use in managing donated goods flow (if necessary).

4. Develop information for public distribution (through PIO) describing items needed, where to send them, etc. Relay to PIO, Department of Public Works, and the various law enforcement agencies.

5. As goods arrive, provide periodic listings for distribution to ESF Managers and the Budget and Accounts Director so they will know what is available through the system.

6. As needs arise, request transportation resources from Budget and Accounts Director to facilitate the movement of needed items to staging areas or into the disaster area.

7. Respond to inquiries from other ESFs regarding availability of certain items.

8. Periodically update public information concerning needed items, etc.

9. Coordinate activities with the state ESF 14 workgroup if necessary.

10. Implement procedures for disposing of unneeded or unusable items.

C. Budget and Accounts Director/City Recorders

1. Secure and arrange for the long-term use of warehouse space (at locations to be specified by ESF 14 Manager) for the management of donated goods.

2. Arrange for transportation of donated goods as per the request of the ESF 14 Manager.

3. Assign non-emergency county and city personnel to assist with the management of donated goods upon request from the ESF 14 Manager.

4. Implement cash management policies/procedures to insure accountability for all cash donations received by the county during the disaster.

D. Department of Public Works

Receive information from ESF 14 Manager concerning routing of donated goods to

warehouses for processing, and provide this information to carriers of donated goods.

    E. Law Enforcement Agencies

        1. Receive information from ESF 14 Manager concerning routing of donated goods to warehouses for processing, and provide this information to carriers of donated goods.

        2. Provide security and traffic control around donations management facilities.

IX. Training

FEMA has developed a course on donations management planning. It is available to emergency management and other agencies through the Tennessee Emergency Management Agency training system.

EMERGENCY SUPPORT FUNCTION 14

DONATIONS/VOLUNTEERS

VOLUNTEERS

I. Lead Agency: Budget and Accounts Director

II. Support Agencies: City Recorders
                                Emergency Management Agency

III. Introduction

    A. Purpose

        This purpose of this subfunction is to provide a mechanism for coordinating the deployment of personnel/organizations offering services on a voluntary basis to areas of the county affected by disasters.

    B. Scope

        1. This ESF provides management for volunteer groups from the public and private sectors, and from in-county and out-of-county sources.

        2. Volunteer services include the following:

            a. Specialized rescue units,

            b. Utility service and public works crews,

            c. Physicians, nurses, EMS and other medical personnel,

            d. The Tennessee Funeral Director's Association and similar organizations from other areas of the state (and other states),

            e. Veterinary medical groups,

            f. Fire service and law enforcement personnel,

            g. Emergency management and other emergency services personnel,

            h. Members and organizations representing the clergy,

            i. Motor carriers, Federal Express, and other delivery services,

            j. Caterers and other food preparation/processing services,

            k. Organizations representing every conceivable trade group,

            l. Crisis counseling service providers,

           m. Semi-public volunteer relief agencies (i.e., VOAD, Seventh-Day Adventists, etc.)

            n. Semi- and non-skilled persons simply wishing to volunteer their services in any manner possible.

3. This provisions of ESF 14 do not apply to:

    a. Communications equipment/service providers. These will be handled directly by ESF 2.

    b. Volunteers associated with the ARC or Salvation Army.

    c. Volunteers associated with public service agencies in the state of Tennessee; these will be channeled through TEMA Regional Offices in unaffected sections of the state.

    d. Persons associated with any federal response mechanism (i.e., NDMS, US&R, etc.).

IV. Policies

While the volunteering of services by professional and lay groups is an American tradition, the flow of such groups into disaster areas must be controlled to prevent unnecessary duplication of effort as well as the bottlenecking of transportation and   communications resources.

V. Situation and Assumptions

A. Situation

1. In a disaster, especially a major one that receives widespread media coverage, persons and organizations outside the impacted area tend to volunteer a variety of services they believe might be of help to the victims. These services include everything from religious ministry to assistance with the preparation of food.

2. The uncontrolled movement of volunteer personnel into areas impacted by the disaster creates problems for emergency workers, who must allocate time to coordinate the services of these people and locate shelter and feeding capabilities for them.

B. Planning Assumptions

1. Local government and relief agencies will be able to adequately handle any volunteer service offers received in lesser emergencies.

2. Widespread media coverage of major disasters in the county will initiate a wide variety of unsolicited relief actions by persons/organizations outside the impact area, including the deployment of volunteer workers and their equipment into areas impacted by the disaster.

3. Left unchecked, the flow of volunteer services into major disaster areas will denigrate ongoing relief efforts in those areas.

VI. Concept of Operations

A. General

1. In smaller disasters (i.e., tornadoes, small floods, etc.) small groups of volunteers (usually private citizens) will often provide assistance to victims in affected areas. In major or catastrophic events, however, the national media attention will lead many individuals and groups (organized and unorganized) to volunteer their services.

2. In many cases, the volunteer groups provide services that are either in short supply or unavailable in the affected areas and may therefore be of use. The ESF 14 coordinating group will collect information about these groups/individuals and pass

the information along to the appropriate ESF for consideration.

B. Organization and Responsibilities

1. Budget and Accounts Director/City Recorders

a. Develop a plan for handling the influx of volunteers offering their services in time of disaster.

b. Provide job classification assistance to other agencies participating in ESF 14.

c. Secure hotel/motel accommodations for volunteers asked to deploy resources in the county during emergencies.

d. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

2. Emergency Management Agency

a. Coordinate development of volunteer services management plans and policies, and coordinate with the development of the county volunteer plan.

b. Complete the requirements listed in the Mitigation/Preparedness section, and be prepared to implement the requirements of the Response/Recovery section.

VII. Mitigation and Preparedness Activities

A. Budget and Accounts Director/City Recorders

1. Develop volunteer management plan for the county. Include provisions for referring needed services to appropriate ESF for consideration. Coordinate planning with other participant organizations.

2. Develop procedures for coordinating assignment of non-emergency personnel with the deployment of volunteer groups to prevent duplication of services.

3. Develop procedures for assisting other agencies with job descriptions and personnel management policies related to the deployment of volunteer groups/persons.

4. Develop policies and procedures for securing temporary housing accommodations for members of volunteer groups tasked to provide services in the county.

B. Emergency Management Agency

Assign EMA personnel to coordinate the development of a county volunteer service management plan.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate

Response/Recovery activities as dictated by situation.

    4. Maintain logs of activities, messages, etc.

    5. Initiate internal notification/recall actions.

B. Budget and Accounts Director/City Recorder

    1. Activate county volunteer management plan.

    2. Provide information to the media (through the PIO) concerning the proper method(s) of offering services to disaster victims in the county.

    3. Implement procedures to track offers and their status.

    4. Provide other ESFs with periodic updates concerning offers received. When ESF requests services offered by volunteers, implement procedures to arrange for the deployment of personnel to areas where need exists.

    5. Locate and arrange for temporary housing of deployed volunteer workers in areas near and within affected area. Place group in contact with tasking ESF for further instructions.

    6. Provide technical support to ESF 14 Manager concerning personnel management practices if required.

    7. Provide information to ESF 14 Manager concerning tasks being handled by county non-emergency workers.

 D. Emergency Management Agency

Coordinate the use of volunteer services during emergencies throughout the county.

IX. Training

A training program for this ESF will be developed by TEMA following the development of the state volunteer management plan.
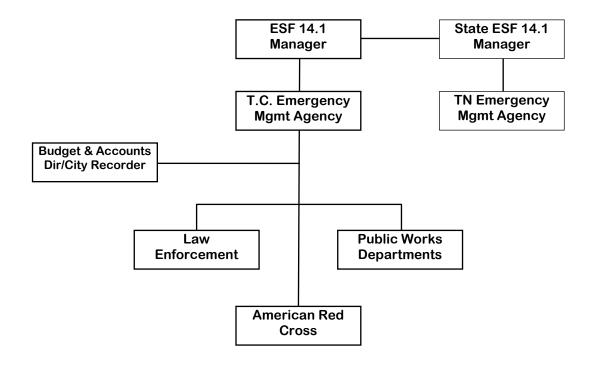
EMERGENCY SUPPORT FUNCTION 14

APPENDICES

Appendix 1   Donations Organizational Chart

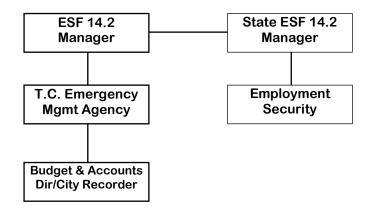Appendix 2   Volunteers Organizational Chart

APPENDIX 1 TO ESF 14

DONATIONS MANAGEMENT ORGANIZATIONAL CHART

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┌─────────────────┐          ┌─────────────────┐
│   ESF 14.1      │──────────│  State ESF 14.1 │
│   Manager       │          │  Manager        │
└─────────────────┘          └─────────────────┘
         │                            │
┌─────────────────┐          ┌─────────────────┐
│  T.C. Emergency │          │  TN Emergency   │
│  Mgmt Agency    │          │  Mgmt Agency    │
└─────────────────┘          └─────────────────┘
         │
┌──────────────────┐
│ Budget & Accounts│
│ Dir/City Recorder│
└──────────────────┘
         │
    ┌────┴────────────────┐
┌─────────────┐   ┌──────────────────┐
│    Law      │   │  Public Works    │
│ Enforcement │   │  Departments     │
└─────────────┘   └──────────────────┘
         │
┌──────────────────┐
│ American Red     │
│ Cross            │
└──────────────────┘
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APPENDIX 2 TO ESF 14

VOLUNTEER MANAGEMENT ORGANIZATIONAL CHART

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┌─────────────────┐          ┌─────────────────┐
│   ESF 14.2      │──────────│  State ESF 14.2 │
│   Manager       │          │   Manager       │
└────────┬────────┘          └────────┬────────┘
         │                            │
┌────────┴────────┐          ┌────────┴────────┐
│ T.C. Emergency  │          │  Employment     │
│  Mgmt Agency    │          │  Security       │
└────────┬────────┘          └─────────────────┘
         │
┌────────┴────────┐
│ Budget & Accounts│
│ Dir/City Recorder│
└─────────────────┘
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E S F 15

RECOVERY

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EMERGENCY SUPPORT FUNCTION 15

RECOVERY

Table of Contents

ESF 15 - Recovery

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EMERGENCY SUPPORT FUNCTION 15

RECOVERY

ASSISTANCE PROGRAMS

I. Lead Agency: Emergency Management Agency

II. Support Agencies: County Mayor /City Mayor
                            Department of Public Works
                            Budget and Accounts Director/City Recorders
                            Board of Education
                            Utility Systems
                            American Red Cross

III. Introduction

   A. Purpose

     The purpose of this ESF is to provide for the delivery of local, state, and federal
     recovery assistance to victims in areas of the state affected by a disaster.

   B. Scope

     This ESF provides the following functions:

     a. Location and establishment of Disaster Assistance Centers (DACs).

     b. The co-location of all local agencies with roles in delivering disaster assistance or assisting
        victims with disaster assistance problems at a single site jointly with state relief agencies,

     c. The provision of assistance to state and local agencies for compiling damage and expense
        reports for submission to FEMA for reimbursement under the public assistance provisions of
        PL 93-288,

     d. The declaration of a state of emergency by the Chief Elected Official, and subsequent
        requests by the Governor to the President of the United States for a Major Disaster
        declaration as defined by PL 93-288, and

     e. The assessment of long-term economic impact of the disaster on the economy of the disaster
        area(s), and the subsequent development of plans for the restoration of the economic
        infrastructure therein.

IV. Policies

   The county (or city), acting through the Emergency Management Agency (under the authority of the
County Mayor or City Mayor), will do everything in its power to insure rapid delivery of disaster
assistance programs to the victims in impacted areas.

V. Situation and Assumptions

   A. Situation

     1. Many disasters have the potential to create extensive damage, both in terms of physical
        structures and bodily injuries and in terms of the economic impact on the affected area.

2. The county must follow specific guidelines for requesting state and/or federal assistance in the aftermath of a major disaster. These guidelines are spelled out in PL 93-288, and various state and federal administrative regulations.

3. State and federal assistance programs are available to assist individual victims, businesses, and local governments in dealing with the financial ramifications associated with major disasters.

4. Several programs are available through local organizations to assist individuals in meeting needs imposed upon them by a disaster.

VI. Concept of Operations

A. General

1. Following a disaster, many victims will require assistance in addition to or in lieu of the assistance provided by their insurance carriers. The federal and state governments, and to a lesser extent the county government (including several private, non-profit organizations) have a wide variety of assistance programs to assist individual victims of the disaster, as well as the various public and private entities that responded to or suffered damage as a result of the disaster.

2. The Emergency Management Agency, through and as a result of its preliminary damage assessment activities, makes a determination as to whether or not a particular event warrants a state of emergency declaration by the Chief Elected Official or the declaration of an emergency by the Governor of the state. This information is passed to the Governor, who in turn may submit a request through the FEMA regional office to the President for a declaration of a major disaster. The Governor must certify that the event is beyond the control (i.e., the resources needed to respond properly exceed the capabilities of the local and state governments to respond) of the state and the state is asking for federal assistance. That assistance must be spelled out.

3. TEMA will deploy a representative from the regional office to assist the local government in assessing the damage to the community and its citizens. If the situation warrants, TEMA will certify to the Governor that the situation warrants the declaration of an emergency and, if the situation is of sufficient magnitude, possibly the seeking of a major disaster declaration by the President of the United States. Given a Presidential disaster declaration, the Federal Emergency Management Agency will move in to a community and establish Disaster Assistance Centers (DACs).

4. The local jurisdiction or TEMA will designate locations for the establishment of Disaster Assistance Centers (DACs). The DAC provides a central location where disaster victims can obtain assistance in dealing with the effects of the disaster as it pertains to their particular situation. The DAC provides a single location for all state, federal, and private sector relief agencies to provide information and assistance to victims. DACs are strategically located throughout the affected area to insure that all victims can be reached. The DAC will remain active for as long as necessary following a disaster (as determined by the FCO and SCO).

B. Organization and Responsibilities

1. Emergency Management Agency

   a. Compile damage assessment information and provide recommendations to the Chief Elected Official concerning requests for state and/or federal assistance.

b. Establish DACs in areas affected by disaster in cooperation with local jurisdictions.

c. Coordinate damage assessment activities at the local levels.

2. County Mayor /City Mayor

Submit request to the Governor for the declaration of an emergency, as defined by Tennessee state law.

3. Department of Public Works

Provide damage assessment for local highways and bridges.

4. Budget and Account Director/City Recorders

a. Provide figures concerning overtime and other personnel costs associated with the response to emergencies in the county.

b. Provide damage assessment assistance regarding government-owned buildings, facilities, real estate, and other assets.

c. Arrange for use of buildings, facilities, equipment, and supplies for DACs, DFOs, and other needed sites during disaster recovery operations.

5. Board of Education

Provide damage assessment for local educational facilities.

6. Utility Systems

Provide damage assessment with respect to local utility system infrastructure.

7. American Red Cross

Provide financial and other assistance to disaster victims as it relates to the provision of ARC assistance programs.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Develop plans and procedures for coordinating and providing respective disaster assistance activities (i.e., the administration of disaster assistance programs offered through the local government, providing assistance with local damage assessment activities, etc.).

2. Develop policies and procedures for compiling damage assessment information concerning agency-owned resources as well as for those facilities/situations for which the agency has an identified responsibility.

3. Develop procedures and policies concerning the assignment of personnel to DACs when requested by EMA.

B. Emergency Management Agency

1. Work with local officials to pre-identify potential sites for DACs.

2. Develop procedures and forms for damage assessment activities (See ESF 5).

3. Develop Local Hazard Mitigation Plans.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. Send ESCs to EOC as requested by EMA.

2. Attend briefings, coordinate activities with other participant organizations.

3. Set up work area(s), report needs to EOC Readiness Officer, and initiate response/recovery activities as dictated by situation.

4. Maintain logs of activities, messages, etc.

5. Initiate internal notification/recall actions as appropriate.

6. Perform the following actions upon notification that a Disaster Assistance Center is being activated:

   a. Deploy personnel and equipment necessary to staff DAC as provided in respective agency plans.

   b. Attend briefings held at DAC concerning disaster assistance activities necessary in affected areas, potential scope of activities, etc.

   c. Advise DAC Manager of needs in terms of space, equipment, supplies, etc.

   d. Provide disaster assistance programs through pre-established mechanisms, policies, etc.

   e. Maintain records concerning disaster assistance offered to victims.

7. Deploy personnel and activate procedures for collecting and processing damage assessment information as provided in Paragraphs VI.B.3 through VI.B.19 above.

8. Activate procedures for providing technical and regulatory assistance to state and local officials with respect to damage assessment, hazard mitigation, and response, recovery, and reconstruction activities as dictated by disaster situation.

B. Emergency Management Agency

1. Compile damage assessment and intelligence information and submit to Chief Elected Official (and the Governor's Office) for declaration consideration.

2. Prepare necessary submission materials for Chief Elected Official to sign and forward to TEMA.

3. Activate Disaster Assistance Centers at appropriate sites.

4. Notify local relief agencies of DAC activation status, location, nature of disaster, etc., and task needed agencies to deploy appropriate personnel.

5. Assist state and local officials with damage assessment activities (See ESF 5).

6. Compile damage assessment reports, reports of expenditures, and all other paperwork necessary for submission of claims to FEMA for reimbursement and coordination of federal disaster assistance programs.

7. Task other ESFs and participant organizations to provide damage assessment assistance, disaster assistance programs, or other necessary activities.

8. Provide follow-up on all disaster assistance programs through closure.

9. Keep County Mayor /City Mayor advised of status of disaster relief actions and disaster assistance programs.

C. County Mayor /City Mayor

1. Receive briefings from EMA Director regarding scope of disaster, review preliminary damage assessment intelligence, and make decision regarding any declarations necessary with respect to the disaster.

2. Submit request to TEMA for disaster declaration.

3. Appoint Local Coordinating Officer to coordinate local response activities with the state and federal governments.

D. American Red Cross

1. Activate plans for provision of individual and family assistance programs.

2. Coordinate disaster assistance programs for individuals and families offered by the Salvation Army and all other non-governmental voluntary and charitable organizations through the DAC(s).

IX. Training

A. FEMA provides training in various aspects related to disaster recovery and assistance. These include courses in public assistance programs, hazard mitigation programs, and courses in the operations of Disaster Assistance Centers.

B. TEMA provides a damage assessment course for state and local officials.

C. All other training relative to this ESF is provided in-house by the agencies concerned.

EMERGENCY SUPPORT FUNCTION 15

RECOVERY

RECOVERY AND RECONSTRUCTION

I. Lead Agency: County Mayor /City Mayors

II. Support Agencies: Emergency Management Agency
                                   Budget and Accounts Director
                                   Office of Planning and Development
                                   Chamber of Commerce

III. Introduction

    A. Purpose

        The purpose of this subfunction is to assist the community with the development of
        long-range recovery and redevelopment plans following a disaster.

    B. Scope

        This subfunction is responsible for assessing the long-term economic effects on the
        community as a result of a disaster and the rendering of assistance to the local
        community with the development of plans to address those effects.

IV. Policies

    Each and every community within the county is a valuable part of the region's overall
    economy. As such, it is the policy of the county that every effort be made to assist any
    community with the recovery from the effects of any disaster.

V. Situation and Assumptions

    A. Situation

        1. The term "disaster" is flexible in that what constitutes a disaster may vary from one
           location to the next.

        2. In many communities across the county a small tornado can create a situation whereby the
local
           economy may be significantly damaged so as to preclude any possibility of economic recovery
           without assistance from outside sources. Additionally, even large urban communities will have
           trouble dealing with the potential economic effects of a major disaster.

        3. The state has several agencies that have expertise in locating grants and low-interest
           loans. Additionally, several agencies have the ability and/or expertise to assist local
           communities with the development of budgetary strategies that can alleviate some of
           the negative consequences of many disasters.

    B. Assumptions

        1. There will continue to be small disasters that, even though the requirements to obtain
           a presidential disaster declaration have not been met, will create an economic
           hardship on the local communities affected.

2. Grants and low interest loans will be available to assist local communities with recovery and reconstruction issues following disasters in the county.

VI. Concept of Operations

A. General

1. In the aftermath of a disaster affecting a community within the county, the local county and/or municipal chief elected officer (CEO) is responsible for making a determination as to how that event will affect the economy of the involved communities.

2. At the request of the CEO, a local task force will provide a liaison team to the affected community(ies) to sit down with and develop a study of the affected area to determine to what extent the disaster will negatively impact the area. The local task force will identify the specific needs of the communities and attempt to develop methods and mechanisms for addressing these needs. The state task force will work with the local task force to secure the assistance identified in a joint plan.

3. The joint task force will appoint a coordinating officer from the local and state task forces to oversee the implementation of the recovery plan. Unresolved issues will be handled by the state task force group.

4. The state task force may secure assistance from any number of state or federal sources, including Community Block Development Grants (CBDG), economic development grants/loans, and any other source at their disposal.

5. The state task force will also assist the local task force in developing plans for reconstructing areas damaged by the disaster, taking into account prudent mitigation measures as identified by the State Mitigation Officer.

B. Organization and Responsibilities

1. County Mayor /City Mayor

   a. Responsible for providing leadership and political support in implementing the recommendations and policies of the local task force.

   b. Responsible for administering the CBDG program and other grant/loan programs under its purview.

2. Emergency Management Agency

   Responsible for coordinating the development of the local task force and providing assistance to the group in developing operating procedures and other implementation guidance.

3. Office of Planning and Development

   a. Responsible for providing assistance to local communities with redevelopment issues.

   b. Responsible for implementing the floodplain management policies associated with the National Flood Insurance Program at the local level.

4. Budget and Accounts Director

Responsible for providing assistance to local communities concerning the management of debt and the issuance of bonds related to disaster recovery and reconstruction problems.

    5. Chamber of Commerce

Responsible for providing developmental assistance to local businesses and industries with redevelopment strategies and assisting them with securing potential funding mechanisms.

VII. Mitigation and Preparedness Activities

A. All Tasked Agencies

1. Provide liaison to the Local Recovery and Reconstruction Task Force and attend meetings as appropriate.

2. Collectively work towards the development of a strategy for dealing with the potential effects of disasters upon the local community.

3. Identify agencies/organizations in the private and public sector that could provide technical or financial assistance to the task force and/or affected local communities.

4. Develop policies and procedures for responding to the requests from local communities/organizations to provide assistance.

B. Emergency Management Agency

1. Coordinate the development and implementation of the Local Recovery and Reconstruction Task Force.

2. Assist local community in the establishment of local recovery and reconstruction task force.

3. Develop a Local Hazard Mitigation Plan that addresses critical mitigation issues identified for the community.

C. Office of Planning and Development

Implement the requirements of the National Flood Insurance Program.

VIII. Response and Recovery Actions

A. All Tasked Agencies

1. When requested by EMA (usually as a response to a disaster), report to pre-identified meeting location to discuss situation as it relates to requests from local communities and/or EMA to provide assistance to local communities affected by disaster.

2. Respond to requests from EMA or local officials/task forces to provide assistance with recovery and reconstruction issues.

3. Develop and implement plans for addressing pertinent issues associated with recovery/reconstruction issues facing affected communities.

4. Prepare a report detailing the effects of the disaster upon the local community, actions being undertaken or implemented, expected or projected outcomes associated with those actions, and a summary of the potential long-term prospects for recovery for each community affected by the disaster.

5. Arrange for appearances before the state committee as necessary to address issues identified as critical at the local level.

B. Emergency Management Agency

1. Revise Local Hazard Mitigation Plan to include any issues identified as a result of latest disaster.

2. Provide assistance to local task force concerning the effects of the disaster on the local community (as appropriate).
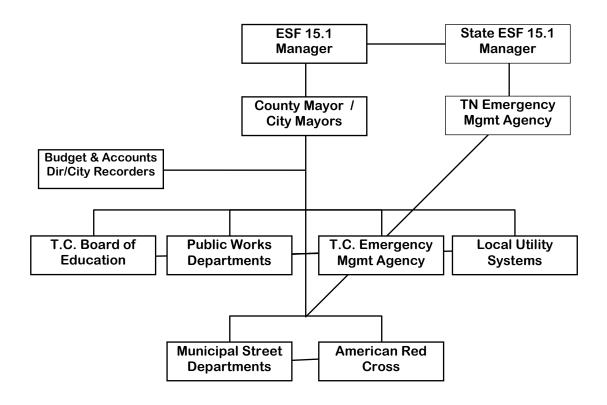
IX. Training

FEMA provides a Hazard Mitigation Course that should be taken by representatives of all agencies assigned to the local task force.

EMERGENCY SUPPORT FUNCTION 15

APPENDICES

Appendix 1   Recovery Organizational Chart

APPENDIX 1 TO ESF 15

RECOVERY ORGANIZATIONAL CHART

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┌─────────────────┐         ┌─────────────────┐
│    ESF 15.1     │─────────│  State ESF 15.1 │
│    Manager      │         │    Manager      │
└─────────────────┘         └─────────────────┘
         │                           │
┌─────────────────┐         ┌─────────────────┐
│ County Mayor  / │         │  TN Emergency   │
│  City Mayors    │         │  Mgmt Agency    │
└─────────────────┘         └─────────────────┘

┌─────────────────┐
│ Budget & Accounts│
│ Dir/City Recorders│
└─────────────────┘

┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
│ T.C. Board of│  │ Public Works │  │ T.C. Emergency│  │ Local Utility│
│  Education   │  │ Departments  │  │  Mgmt Agency │  │   Systems    │
└──────────────┘  └──────────────┘  └──────────────┘  └──────────────┘

        ┌──────────────────┐  ┌──────────────┐
        │ Municipal Street │  │ American Red │
        │   Departments    │  │    Cross     │
        └──────────────────┘  └──────────────┘
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ESF 16

ANIMAL HOUSING & CARE SERVICES DURING EMERGENCIES AND DISASTERS

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EMERGENCY SUPPORT FUNCTION 16

ANIMAL HOUSING & CARE SERVICES

Table of Contents

ESF 16 – Animal Housing & Care Services

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EMERGENCY SUPPORT FUNCTION 16

ANIMAL HOUSING & CARE SERVICES
DURING EMERGENCIES AND DISASTERS

I. **Lead Agency:**   Tipton County Public Works Department

II. **Support Agencies:**   American Red Cross (ARC)
                              Emergency Management Agency
                              Tipton County Agricultural Extension Service
                              Public Works Departments
                              Local Animal Control Agencies
                              Tipton County Health Department
                              Tennessee Humane Association (THA)
                              Tennessee Emergency Management Agency (TEMA)
                              Tennessee Wildlife Resources Agency (TWRA)

III. **Introduction:**

A. Purpose

This Emergency Support Function (ESF) establishes procedures to coordinate local government agencies, volunteer organizations, allied animal interest groups, and veterinary medical personnel to provide animals affected by a manmade or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification and tracking for return to owners and ultimate disposal of dead and unclaimed animals as necessary. (Reference TEMP- ESF 16).

B. Scope

The functions associated with this ESF include:

a. Disaster planning for the animal population, in part, because it will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their animals.

b. The provision for people with special needs that also considers the assistance of animals owned by this population.

c. The provision of animal care, water and food for both the housed animals and those left in place.

d. Provision for rescue, confinement, and identification of lost, strayed or otherwise displaced animals.

e. Public health and veterinary care concerns with injured and dead animals.

f. Viability of animal facilities prepared for, and in the aftermath of, a disaster.

IV. **Policies**

A. That in the interest of public health and safety, efforts will be made to identify and attempt to meet the care and emergency needs of animals following emergencies/disasters. Priorities will be directed toward animal care functions after human needs are met.

B. Other than assistance animals, animals will not be allowed in shelters.

C. All facilities offering animal housing and care services will provide such without regard to economic status, racial, religious, political, ethnic or other affiliation.

V. Situations and Assumptions

A. Situations

1. Natural and manmade emergencies and disasters occur that require citizens to evacuate their home or property. This will necessitate the sheltering of many of the disaster victims whose homes and/or property have been damaged or destroyed, some of whom own domestic animals/livestock, such as horses, cattle, dogs, cats and exotic animals.

2. During the short-term absence of an owner, animals remaining at home must be supplied with special needs assistance.

3. Mass care facilities for citizens do not permit housing of animals other than those used for special needs assistance.

4. All animals that are housed at temporary emergency facilities will require food, water, veterinary care and other services.

5. Facilities designated as animal housing facilities prior to a disaster may be destroyed or rendered inoperable by the disaster itself, thereby necessitating additional measures to humanely house and care for animal victims.

6. Utility, water, sewer, and other infrastructure systems may not be available at housing facilities for several days following a disaster, thereby necessitating alternative arrangements to insure the maintenance of a healthy living environment for the animals.

B. Planning Assumptions

1. During emergency evacuation, owners may seek extended care for an animal in a facility other than the animal's home. The number of animal owners seeking refuge in public shelters may be relatively small. Those most in need of co-located public emergency shelter alternatives are the elderly and those who do not have immediate access to shelter.

2. The special needs population that owns animals, although anticipated to be relatively small, must also be provided an animal friendly alternative to leaving their animals unattended. Unattended animals may be at risk to themselves and to the general population.

3. In a disaster or major emergency, pets/livestock may become lost, separated from their owner or injured. In addition, deceased animals may create a threat to the public health and safety.

4. There is a bond established between animal owners and their animals to the point that the owners may risk their lives to save them. Because of this, it should be anticipated that persons with animals would be reluctant, if not completely uncooperative, when asked to evacuate without their animals in times of an emergency. Also, separation of animals and owners may cause traumatic separation anxiety that will certainly generate conflict and delays.

5. Similar to pet ownership, livestock owners are both psychologically and economically bonded with their animals. Economic bonding can create additional stress on the owners with the uncertainty of the safety of their animals and with the future economic impact after the emergency is over.

VI. Concept of Operations

General

1. Coordinate with governmental authorities in the establishment of emergency aid stations and staging of emergency relief and in matters of evacuation. Provide an organizational structure, chain of command and outline of duties and responsibilities of animal-care personnel involved in implementation of the response to a disaster or major emergency.

2. Provide a current directory of recognized animal health care providers and licensed veterinarians residing in Tipton County and surrounding counties. Coordinate with governmental agencies in matters of equipment use, provision of transportation, and public information operations to communicate alert status, volunteer mobilization and damage information.

3. Emphasis should be placed on making prior arrangements for evacuation, including routes and host sites. Residents with animals need to enact their own personal animal disaster plan in advance. Having the animal already removed from the home ensures that the people will not be reluctant to leave when their evacuation transportation arrives.

4. The animal owners have primary responsibility for the survival and well being of their animals. Owners should have an emergency response plan and readily accessible kits with provisions for their animals. Owners should take animals to designated veterinary hospitals, kennels, boarding facilities or alternative private animal care housing. Those animals will be sheltered, fed, returned to their owners, if possible, or disposed of properly.

5. Wild animals should be left to their own survival. Incidents involving orphaned or injured wildlife cases will be handled by a state board certified veterinarian, a permitted wildlife rehabilitator or local animal control as authorized by the TWRA.

6. Exotic animal that are usually kept in a controlled environment, such as zoos, circuses or carnivals, will be handled by local animal control, wildlife resources or zoological personnel, and returned to controlled environments.

7. All persons participating in the rescue and care of animals during an emergency will be credential and identified as competent by the local emergency management agency.

8. Due to health, safety and security issues, all groups external to the State of Tennessee must register with the Tennessee Emergency Management Agency or the Emergency Operations Center. Federal agencies are excluded from this requirement.

VII. Organization and Responsibility

A. Tipton County Public Works Department

1. The primary organization for coordination, direction and control of agencies assisting in emergencies.

2. Maintain and provide current list of local licensed veterinarians, emergency field veterinarians and veterinary hospitals in the area. Will develop the network of animal care participants available during emergencies.

3. Activate by telephone the emergency resources when necessary. Assist in coordination of donation of food, feed, supplies, and resources. Determine which animal-care personnel are

qualified and needed to enter disaster areas.

4. Coordinate efforts of national organizations involved in assisting with problems related to the disaster.

5. Identify possible locations within the county for emergency animal shelters and confinement areas, Maintain a list of local sources of food and water for sheltered and confined animals.

6. Maintain a list of local transportation resources.

7. With TDEC, develop plans and agreements for the disposal of animal carcasses.

8. Provide heavy equipment and operators to assist in the removal of animal carcasses.

9. Assist in the rescue activities of state and local agencies.

10. Request assistance through the State Emergency Operations Center (SEOC), when local resources are insufficient to meet needs.

B. American Red Cross

1. Work with local veterinarian, humane societies, and private animal boarding facilities and local jurisdictions to establish pet-safe shelters and animal control agencies, facilitate the co-location of humane evacuation shelters and shelters for owned pets.

2. Through its facilities, provide training, education and general communication about the program to ARC staff, local officials, and the general public regarding the care and sheltering of domestic animals.

C. Tennessee Humane Association (THA)

1. Coordinate with ARC for the sheltering of companion animals taken to ARC-operated evacuation shelters by owners in accordance with state policy.

2. Coordinate with local veterinarian and local humane organizations in sheltering, feeding, immunizing, and providing medical aid for lost, strayed or homeless animals.

3. Coordinate with Volunteer Organizations Active in Disaster (VOAD) to meet needs for donations of animal food, medicine, and volunteers at the SEOC.

D. Tennessee Emergency Management Agency (TEMA)

Provide the point of contact and act as state coordinating agency.

E. Tipton County Health Department

1. Recommend methods of proper disposal of dead animals.

2. Coordinate with the State Health Department, the State Veterinarian and the US Department of Agriculture in recommending methods of proper disposal of dead animals in accordance with all applicable federal and state laws and regulations.

F. Tipton County Agricultural Extension Service

1. Coordinate with local veterinarian and local humane organizations in sheltering, feeding, immunizing, and providing medical aid for at-risk agricultural animals.

2. Coordinate with Volunteer Organizations Active in Disaster (VOAD) to meet needs for donations of animal food, medicine, and volunteers.

G. Tennessee Wildlife Resources Agency

1. Coordinate with the State Veterinarian shelter/rescue activities in TWRA - operated facilities and on state waterways. Coordinate with the State Veterinarian and the Department of Health in regards to notices to public concerning wildlife.

VIII. Mitigation and Preparedness Activities

A. Tipton County Public Works Department

1. Coordinate, develop and maintain with appropriate agencies a resource network, with lists of veterinary hospitals, kennels, and boarding facilities, which will participate in the sheltering of domestic animals during emergencies and disasters.

2. Establish rules and regulations in conjunction with the Tennessee Humane Association for the emergency care and housing of animals.

3. Coordinate pre-planning information activities with state agencies, media and other groups publicizing emergency mass care for animals.

4. Develop procedures for marking of animal-friendly shelters, designating uses of shelter areas and personnel (animal handlers, etc.), and notifying the general public and those with special needs who own animals of shelter locations.

B. Tipton County Agriculture Extension Agent

1. Develop policies and procedures for maintaining a current resource list of veterinary hospitals and licensed veterinarians.

2. Provide to the American Red Cross the name of the contact person from the Department of Agriculture.

C. Local Animal Control Agencies

1. Develop training guidelines for animal rescue and housing concerns for local agencies and the public.

2. Maintain a current resource list of active animal control agencies and their ability and resources available to respond.

3. Develop a certified training course for animal professionals and volunteers to enable them to handle all types of animals during a disaster.

4. Develop methods of identifying and recording stray and owned animals impounded or relocated during a disaster.

D. Tennessee Humane Association

1. Coordinate pre-planning information activities with state agencies, media and other groups involved in emergency care for domestic animals.

2. Maintain a current resource list of participating groups with contact persons, telephone

numbers and a list of appropriate local interested agencies.

     3. Develop training guidelines for field assessments, animal rescue, housing concerns, etc. to local agencies and the general public.

E. Tennessee Emergency Management Agency

Coordinate the response of appropriate state agencies.

F. Public Works Departments

     1. Provide transportation assistance to veterinary clinics, animal shelters, and farms, etc. that need to be evacuated.

     2. Provide trucks and trailers for transportation of lost or injured animals to the care site and for transport of supplies. Also, provide shipment of animal care supplies to outlying areas and to care facilities from the central distribution location.

G. Tipton County Health Department

     1. Develop procedures for inspecting conditions at emergency shelters for animals and their owners.

     2. Provide procedures regarding safe animal foods, animal waste disposal, potable water supplies, medical concerns, etc.

     3. Consulting with the Tennessee Department of Agriculture, develop sites and procedures for dead animal disposal.

IX. Response and Recovery Actions:

A. All tasked agencies

     1. Send Emergency Support Coordinators (ESC's) to County Emergency Operations Center (EOC).

     2. Attend briefings, coordinate activities with other participant organizations.

     3. Set up work area(s), report needs to EOC and initiate response/recovery operations as dictated by situation.

     4. Maintain logs of activities, messages, etc.

     5. Initiate internal notification/recall actions as appropriate.

B. American Red Cross

     1. Determine animal-friendly shelter locations and deploy personnel as per ARC Standard Operating Procedure (SOP).

     2. Activate care and sheltering of domestic animals network.

     3. Notify local jurisdictions, emergency directors, media and other concerned groups on the publication and activation of program.

C. Tipton County Agricultural Extension Service

1. Provide leadership in EOC to direct animal care activities.

2. Provide liaison with ARC and humane societies with respect to animal shelter and mass care operations.

3. Provide information for ARC/humane societies on current list of licensed veterinarians and veterinary hospitals.

4. Deploy personnel to assist with logistical operations as requested.

D. Tennessee Humane Association

1. Provide a current list of program participants and make it available to appropriate agencies or private groups.

2. Provide shelter personnel, including qualified animal handlers, animal care person(s) and trained animal search and rescue teams.

3. Provide animal first aid kits at the shelter. This should include bandaging materials, antibiotic ointments, eye wash fluids, antibacterial cleansing agents and over-the-counter medications necessary to handle minor problems which might arise.

4. Provide procedures for deactivation of care and sheltering of domestic animals in cooperation with the ARC and other state and local agencies.

5. Notify participating boarding facilities and appropriate agencies of cessation of emergency and timing of owner retrieval of animals.

E. Covington-Tipton County Emergency Management Agency

1. Route requests for assistance through appropriate channels for disposition.

2. Notify the American Red Cross/Humane Societies and other state agencies of activation of care and sheltering of domestic animals.

3. Maintain a 24-hour primary warning point and provide overall coordination.

F. Public Works Departments

Deploy equipment and personnel to assist with logistical operations as requested.

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G. Tipton County Health Department

1. Deploy personnel to perform health inspections at the animal shelters to insure safe and healthy practices at each facility.

2. Coordinate correction of deficiencies with local animal shelter managers.

X. Training

Training courses will be provided through collaboration and cooperation among the following agencies:

1. American Red Cross.

2. Humane Society of the United States.

3. Tennessee Humane Association.

4. Tennessee Emergency Management Agency.

5. University of Tennessee Institute of Agriculture.

6. Other training is provided in-house by all agencies concerned.

EMERGENCY SUPPORT FUNCTION 16

APPENDICES

Appendix 1   List of Animal Clinics and Veterinarians

APPENDIX 1 TO ESF 16

ANIMAL CLINICS AND VETERINARIANS

1. Covington Animal Clinic   Dr. Terry Clay   1281 Hwy 51 South, Covington   476-2026

2. English Veterinarian Clinic   Dr. John English   138 Commercial Atoka, Tennessee   837-8413

3. Munford Animal Hospital   Dr. Robert Hanks   523 Corbitt, Munford   837-0101