

# **CITY OF BOILING SPRING LAKES EMERGENCY RESPONSE PLAN**



Adopted September 3, 2002  
(Revised July 2018)  
(Revised October 2017)  
(Revised September 2014)

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## Emergency Response Plan

### I. PURPOSE

The purpose of this plan is to establish standard guidelines for the activation, staffing, and operation of the Boiling Spring Lakes Emergency Operations Center (EOC) and to provide a guideline for actions to be taken when the city is threatened by or is experiencing an emergency situation. This document is designed to be used in conjunction with the Incident Command System (ICS).

### II. CONTINGENCIES

The Plan takes into account the possibility that the emergency may require resources beyond the capabilities which the City has at its disposal; therefore it includes "Outside Agencies" who could provide assistance during such Officially Declared Emergencies.

### III. AUTHORIZATIONS/APPROVALS

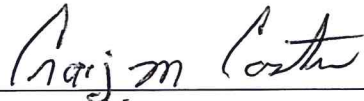
The EOC Incident Commander, under the general direction of the Board of Commissioners, shall have the authority to direct response activities of city staff, mobilize personnel and equipment, and other public and private sector resources necessary to mitigate against, prepare for, respond to and recover from natural and technological emergencies. He/she is further authorized to appoint qualified members of city staff as on scene Incident Commanders when necessary.

Authority to adopt this Plan is consistent with all North Carolina and Federal Laws applicable in dealing with civil and other officially declared emergencies.

The Mayor has the authority to approve routine and emergency changes to all sections of the Plan. However, it is the City's practice to present major revisions to the Board of Commissioners for their concurring approval. Changes made by the Mayor during a Proclaimed Emergency shall be made by writing in the needed change. The Mayor shall document his approval below and the change will be noted in the Emergency Event Log. The Mayor will advise the Board of Commissioners of changes at the next regular meeting. Changes to attached rosters and forms may be made at the discretion of the City Manager.

The plan will be reviewed and updated annually.

See changes to Section(s) City Contact Information

Emergency Change Approved:   
Mayor

Date: 7/27/18



#### **IV. STATUTORY REFERENCES**

General Statute # 14-288.1 through 14-288.20 (Civil Disorders)

General Statute #160-A-174 Ordinance Making Powers

State Emergency Management Act: G.S. Ch. 166A

City of Boiling Spring Lakes Code of Ordinances – Chapter 7-76



## **V. THE EMERGENCY RESPONSE PLAN MAY DEAL WITH:**

### **A. FIRES**

### **B. CHEMICAL RELEASES**

### **C. SEVERE WEATHER**

1. Tornado
2. Tropical Storms/Hurricanes
3. Damaging Winds
4. Snow Storm
5. Floods

### **D. BURST DAM**

### **E. EARTHQUAKES**

**F. AIRPLANE CRASHES**                      1-800-992-7433                      Federal Aeronautics

**G. TRAIN DERAILMENT -MOTSU**                      457- 8315 – Sunny Point

## **VI. DEFINITIONS**

- A. STATE OF EMERGENCY:** A state of emergency is deemed to exist when there is an occurrence, or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made, accidental, military, or paramilitary cause to the City.
- B. TROPICAL STORM WARNINGS:** Advised by the National Weather Service that a Tropical Storm is expected to make landfall and tropical storm conditions of winds from 39 mph to 75 mph are expected within 12 to 24 hours. Preparations for Tropical Storms are the same as for a Hurricane Watch.
- C. HURRICANE WATCH:** Advised by the National Weather Service that hurricane conditions are expected within 48 to 72 hours. Preparation for implementation of the Emergency Response Plan should be taken.
- D. HURRICANE WARNING:** Advised by the National Weather Service that a hurricane is expected to make landfall and hurricane conditions are expected within 12 to 24 hours. Implementation of Emergency Response Plan shall be underway.
- E. INCIDENT COMMANDER, EMERGENCY OPERATIONS CENTER (EOC):** The City Manager or his designee will serve as Incident Commander, as defined in the Brunswick County SOP for EOC Operations.

## VII. PLAN INITIATION, IMPLEMENTATION AND PARTICIPANTS

### A. LEVELS OF PLAN IMPLEMENTATION.

1. **Pre-Proclamation Phase:** This phase of implementation initiates actions to prepare the city for an impending emergency such as tropical storms and hurricanes. The City Manager shall implement this plan whenever the city is advised that an incident may escalate to a level that would require a Proclamation by the Mayor of a State of Emergency. The following actions should be taken:
  - a. Notify all employees that the preparation phase has been implemented and begin making appropriate preparations.
  - b. Replenish all fuel supplies.
  - c. Notify lake residents via social media and CodeRed of anticipated changes in lake levels.
  - d. Notify affected areas of a possible evacuation by door to door notice.
  - e. Check sump pump operation.
  - f. Prepare the EOC for activation and activate WebEOC.
  - g. Release emergency support personnel from normal work routines to prepare for the anticipated incident.
  - h. Cancel all discretionary meetings and events.
  - i. Identify all planned employee absences.
  - j. Initiate other actions as deemed necessary.
2. **Plan Initiation:** In the event of an existing or imminent State of Emergency, as defined in Section VI, A. of this plan, the Mayor is authorized and empowered to issue a public proclamation declaring to all persons the existence of a State of Emergency. In order to more effectively protect the lives and property of people within the City, the Mayor is authorized to place in effect any of the restrictions authorized by North Carolina General Statutes, within the City limits, and to specify hours of the day or night; and to exempt from those restrictions law enforcement officers, firefighters, and other public agents and employees, doctors, nurses, employees of hospitals and other medical facilities, on duty military personnel, whether state or federal, on-duty employees of public utilities, public transportation companies, newspapers, magazine, radio and television broadcasting corporations, and such classes of persons deemed essential to the preservation of public order and immediately necessary to serve the safety, health, and welfare needs of the people within the City.
3. **Plan extension:** Any proclamation may be extended, altered or repealed in any particular manner by the Mayor.
4. **Plan termination:** The Mayor shall proclaim the end of a State of Emergency, or all or any part of the restrictions imposed, as soon as circumstances warrant, or when directed to do so by the Board of Commissioners.

**B. EMERGENCY PLAN IMPLEMENTATION:** The Emergency Response Plan will be implemented by the City Manager, who will act as the Incident Commander. The Incident



Commander will determine the extent of the execution of this plan and designate team leaders to carry it out based on the type threat.

### **C. PARTICIPANTS**

1. All City Agencies and Departments
2. Boiling Spring Lakes Fire Rescue
3. Brunswick County Emergency Medical Services
4. Brunswick County Emergency Management Department
5. Brunswick County Sheriff's Department
6. North Carolina Department of Transportation
7. Duke Energy Progress
8. All others providing necessary services to the City of Boiling Spring Lakes and its citizens during Officially Declared Emergencies
9. MOTSU – Military Ocean Terminal, Sunny Point

## **VIII. RESTRICTIONS DURING EMERGENCY**

**A. VIOLATIONS PROHIBITED:** During the existence of a proclaimed state of emergency, it shall be unlawful for any person to violate any provision of any restriction imposed by an official proclamation.

**B. RESTRICTIONS:** The Mayor may impose, by proclamation, any of the following restrictions:

1. Prohibit or regulate the buying or selling of beer, wine, or intoxicating beverages of any kind, and their possession or consumption off one's own premises.
2. Prohibit or regulate any demonstration, parade, march, vigil, or participation therein from taking place on any of the public ways or upon any public property.
3. Prohibit or regulate the sale of gasoline, kerosene, naphtha, any other explosive or flammable fluids or substances.
4. Prohibit or regulate travel upon any public street, alley, or roadway, or upon other public property, except by those in search of medical assistance, food, or other commodity or service necessary to sustain the well being of themselves or their families.
5. Prohibit or regulate the participation in or carrying on of any business activity, and prohibit or regulate the keeping open of places of business, places of entertainment, and any other places of public assembly.
6. Alton Lennon Road Dam Traffic – When water level reaches to within 6" of the road surface, traffic will be limited to ambulances, fire dept QRVs and utility vehicles, law enforcement, and City maintenance vehicles. Dam traffic will be closed when water breaches the road surface.

## **IX. ACTIONS**

### **A. ACTIVATION/OPERATION OF THE EMERGENCY OPERATIONS CENTER (EOC)**

The primary location of the EOC will be City Hall. This is the physical location where the emergency response team comes together in a proclaimed emergency to coordinate response and recovery actions and resources. It serves as the operations center where coordination and management decisions are made.



## **B. COMMUNICATIONS**

The following communication systems are available for use at the EOC to facilitate communications with all responding agencies and personnel.

1. County emergency communications system (C-COM) capable of communication with all emergency responders
2. Phone system
3. County emergency communications system scanner
4. Television with DTV capabilities.
5. City Communications System – Cell phones will be the primary means of communication. Any cost incurred as the result of personal cell phone use will be reimbursed by the City.

**C. AUXILIARY POWER:** The EOC is equipped with a generator capable of providing power to both City Hall and the Police Department. This is a diesel powered generator. The Fire Station and Municipal Garage also have generators.

**D. EOC STAFFING:** Staffing of the EOC is comprised of representatives from all City departments. The Volunteer Fire Department will provide a representative as their resources allow. The Incident Commander will determine additional staffing needs. **Note: The Incident Commander shall exercise due care when calling City Staff to the EOC, so as to not unnecessarily place them in harm's way. This is particularly the case where indications are that the impending danger will result in the deactivation or relocation of the EOC as described in the following paragraph.**

**E. ALTERNATE EOC LOCATIONS:** If City Hall is not a safe or functional location for the EOC, the Incident Commander, with the Mayor's concurrence, will establish the EOC at the most practical place he deems appropriate to support emergency operations, considering the nature and location of the emergency.

In the event of a Category Four or Five Hurricane, or other major calamity that threatens the City Hall building, the Incident Commander, in consultation with the Mayor and the Brunswick County Emergency Management Director, will determine staffing requirements and location of the EOC. The Mayor and Incident Commander, in consultation with the Brunswick County Emergency Management Director will determine when the EOC shall be deactivated due to an unsafe condition.

**F. EOC PREPARATIONS:** As soon as practical, preferably prior to the emergency proclamation steps shall be taken to ensure the EOC is equipped for a 48-hour occupancy as follows:

1. The emergency generator is fueled and functional
2. Bottled water and food supplies for the emergency team for 48 hours are on hand
3. Cots, pillows and blankets are in the EOC
4. Communications equipment as described in section IX, B is functional
5. Log books and FEMA forms ready and in the EOC
6. Identify and confirm the availability of EOC participants and succession plan.
7. Hurricane Box is in the EOC

**G. INITIAL EOC ACTIONS:** On activation of the EOC the following will be performed:

1. Verify that preparations listed in the preceding paragraph have been completed.

2. Notify Brunswick County EOC that the City's EOC has been activated via WebEOC..
3. Notify the Volunteer Fire Department the EOC has been activated and request a member of their department to staff the EOC.
4. Notify residents through CodeRed and social media with the reason for the emergency proclamation and with any restrictions imposed by the Mayor. Residents around the Big Lake should be encouraged to trailer their boats in anticipation of lake level changes.
5. Hold status meeting as soon as practical, with department heads to assess the following:
  - a. Preparations and status of response teams and resources.
  - b. Identify and test primary and secondary communication medias.
  - c. Identify means to maintain personnel accountability and number on duty.
  - d. Incident Commander conveys rules for cessation of work and clear to work orders.
  - e. Identify relief personnel
  - f. Identify location and availability of all city vehicles.
  - g. Brainstorm "What-ifs".
6. Email and Social Media: Notify residents, businesses and staff with emergency instructions and announcements as needed. Notify lake residents of planned changes in lake levels as described in section XII, C.
7. Assign personnel to maintain logs, communications equipment and other duties as needed.

**G. EOC SUPPORT TASKS:** The primary purpose of the EOC is to provide on-site support to communicate needed information, mitigate damages, provide additional resources, and facilitate recovery from the emergency. This includes the following:

1. Dispatch city resources as needed.
2. Request Volunteer Fire Department to call for assistance prior to requesting C-Com page.
3. Request additional resources as needed from the county EOC.
4. Authorize emergency expenditures.
5. Communicate items of significance to city residents.
6. If evacuation is deemed necessary by the Incident Commander, Mayor, and County EOC, notify residents in areas affected and order city participants to assist.
7. Prepare for briefings with Brunswick County EOC
  - a. Log action items and items completed
  - b. Identify report items to County EOC
  - c. Enter report items into WEB EOC
  - d. Make report to County EOC

## **X. EVACUATION OF RESIDENTS**

- A. The most current edition of the "Brunswick County Hurricane Evacuation Plan" (master copy filed in the City Clerk's Office and on City Website – [www.cityofbsl.org](http://www.cityofbsl.org))
- B. Such action should be taken only when residents are in immediate danger.
- C. All available warning devices on hand will be used should evacuation become necessary. Evacuation of residents will be carried out under the direction of the Police Department. The decision of when evacuation is necessary will be made in conjunction with the Incident Commander, Mayor and heads of other emergency agencies.



D. Evacuation should be as orderly as possible and can be carried out by use of the Police, Fire, EMS, State Patrol, Red Cross and National Guard Officials. The area to be evacuated will be determined by the Incident Commander, with recommendations from County Emergency Management Officials.

E. Major roads and highways should be used for evacuation to minimize congestion. Residents with special needs should consult the Emergency Services of Brunswick County website at <http://www.brunswickcountync.gov/wp-content/uploads/2015/06/Brunswick-Co-Hurricane-Tab-Evac-Ad-Revision-100316.pdf>.

F. Consult with the Police Department to determine the handling of residents with special needs.

## **XI. MEDICAL FACILITIES**

Medical services and facilities will be provided by those agencies most capable of handling immediate needs, in consultation with the Incident Commander and County EOC.

## **XII. DEPARTMENT RESPONSIBILITIES**

### **A. POLICE DEPARTMENT**

1. Fire: Traffic control to facilitate movement of emergency equipment, maintain order on site.
2. Chemical releases: Provide assistance with notifications and evacuations
3. Tropical Storm Warning/Hurricane Watch
  - a. All vacations and leave time may be canceled.
  - b. Personnel will be on telephone stand-by. If personnel are called, a two-hour response time is expected.
  - c. All police vehicles will be fueled.
  - d. Contact residents with Special Needs and relay information to County EOC of those who need transportation to shelters.
4. Tropical Storm Warning/Hurricane Warning
  - a. At least two Police Officers will be assigned for patrol. Establish relief schedules.
  - b. When winds reach 70mph, or at the discretion of the Incident Commander, all police vehicles will be parked until the Police Chief determines conditions safe to resume operation.
  - c. Priority responsibility will be: (a) Evacuation (b) Prevention of property theft (c) Traffic Control.
  - d. After the storm, police officers will contact the Police Chief for assignments.
5. Burst Dam, Earthquakes, Plane crashes, Road Washout
  - a. Establish traffic control points and re-route traffic.
  - b. Assist with search for injured and missing.
6. Train Derailment
  - a. Assist MOTSU to secure area and to re-route traffic as needed.
  - b. Assist as necessary with evacuation and search for injured and missing.
7. Recovery Actions:
  - a. Safeguard City residences and businesses from looting
  - b. Inventory and return equipment to service.



- c. Complete FEMA timesheets as appropriate. If you are not a part of the emergency team and hold a full time position with the City, comp time or vacation time should be used for those days that City Hall was not in operation.

## **B. BOILING SPRING LAKES FIRE RESCUE**

Boiling Spring Lakes Fire Rescue will provide fire, rescue, damage mitigation and traffic control services as described in their SOPs and contract agreements. A department member will be stationed in the EOC, based on the availability of this resource. This person will relay calls for assistance from residents for non-fire related or life threatening situations. They will advise the EOC whether or not the incident will require a page out from C-COM.

## **C. PUBLIC WORKS**

1. Fire: Stand-by for instructions
2. Airborne Chemical Releases: Stand-by for instructions.
3. Hazardous Chemical Releases in Lakes: Isolate lake flow as quickly as possible, identify chemical and notify ~~Army Corps of Engineers~~ NC Department of Public Safety for instructions.
4. Tropical Storm Warning/Hurricane Watch: \*Note: Action times are based on the expected east coast landfall of tropical storm or hurricane of any class. Action time may be considered "active" should the exact hours occur before the beginning of the next workday.
  - a. Establish relief schedules.
  - b. The small emergency generators will be filled with fuel and oil levels checked. An extra spark plug will be attached to the frame.
  - c. Generators will be tested, by running under load for 10 minutes.
  - d. Call for fuel delivery to top off storage tanks if necessary. Fuel all equipment.
  - e. Collect all power cords and locate in main garage
  - f. Begin lowering Pine Lake, Middle Lake and West Lake at 96 hours prior to projected onset of hurricane.
  - g. Begin lowering lake level in Patricia Lake to 12 inches below spillway at 96 hours prior to projected onset of hurricane. Use CodeRed and social media to notify residents that lake levels are being lowered, allowing time to trailer boats. Lowering lake level to more than 12 inches below the spillway will be determined by the City Manager based on information from Emergency Management.
  - h. Tie down and secure all loose "yard" items at the garage and position all equipment.
  - i. Verify spillway structures are ready for operation.
  - j. Insure the following flood control devices and areas are clear of debris and operable:
    - Large Culverts  
Beaufort  
Washington  
Pine Lake Road (rock)  
Queens  
Drayton @ Pine Lake Road  
Drayton (between Crystal Rd. and Pine Rd.)  
Cherry Road (entire length)
    - Lake Overflow Piping and Associated Ditches

Lake Reeves (Adams & Charlestown)  
Lake Hastie (Morehead)  
Mirror Lake (Fifty Lakes Drive)  
Twin Lakes (under roadway in back)  
Tate Lake (grate in back on road shoulder; and road culvert under So. Shore)  
Pine Lake

1. Open let-down valve with City Manager Approval only
2. East Boiling Spring Road culverts

North Lake (East Boiling Spring Road culverts)  
Spring Lake (2 fifteen inch culverts under Pine Road)  
Graham Circle/Palmer Road (entire system from Palmer golf course pond to Big Lake)  
Casper Road (entire length and ditch into pond)  
South Shore ~ City staff to check to be sure pipe is clear (The Lakes irrigation pond near clubhouse, contact  
Steve White at 845-2625 or 200-5426 about pumping down the pond.)  
Fayetteville Road and Wilmington Road (gravity drain storm drain piping)

- Storm water Pump Systems\_\_(inlet ditches, suction basin and discharge areas)  
Holly  
Redwood  
Shelby  
Pinecrest
- Dam Spillway and Gates\_(inlets and discharge side areas)  
West Lake  
Middle Lake  
Big Lake

- k. Acquire available pumps
- l. Have adequate amount of sand stockpiled for post-storm repairs.
- m. Locate all roadblock and hazard warning devices
- n. Prepare pumps and piping for use

## **5. Tropical Storm Warning/Hurricane Warning**

- a. Fuel generator at Public Works facility (have extra fuel and oil on hand)
- b. All chain saws and portable pumps staged at Public Works facility
- c. Establish and gather on-call list of employees and personal plans of each employee

## **6. Recovery Actions:**

All work will be done in teams of at least two individuals and each team will have cell phone contact at all times. Any deviation from assigned tasks will be cleared through the Incident Commander. **SAFETY IS JOB ONE.**

- a. Damage Assessment checklist:

Inspect fuel tank/dike area

Inspect equipment

Receive street, roadway, dam, etc., damage reports and classify as to passable or non-passable. Note any areas containing homes that may be isolated.

- b. Place roadblocks or hazard warning devices at areas determined in item (a) above.
- c. Assist as needed to clear roadways
- d. Ensure the following flood control devices are clear of debris and operable:

- Large Culverts

Beaufort

Washington

Pine Lake Road (rock)

Queens

Drayton @ Pine Lake Road

Drayton (between Crystal Rd. and Pine Rd.)

Cherry Road (entire length)

- Lake Overflow Piping and Associated Ditches

Lake Reeves (Adams & Charlestown)

Lake Hastie (Morehead)

Mirror Lake (Fifty Lakes Drive)

Twin Lakes (under roadway in back)

Tate Lake (grate in back on road shoulder; and road culvert under So.Shore)

Pine Lake

1. Open letdown valve with City Manager Approval only

2. East Boiling Spring Road culverts

North Lake (East Boiling Spring Road culverts)

Spring Lake (2 fifteen inch culverts under Pine Road)

Graham Circle/Palmer Road (entire system from Palmer golf course pond to Big Lake)

Casper Road (entire length and ditch into pond)

South Shore Drive @ Lakes Golf Course Fayetteville Road and Wilmington Road (gravity drain storm drain piping)

- Storm water Pump Systems (inlet ditches, suction basins and discharge area)

Holly

Redwood

Shelby

Pinecrest

- Dam Spillway and Gates (inlets and discharge areas)

West Lake

Middle Lake

Big Lake

## **7. Burst Dam - Be prepared to assume Incident Command**



- a. Request additional resources as needed
- b. Ask assessment team for injury and missing persons report
- c. Assess damage, including pictures, to dam structures and notify EOC
- d. Open gates as appropriate
- e. Determine release amounts from upstream dams
- f. Contact the following agencies:
 

MOTSU- Command	910-457-8392
Army Corps of Engineers-Emily Hughes	910-251-4635
DENR-Carole Miller	910-796-7215
N.C. Dam Commission	919-733-4574

## **8. Earthquakes**

- a. Check Sanford Dam Integrity
- b. Begin lowering Patricia Lake level as conditions dictate

## **9. Other Emergencies: Stand by for instructions**

## **D. PARKS AND RECREATION DEPARTMENT**

1. Fire: Stand-by for instructions
2. Airborne Chemical releases: Stand-by for instructions
3. Hazardous Chemical releases in lakes: Stand-by for instructions.
4. Tropical Storm Warning/Hurricanes
  - a. Review staff vacation and leave time schedules to determine adequate staffing.
  - b. The Community Center activity bus and passenger vans should be fueled and parked in the breezeway to protect the front doors from wind damage.
  - c. Secure the Community Center building and equipment.
  - d. Stand-by for instructions.
5. Other Emergencies: Stand by for instructions.

## **G. BUILDINGS & GROUNDS**

1. Fire: Stand-by for instructions
2. Airborne Chemical releases: Stand-by for instructions.
3. Hazardous Chemical releases in lakes: Stand-by for instructions.
4. Tropical Storm/Hurricane Watch
  - a. Establish Relief Schedules
  - b. Secure Port-A-John
  - c. Fuel all trucks
  - d. Secure all trash cans at City Hall, Community Center, City Garage, and all parks
  - e. Take down flags in front of City Hall and Police Department
  - f. In the event of a major hurricane, where flooding is expected, move City Hall elevator to second floor, turn off the disconnect, and close the oil line (90 degree turn).
  - g. Secure park and playground equipment
  - h. Put up storm shutters
  - i. Assist Public Works as needed

5. Other Events: Stand-by for instructions
6. Recovery: Inspect City Hall, Police Department, Garage, Community Center and all parks. Report damage and initiate repairs as needed.

**H. ADMINISTRATION RESPONSIBILITIES:** In emergency situations staffing is determined by the City Manager as needed.

1. In all declared emergencies with the exception of tropical events, stand-by for instructions
2. Tropical Storms/Hurricanes
  - a. Establish Relief Schedules
  - b. Alert Tommy Webster, Disaster Services Program Manager with Phillips & Jordan, debris (828-644-3222) in writing at [twebster@pandj.com](mailto:twebster@pandj.com) with notice to proceed for debris removal services
  - c. Provide FEMA project sheets for use by city personnel
  - d. Prepare EOC for activation and active WebEOC.
  - e. Review emergency procurement procedures for department heads
  - f. Ensure all applicable logs and FEMA Forms are available and ready for use
3. Hurricane Warning
  - a. Identify which staff members will be available for EOC support.
  - b. Before leaving City Hall make sure computers are unplugged, the safe is locked and all offices with electric panel boxes are left unlocked.
  - c. Log and Document all actions resulting from conference calls with County EOC
  - d. Enter events into WEB EOC (<http://webeoc.brunswickes.com>).
4. Recovery Guidelines
  - a. When all clear notification is received contact the EOC for instructions.
  - b. Assist with completion of required FEMA forms
  - c. If you are not a part of the storm emergency team, comp time or vacation time should be used for those days that City Hall was not in operation.

**I. BUILDING INSPECTION RESPONSIBILITIES:** In emergency situations, staff will work under the direction of the Incident Commander.

1. Chemical releases and train derailments stand by for instructions.
2. Fires, Burst Dam, Earthquakes, and Plane crashes.
  - a. Activate city employees as conditions permit
  - b. Assess damages as conditions safely allow
  - c. Advise EOC of findings and need for additional resources.
  - d. Establish relief schedules if conditions warrant
  - e. Begin FEMA assistance process
3. Tropical Storm Warning/Hurricane Watch
  - a. Establish relief schedules
  - b. Fuel all trucks for building inspections
  - c. Make sure there are sufficient copies of FEMA damage assessment sheets ready for city personnel to use. Call each team leader to pick up sheets

- d. Confirm availability of teams of two to perform City-wide storm damage assessment
  - e. Attend annual tabletop exercise including all EOC participants prior to hurricane season.
- 4. Hurricane Warning
  - a. Ensure contact numbers for city employees is available (see attached contact list)
  - b. Ensure readiness of teams
  - c. Report to EOC for instructions.
- 5. Recovery Guidelines
  - a. Once winds have subsided, call city personnel for activation
  - b. Assessments should include all City residences and commercial properties
  - c. Report downed power lines to EOC immediately
  - d. If city personnel encounter fallen trees blocking exit from a residence, the team should check first to make sure that residents are in no immediate danger. The situation should then be reported to EOC.
  - e. Complete required FEMA forms for force account labor and damage assessments
  - f. Check for wash-outs that may impact utility services.

### **XIII. AFTER THE EMERGENCY – ALL DEPARTMENTS**

The City Manager will be the main contact for Emergency Team members. As soon as practical after the emergency has been cancelled, he will organize start-up of normal operations. As staffing levels and workloads permit, in addition to comp time for hours worked, all city employees who manned emergency stations during the proclaimed emergency will be given one 8 hour day of comp time for the first 6 hours and one additional day of comp time for each continuing 8 hour period thereafter that they manned an emergency station. The maximum number of comp time hours for any individual shall not exceed 24. This time off shall be taken as described in Section C of the Annual Leave Policy of the Personnel Manual.

- 1. Report all outages on WEB EOC and by phone to Brunswick County EOC.
- 2. Fax list of downed power lines to C-COM at 253-7420.
- 3. FEMA damage assessment sheets and project sheets will be collected and finalized.
- 4. The Incident Commander will hold an after-event review of activities performed with the Board of Commissioners
- 5. Actions necessary for damaged areas will be outlined and prioritized.
- 6. Lessons learned will be reviewed and necessary changes will be made to the Emergency Plan.



Highway Patrol      395-3917 (Wilmington)  
Operation Services    253-2515

## **FORMS**

1. Project Sheet
2. Contract
3. Citizens with Special Needs
4. Materials List
5. Labor Summary
6. Project Equipment
7. Utilities Status Report

**PROJECT SHEET**

PROJECT NO. \_\_\_\_\_

DATE: \_\_\_\_\_

DAMAGED FACILITY:

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LOCATION:      PASSABLE                      IMPASSABLE      (CIRCLE ONE)

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DESCRIPTION :

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SCOPE OF WORK:

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\_\_\_\_\_  
Signature of person preparing report

## AGREEMENT for CONTRACT SERVICES

From time to time, the City of Boiling Spring Lakes secures the services of individuals to provide labor for a particular job or service of a limited special nature. These individuals are hired as “day laborers” or “contract employees”. For those reasons, the individuals are considered and identified as “independent contractors” and not regular employees of the City of Boiling Spring Lakes. You have been offered contract work by the City described as follows:

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By execution of this agreement, you shall have accepted the contract work described above and offered by the City. The following rules shall apply to your services:

1. You will be paid the lump sum amount agreed upon as follows: \_\_\_\_\_
2. You will not be required to fill out an application for employment and the hiring process and personnel policies of the City will not apply to you.
3. As an “independent contractor,” your services may be needed for a limited time or on a limited basis and therefore, the supervisor or other individual that employs your services may end the arrangement at any time for any reason.
4. You will not be provided a W-2 Form to verify your wages, but your pay will be reported to the IRS and you will be provided a Form 1099 at the end of the calendar year if you are paid more than \$600.00.
5. You will be paid a lump sum amount. You are responsible for all federal and state employment taxes or other required withholdings and the City will not pay on your behalf, any federal or state income tax, social security tax, FICA tax or any other withholding tax.
6. The City’s health insurance policy will not cover you in the event of sickness, injury or accident.
7. The City’s Worker’s Compensation insurance will not cover you in the event of illness, injury or accident. Further, by execution of this agreement, you agree to release the City of Boiling Spring Lakes from any liability whatsoever arising out of or in any way resulting from accidents, injuries or other fortuitous events or occurrences causing injury to you except for intentional misconduct by the City or gross negligence on the part of the City and your signature on this agreement confirms that the City is released from any obligation with regard to liability.
8. You, as the independent contractor, agree to protect, defend, indemnify and hold the City of Boiling Spring Lakes and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof and caused by the negligence of you. You further agree to investigate, handle, respond to, provide defense for and defend any such claims, etc., at your sole expense and agree to bear all other costs and expenses related thereto, even if said claims are groundless, false or fraudulent.

If you agree to these terms and conditions, please indicate your approval by signing below.

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Date

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Contractor



**BOILING SPRING LAKES  
CITIZENS WITH SPECIAL NEEDS**

**NAME:** \_\_\_\_\_  
                                    LAST                                    FIRST                                    MIDDLE OR MAIDEN

**ADDRESS:** \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ TDD: \_\_\_\_\_  
\_\_\_\_\_

**MEDICAL STATUS: CHECK ALL THAT APPLY**

\_\_\_\_ HEART PATIENT    \_\_\_\_ STROKE PATIENT    \_\_\_\_ MENTAL PATIENT

\_\_\_\_ DIABETIC    \_\_\_\_ INSULIN DEPENDANT

\_\_\_\_ BLIND    \_\_\_\_ SIGHT IMPAIRED    \_\_\_\_ SPEECH IMPAIRED

\_\_\_\_ DEAF    \_\_\_\_ HEARING IMPAIRED

**MEDICALLY DEPENDENT ON ELECTRICITY:** \_\_\_\_ OXYGEN    \_\_\_\_ DIALYSIS

\_\_\_\_ RESPIRATOR    \_\_\_\_ MONITORING EQUIPMENT

**MOBILITY:** \_\_\_\_ CANE    \_\_\_\_ WALKER    \_\_\_\_ WHEELCHAIR    \_\_\_\_ BEDRIDDEN

**MEDICATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

PHONE NO.: \_\_\_\_\_  
\_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_

IN THE EVENT OF AN EMERGENCY, WOULD YOU NEED TRANSPORTATION TO AN EMERGENCY SHELTER?    \_\_\_\_ YES    \_\_\_\_ NO

**PLEASE RETURN THIS FORM TO THE POLICE DEPARTMENT**

## MATERIAL LIST

Project No.	Date	Description	Unit	Cost/Unit	Total Cost \$

**LABOR SUMMARY**  
**PROJECT NO. \_\_\_\_\_**

		Date	Date	Date	Date	Date	Total Hrs.	Rate/Hrs.	Benefits/Hrs.	Total Rate/Hrs	Total Cost \$
Employee Name	Reg										
Title/Occupation	OT										
Employee Name	Reg										
Title/Occupation	OT										
Employee Name	Reg										
Title/Occupation	OT										
Employee Name	Reg										
Title/Occupation	OT										
Employee Name	Reg										
Title/Occupation	OT										
Employee Name	Reg										
Title/Occupation	OT										

Total Cost for Labor Regular Time

Total Cost for Labor Overtime

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

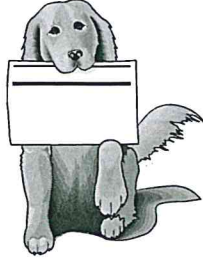


# PROJECT EQUIPMENT SUMMARY RECORD

Project No.	Date	Equipment Description	Operator	Hours Used	Cost/Hrs.	Miles Used	Cost/Miles	Total Cost \$
Total Cost for Account Equipment								\$ _____

## UTILITIES STATUS REPORT

Project no.	E= Emergency H= High priority M= Med priority L= Low priority	Location/Cross Street	Pole # if Available	Trees Down	Road Blocked	Power Line Involved



## **CITY OF BOILING SPRING LAKES EMERGENCY RESPONSE PLAN**

### **PETS AND HURRICANES**

#### **WHY PET OWNERS MUST PLAN**

- West Brunswick High School is the only public shelter that will accept pets. Pets will be kept in a special area, but pet owners must remain at the shelter. This is not a pet drop off.
- If you wait until the last minute to evacuate, you may have no choice but to go to a public shelter.
- There is no way to know how long it will be before you are permitted back after the storm. Frightened animals quickly slip out open doors, broken windows or other damaged areas of your home opened by the storm.
- Lost pets are likely to die from exposure, starvation, predators, contaminated food and water or on the road where they can endanger others.
- Even normally friendly animals of different species should not be allowed together unattended since the stress of the storm may cause distinct behavior changes.
- **REMEMBER:** If you must evacuate....then conditions are not only unsafe for you but unsafe for other living creatures as well.

#### **DEVELOP YOUR WRITTEN PLAN NOW**

- A written **DISASTER PLAN** will help you and your pets survive.
- Identify your evacuation zone and level to determine if and when you would have to evacuate.
- If you are located in a storm surge flood plain, the decision to evacuate will depend on the category of the storm. Always prepare for one category higher than the one being forecast. A hurricane often increases in strength just before making landfall.
- Your goal should be to evacuate to a safe location.
- Friends or relatives in a safe area are your best choice.
- If they are unable to house both you and your pets, arrange shelter for your pets at a veterinarian or kennel close to your evacuation location so that you will be able to have as much contact with them as possible. You and your pets will fare better if you are together.
- If you plan to go to a motel, determine in advance whether pets are welcome and what, if any, special rules are applicable.
- Make plans well in advance of the hurricane season for cows, horses, sheep, etc.
- Additional preparedness guidelines may be obtained from your local Animal Control Division, Cooperative Extension Office or Emergency Management.

#### **IF YOU MUST EVACUATE, LEAVE EARLY**



- An unnecessary trip is far better than waiting too long to leave safely.
- All animals should have secure carriers or collapsible cages for large dogs, as well as collars, leashes, rabies tags and owner ID tags.
- Carriers should be large enough for the animals to stand comfortably and turn around. ID must be on the carriers.
- Train your pets to become familiar with their carriers ahead of time. Then the carrier will be a secure and comforting refuge if the animal is required to live in it for days - even weeks - after the storm.
- Before hurricane season begins on June 1 of each year, make sure all your pets have current immunizations and take these records with you if you must evacuate. Photograph each of your pets prior to June 1 every year and include these pictures with your pet's immunization records.
- Your pet survival kit should include ample food (at least 2 weeks supply); water/food bowls, medications, specific care instructions, newspapers and plastic trash bags for handling waste, cat litter, brushes, combs.
- A manual can opener is a necessity.
- All belongings should be marked with identification.
- If you are not evacuating your pets to a commercial animal facility, you should also include first aid supplies for your pets in the survival kit.
- Ask your Vet for an emergency care pamphlet for animals.
- If you plan to shelter your pets at a kennel or clinic, call before evacuating to determine if space is available. Some kennels will accept reservations early with prepaid fees.
- Allow sufficient time to travel from the kennel to your evacuation location after making certain that your animals are secure.
- If you have snakes or other exotic pets, contact local pet stores or zoological gardens, in a safe area, for assistance in sheltering your pet.
- Again be prepared to supply appropriate housing for the pet (not glass) and other supplies necessary to sustain the pet for at least 2 weeks.
- The facility you choose should be operated by knowledgeable, capable staff and the location should be high, dry and of sturdy construction.
- Throughout the evacuation and the storm, your pets will need reassurance from you.
- Remain calm, keep as close to their normal routine as possible and speak to them regularly in a calm, reassuring voice
- If you must evacuate without time to prepare your pet, please check with Brunswick Animal Control for additional facilities that might be available.

## **IF YOU CAN STAY AT HOME**

- It is just as important to adequately plan for your pets even if you don't have to evacuate.
- Carriers, collars with proper ID and leashes should be maintained for your pets at all times.
- Your pets will be most comfortable and secure in their carriers in a safe area of your home until the storm has passed.
- If they are not secured during the storm and your house is damaged, your pets may escape and become disoriented, since normal landmarks and scent trails could be obliterated.
- If your pets become lost, proper ID will ensure their return to you.
- Place your pet food and medications in water tight containers in a cool, dry, dark place.
- Store adequate water for your pets.
- Your water source may become contaminated. (To purify water, add 2 drops of household bleach per quart of water, mix, seal tightly, let stand for 30 minutes before drinking).
- If you bring plants into the home before a storm, be careful not to allow pet's access to them since many ornamental plants are poisonous.

## **AFTER THE STORM**

- Walk your pets on a leash until they become re-oriented to their home.
- **CAUTION:** Downed power lines and other debris pose real danger to you and your pets.
- Do not allow pets to consume food or water, which may have become contaminated.
- Be extremely careful in using candles or oil lamps particularly around pets. Never leave them unattended.
- When you know you have done everything you can do to protect all members of the family, disaster preparedness will give you tremendous peace of mind.