RESOLUTION
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
PROMULGATION STATEMENT

WHEREAS, preparedness to cope with the effects of a disaster includes many diverse but interrelated elements, which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, as well as the individual citizen.

AND WHEREAS, planning for population protection must be a cooperative effort to avert or minimize the effects of natural, technological, civil, and/or attack-related disasters, protect lives and property, and restore the stricken area to its pre-disaster status with a minimum of social and economic disruption.

SO AS A RESULT, pursuant to the State Emergency Services Act (West Virginia Code, Chapter 15, Article 5, as amended), Berkeley County has established the Berkeley County Office of Homeland Security and Emergency Management, and that the OHSEM is, to the limits of its capabilities, responsible for the disaster preparedness activities within Berkeley County.

AND WHEREAS, the Berkeley County Emergency Operations Plan was developed to be responsive to federal requirements contained in the National Incident Management System (NIMS), and is subject to approval by the State of West Virginia and the Federal Emergency Management Agency (FEMA).

NOW THEREFORE IT IS RESOLVED, ORDERED, AND DETERMINED, that the Berkeley County Council does hereby approve and adopt the Berkeley County Emergency Operations Plan, which is filed in the office of the Berkeley County Council and recorded in the Office of the County Clerk in the Courthouse in Martinsburg, West Virginia, and which is incorporated herein by this reference.
ADOPTED this 29th day of August, 2019.

Douglas E. Copenhaver, Jr., President

Dan Dulyea, Vice President

James P. Whitacre, Councilperson

Elaine C. Mauck, Councilperson

James R. Barnhart, Councilperson

Attest:

John W. Small, Jr., County Clerk
This plan provides Berkeley County, West Virginia and its political subdivisions the basis for a systematic approach to the solution of problems created by the threat or the occurrence of any type of disaster by identifying the responsibilities, functions, operational procedures, and working relationships between and within the governmental entities and their various departments, private support groups, and individual citizens.

The goal to be achieved is to save lives and protect property by developing programs and emergency operational capabilities that prepare for, respond to, and recover from any emergency or disaster – whether natural, technological, or man-made.

Public officials and departmental personnel were involved in the original planning process and various revisions. These officials reviewed, studied, and made recommendations for changes and gave final approval to the plan. Originally, the plan identified each hazard that is a possible threat to the county and its political subdivisions. After revisions, the plan now works cooperatively with the county’s Hazard Mitigation Plan to provide the basis for the basic plan and functional annexes. The resources of each governmental entity were assessed, and the final step was to develop response procedures.

Although the Berkeley County Office of Homeland Security & Emergency Management (BCOHSEM) is a county department, a joint action approach was used to originally develop this Emergency Operations Plan (EOP). Due to the many types of local government, resources, and departments, each local entity may develop individual implementing procedures.

This document establishes the format for Berkeley County and consists of a basic plan, supporting annexes, appendices, and attachments, as well as components of the National Incident Management System (NIMS).

Berkeley County OHSEM Director

Date
# BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
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<td>O</td>
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Berkeley County Emergency Operations Plan

Record of Changes

A master copy of all parts of the Emergency Operations Plan (EOP) will be maintained electronically and in hard copy at the Berkeley County Office of Emergency Services (BCOHSEM). A back up copy will be maintained off-site in a secure location.

The master copy and its backup will be kept updated with all major revisions to any part of the plan. The other copies of this plan which are listed in the EOP Distribution List will not necessarily be updated with each revision. It is at the discretion of the Director of the BCOHSEM to distribute changes to copies of the plan on the distribution list. The BCOHSEM has no responsibility to maintain revisions of copies of the EOP not on the distribution list. Any major revision should be documented. Minor revisions such as correcting typographical errors do not need to be documented.

A Record of Changes page will be inserted in each document upon its first revision. This should be inserted as the first page of the revised document. If inserted electronically, the page should be formatted so that it is not included in page counts. This can be accomplished by making the Record of Changes an Attachment to the document. Subsequent revisions will be recorded on the Record of Changes page. If the page fills up, additional pages will be inserted as needed.

The month and year in the right side of the document footer needs to be changed with each revision. Instructions for completing form are as follows:

Copy the information from the final page of this document and paste as a new first page into the document being revised, or paste into a new document which will be an attachment to the document being revised.

Fill in the document title in the table at the top of the page, next to the words “Document Title”.

“Brief Description of Change” column:
Provide a brief description of the change.
Example: Changed responsibility from County Health Department to Department of Health and Human Resources.

“Date of Change” column:
Enter the date the document was changed.
Example: 1/15/04

“Page(s) Affected” column:
Enter the pages that were changed.
Example: 1, 3, 5-7, and 12

“Change Made By” column:
Enter the name of the person who made the change. If applicable, the person’s title may also be listed here.
The person making the change can initial the hard copy master copy kept in the Berkeley County OHSEM.
Example: Eddie Gochenour, Director of Berkeley County OHSEM
The above examples would produce a page similar to what is shown below. The document page may also have the appropriate header and footer.

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## BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
### RECORD OF CHANGES

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<th>Date of Change</th>
<th>Page(s) Affected</th>
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<td>12/22/04</td>
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<td>12/22/04</td>
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<td>12/22/04</td>
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<td>12/22/04</td>
<td>N/A</td>
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<td>12/22/04</td>
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<td>08/27/19</td>
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<td>Randy Lilly, Emergency Manager OHSEM</td>
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The following agencies and jurisdictions are scheduled to be the recipients of the complete BERKELEY COUNTY EMERGENCY OPERATIONS PLAN. When revisions are made, the Berkeley County Office of Homeland Security & Emergency Management Director will use this list in distributing revised plans. A revision control form, along with the revised plans, should be sent for the receiver to sign and return to the OHSEM Director to acknowledge that the revisions were received.

### Distribution List

<table>
<thead>
<tr>
<th>Agency/Jurisdiction</th>
<th>No. of Copies</th>
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<td>Office of the Mayor, City of Martinsburg, West Virginia</td>
<td>1</td>
</tr>
<tr>
<td>Office of the Mayor, Town of Hedgesville, West Virginia</td>
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</tr>
<tr>
<td>Berkeley County, West Virginia, County Clerk</td>
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<tr>
<td>Berkeley County Office of Homeland Security &amp; Emergency Management</td>
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<tr>
<td>West Virginia Office of Emergency Services, Population Protection Planning Section</td>
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<td>Federal Emergency Management Agency (FEMA), Region III, Philadelphia, Pennsylvania</td>
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* See notation on following page about Terrorism Annex

The following locations are scheduled to be the recipient of the Berkeley County EOP Basic Plan:

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<td>Martinsburg Public Library</td>
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<tr>
<td>Berkeley County, West Virginia, Volunteer Fire Departments</td>
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<td>American Red Cross</td>
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<td>Salvation Army</td>
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Copies of specific annexes and appendices will be distributed as needed by the referencing function.
A master copy of all parts of the EOP will be maintained electronically and in hard copy at the Berkeley County Office of Homeland Security & Emergency Management. A backup copy will be maintained off-site in a secure location.

The master copy and its backup will be kept updated with all major revisions to any part of the plan. The other copies of this plan which are listed in the EOP Distribution List will not necessarily be updated with each revision. It is at the discretion of the Director of the Berkeley County Office of Homeland Security & Emergency Management (BCOHSEM) to distribute changes to copies of the plan on the distribution list. The BCOHSEM has no responsibility to maintain revisions of copies of the EOP not on the distribution list.

Copies of Annex M Terrorist Incident Response and the Appendices to Annex M will be maintained only at the BCOHSEM because of their sensitive nature. Copies of, or information contained in this annex will be shared with appropriate emergency officials or others at the discretion of the Director of the BCOHSEM. A separate distribution list is maintained as the first page of Annex M.

Plans will be distributed electronically. A written request should be made to the Director of BCOHSEM for a printed copy.
The purpose of this plan is to develop, implement, and maintain an integrated emergency management program for Berkeley County in accordance with the National Incident Management System (NIMS). The plan is designed to manage all countywide emergencies, including disasters resulting from natural, technological, and man-made events. The plan is designed to predetermine what actions county resources and managers shall take during and following an incident. The role and responsibility of all designated incident managers, responsible agents, or any resource elements of the government(s) residing within Berkeley County is delineated.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Berkeley County is one (1) of 55 counties in West Virginia and is located in the Valley and Ridge Physiographic Province commonly referred to as the “Eastern Panhandle” of West Virginia. It is bordered on the north by the Potomac River and Washington County, Maryland; on the south by Frederick County, Virginia; on the west by Morgan County, West Virginia; and on the east by Jefferson County, West Virginia. The county contains two (2) incorporated municipalities: The Town of Hedgesville with a population of 336, and the City of Martinsburg, which has been named the county seat with a population of 17,404. Berkeley County has a total population of 114,920 (2017 U.S. Census estimate). The county has a land area of 321 square miles. Berkeley County was one (1) of the first settled areas of the state and is the second oldest county in the state. Mountains along the southwestern border of the county rise above 2,000 feet. North Mountain runs north and south through the county with approximately one third (1/3) of the county west of the mountain and two thirds (2/3) east of the mountain. The most accessible pass through the mountain is along State Route 9. The principal streams of Berkeley County include the Potomac River, Back Creek, and Opequon Creek.

2. Berkeley County was originally created in 1772 from the northern third of Frederick County VA and named for Norborne Berkeley, the Colonial Governor of Virginia. The City of Martinsburg was originally chartered in 1778 and the Town of Hedgesville was incorporated in 1854.

3. The climate of Berkeley County consists of a mean average temperature of 53ºF, a January average temperature of 22ºF, and a July average temperature of 87ºF. The county receives approximately 39" of rainfall annually and a mean annual snowfall of 22". Berkeley County and its political subdivisions are vulnerable to the many hazards identified in the Berkeley County Hazard Mitigation Plan. Due to the many streams and creeks in the county and the narrow riverbeds and steep gradients, flash flooding is the most frequent and potentially dangerous natural hazard.
4. Berkeley County is commonly referred to as “The Northern Gateway to the Shenandoah Valley” and is among the fastest growing counties in West Virginia. The table below shows the rapid increase in population.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>POPULATION</th>
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<tr>
<td>1970</td>
<td>36,356</td>
<td></td>
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<tr>
<td>1980</td>
<td>46,775</td>
<td>28.7</td>
</tr>
<tr>
<td>1990</td>
<td>59,253</td>
<td>26.7</td>
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<td>2000</td>
<td>75,905</td>
<td>28.1</td>
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<tr>
<td>2010</td>
<td>104,172</td>
<td>37.2</td>
</tr>
<tr>
<td>2017</td>
<td>114,920</td>
<td>10.4</td>
</tr>
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5. Some major employers in Berkeley County include: Berkeley County Board of Education, United States Department of Veteran Affairs, WVU medicine, Macy's Corporate Services, Quad Graphics, Wal-Mart Associate, FedEx Corporation, US Department of Treasury (Internal Revenue Service), Eastern Panhandle Mental Health Center, Orgill, Procter & Gamble, Bureau of Alcohol Tobacco & Firearms, Knauf Insulation, US Coast Guard, and WV Air National Guard.

6. The chief agricultural products in the county include: fruit, dairy, livestock, hay, honey, and grain. There is a total of 720,089 acres of farmland in Berkeley County; the average size of farms in Berkeley County is 104 acres.

7. Transportation
   a. Major Highways: Interstate 81, US Route 11, State Routes 9, 45, 51, and 901.
   b. Railroads: Amtrak, CSX, MARC (commuter trains to and from Washington's Union Station each day), Winchester & Western.
   c. Local Bus Service: Eastern Panhandle Transit Authority.
   d. Airports: Eastern West Virginia Regional Airport (MRB), easy access to Dulles International Airport (IAD), Baltimore-Washington International Airport (BWI), Reagan National Airport (DCA), and Washington County Airport (HGR).

8. Utilities
   a. Electricity: Potomac Edison, a division of First Energy.
   c. Telephone: Frontier provides landline telephone service to Berkeley County. There are multiple companies who provide long distance, cell phone, and other telephone services.
   d. Water: City of Martinsburg, Berkeley County Public Service Water District (city and county lines are interconnected).
   e. Sewer: City of Martinsburg, Berkeley County Public Service Sewer District.
   f. Cable TV: Comcast, multiple companies offer home satellite TV services.

9. Media
   b. Radio Stations: WEPM – 1340 AM & 93.7 FM, WKMZ – 97.5 FM, 97.5 FM (is the primary Emergency Alert System (EAS) station for the Eastern Panhandle of WV), WRNR – 740 AM & 106.5 FM.
   c. Television Stations: WWPX PAX 60 TV, Broadcast Channel 60; WDVM out of Hagerstown MD open air channel 25, Comcast channels 11 & 811, Dish Network channel 25.
10. Sensitive Environmental Areas
   a. Sleepy Creek Public Wildlife Management Area.
   d. Major Streams and Creeks such as: the Potomac River, Back Creek, Opequon Creek, Middle Creek, Mill Creek, Mill Run, Tilhance Creek, and Tuscarora Creek.
   e. Quarries, caverns, springs, sinkholes, etc. with direct access to groundwater.
   f. Public and private parks and recreation areas.
   g. As of January 15, 2004, there are no sites in Berkeley County on the National Priority List of the US EPA Superfund sites.

B. Assumptions

1. Berkeley County and its political subdivisions have capabilities that, if effectively used in the event of an emergency or disaster, will maximize preservation of life and property. These capabilities include manpower, equipment, supplies, the skills of public and private agencies and groups, and the population’s knowledge of protection and survival actions.

2. When required, a State of Emergency will be declared by local officials (Berkeley County Council), by the Governor of West Virginia, or the President of the United States. During a state of emergency, and otherwise at the discretion of the Director of Berkeley County Office of Homeland Security and Emergency Management (BCOHSEM), the appropriate provisions of this plan and the Berkeley County Emergency Operations Center (EOC) will be activated. This action is necessary to provide for the coordinated response by the county and/or its municipalities.

3. Depending upon the severity and magnitude of the situation, it may be necessary to request assistance through volunteer organizations, private enterprises, mutual aid agreements, or state and federal sources.

4. In a crisis situation, the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM) will provide advice and assistance, as feasible, for as long as is necessary, and will support recovery actions with state resources as they are or become available.

5. Officials of Berkeley County’s government are aware of the possible occurrences of emergencies or major disasters and their responsibilities in the execution of this plan.

6. The development of this Emergency Operations Plan (EOP) will provide for an orderly response to any emergency and will make maximum use of available resources.

7. Additional assumptions are addressed in each functional annex relevant to the subject of the annex.
III. CONCEPT OF OPERATIONS

A. General

1. It is the responsibility of Berkeley County’s government to protect life and property from the effects of hazardous events before, during, and following an emergency. Each local government has the primary responsibility for emergency management activities within its jurisdiction. When the emergency exceeds the county’s capability to respond, assistance will be requested by the county Office of Homeland Security and Emergency Management (OHSEM) Director from state and/or federal government or other external sources using the resource typing system as described by the National Incident Management System (NIMS) Integration Center.

2. The Berkeley County Emergency Operations Center (EOC) is located in Martinsburg West Virginia. The EOC will be activated during emergency situations and serve as the site to direct and control emergency response operations.

3. Each local government, county agency, and department head has the responsibility to develop its own Operating Guidelines (OGs) and/or checklists which detail how their assigned tasks will be performed to support implementing this plan.

4. Assistance will be requested by executing in-place mutual aid agreements with all county municipal agencies and with the WVDHSEM. Other mutual aid agreements may be negotiated with additional agencies, such as the American Red Cross (ARC), Salvation Army, and other volunteer groups. Mutual aid will be coordinated through the EOC and is necessary during large-scale operations.

5. The Berkeley County Chief Executive Official (CEO) is ultimately responsible in an emergency or disaster situation and is authorized by Berkeley County to declare a Proclamation of Emergency that provides the following powers:
   a. Direct all public offices and employees to discharge assigned duties for the duration of the emergency.
   b. Exercise all necessary emergency authority for the protection of life, limb, and property of all persons in Berkeley County.
   c. Restore local government with minimum interruption.
   d. Call upon citizens and direct them to comply with necessary emergency measures, and to cooperate with properly identified officials.

6. In keeping with the National Incident Management System, this plan provides a consistent, broad approach for governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents. On-scene Incident Command (IC) or Unified Command (UC) will be conducted under the Incident Command System (ICS).

7. Curtailment of non-essential response functions and those functions that do not contribute directly to the emergency operations may be suspended by the on-scene IC for the duration of the emergency and efforts that would normally be required of those functions will be redirected to accomplish the emergency tasks of other departments involved in emergency operations.

8. In order to ensure that personnel representing various jurisdictional levels and functional disciplines possess a minimum common level of training, experience, physical and medical fitness, and capability for the incident management or emergency responder position they are tasked to fill, local officials should require a personnel certification program set by the National Incident Management System (NIMS) Integration Center.
B. Inter-Jurisdictional Relationships

1. Should there be an occurrence that affects only one (1) jurisdiction within the county, emergency operations will take place under that jurisdiction's direction and control using a single Incident Commander. At the request of that jurisdiction, the county OHSEM Director shall provide assistance through resource augmentation of manpower, equipment, and materials.

2. Should there be an occurrence that affects two (2) or more jurisdictions within the county emergency operations should take place at the county Emergency Operations Center (EOC) with jurisdictional leaders playing support and advisory roles. Although a Unified Command (UC) system could be utilized when two (2) or more jurisdictions are affected, a single Incident Command System will be used to promote a unity of response. A UC system should be used when multiple incidents at various sites take place as part of the same event.

C. Requests for State Assistance

1. Before state assistance can be rendered, the Chief Executive Official (CEO) of the affected jurisdiction must assure the Governor that all local resources have been expended and that state assistance is mandatory to protect the life and property of citizens.

2. The county OHSEM Director should request assistance from the state through the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM) 558-5380, Attn: Operations Division.

3. The assistance of federal agencies should be requested through the WVDHSEM, Attn: Governor’s Authorized Representative.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Most departments/agencies of government have emergency functions in addition to their normal day-to-day duties; these emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

2. The Berkeley County EOP may be implemented on the order of the Berkeley County Council, the Sheriff, the county OHSEM Director, or on the order of the Governor of his/her designee.

B. Organization

1. The Executive Group is responsible for all decisions relating to emergency management. Members of this group include: Council Members, Prosecuting Attorney, City Mayor, Sheriff, and the county OHSEM Director. The Executive Group usually works off-scene, most likely in the EOC if activated.

2. The Command Staff is responsible for the overall management of an incident. Members of the Command Staff include: Incident Commander (IC), Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO). Command staff personnel usually work on-scene.
3. The **General Staff** is comprised of incident management personnel who represent the major functional elements of the Incident Command System (ICS), and includes: Operations Section, Planning Section, Logistics Section, and Finance/Administration Section. Each section can be broken into branches, divisions and groups, and resources. General staff personnel usually work on-scene.

4. The **Resources Group** ensures that emergency policies, activities, and resources are coordinated among the spectrum of participating organizations. Members of the resource group include: Resource Group Chief, Public Works Coordinator, Support Facilities Coordinator, and Transportation Coordinator. Resource group personnel usually work in an activated EOC.

5. The Berkeley County OHSEM Organizational Chart is Appendix 1 to this Basic Plan.

C. Responsibilities

1. Berkeley County Council
   a. Appoint an emergency services director to coordinate emergency management activities in Berkeley County.
   b. Declare local States of Emergency.
   c. Establish a local Emergency Operations Center (EOC) and secondary control center(s) to serve as emergency command posts.
   d. Establish and reference mutual aid agreements with public and private agencies.

2. OHSEM Director
   a. Coordinate preparation and maintenance of the EOP and distribute copies, as required.
   b. Oversee the direction and control of emergency response operations.
   c. Declare a countywide “State of Emergency” in the absence of the council and sheriff.
   d. In times of emergency, activate the EOC and coordinate local operations based upon guidance and direction from executive authority.
   e. Oversee the completion and proper updating of the county’s Hazard Mitigation Plan.
   f. Coordinate all phases of the National Incident Management System (NIMS).
   g. Develop and conduct exercises to test, evaluate and update emergency plans.

3. Specific functional responsibilities are found in the appropriate annexes below.
   a. ICS/EOC Staff (Annex A – Direction and Control)
   b. EMS (Annex G – Health and Medical)
   c. Public Health (Annex G – Health and Medical)
   d. Law Enforcement (Annex J – Law Enforcement)
   e. Fire Service (Annex K – Fire Service)
   g. American Red Cross (ARC) (Annex F – Shelter and Mass Care)
V. DIRECTION AND CONTROL

A. General

1. The Berkeley County CEO will assume direction and control for emergency activities from the primary EOC. During emergency operations, the CEO, the county OHSEM Director (as EOC Manager), and the on-scene IC ensure that the Command, Operations, Planning, Logistics, and Finance functions are working in a concerted, supportive effort to overcome the disaster.

2. The senior officer of the first fire department on scene will assume the role of Incident Commander (IC), until relinquished of his/her duties by the senior officer of the jurisdictional fire department. The IC will oversee all emergency operations at the incident site.

3. If it is necessary to transfer command, the process must include a briefing that captures all essential information for continuing safe and effective operations.

4. Under authority of the Disaster Relief Act, the Federal Emergency Management Agency (FEMA) coordinates all federal disaster assistance, including military support, provided to state and local government.

5. Annex A (Direction and Control) to this plan describes the EOC facilities, staffing patterns, procedures, and support requirements necessary to carry out the direction and control function from an EOC. Incident Commander (IC) structures are also discussed in Annex A.

VI. ADMINISTRATION AND LOGISTICS

A. Administrative Support

1. The county OHSEM, along with the Resource Manager, will assist, as necessary, with documentation pertinent to each participating agency, to include:
   a. Identifying resources
   b. Ordering and acquiring resources
   c. Inventorying resources
   d. Mobilizing resources
   e. Tracking and reporting resources
   f. Recovering resources

2. Personal goods (food, clothing, household items, etc.) which are donated by individuals and/or organizations will be inventoried, sorted, and stored under the direction of the Resource Manager. Distribution will be coordinated by the Director of Human Services.

3. Donations of funds, supplies, or services are deductible items for tax purposes; therefore, it is necessary to provide receipts to the donors.

4. Receipt of donations of any nature will be recorded with a reasonable value assigned. Signed receipts will be issued as soon as possible.

5. The Berkeley County Clerk has primary responsibility for the protection of County Government Records.
VII. CONTINUITY OF GOVERNMENT

A. General

1. Each department of Berkeley County government and each city and their departments have taken, or will take action to:
   a. Pre-designate lines of succession.
   b. Pre-delegate authorities for the successors to key personnel.
   c. Make provisions for the preservation of records.
   d. Specify procedures to deploy essential personnel, equipment, and supplies to maximize their survival.
   e. This function is covered in separate sections of most annexes of this plan.

2. Berkeley County Council
   a. Council President
   b. Council members, in order of seniority
   c. Berkeley County Administrator
   d. OHESM Director

3. Berkeley County OHSEM
   a. Director
   b. Deputy Director
   c. Designee

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The OHSEM Director is responsible for ensuring that necessary additions and revisions to this plan are prepared, coordinated, published, and distributed.

B. Each agency that participates in the NIMS will review its portion of the EOP at least once each year, usually at the termination of an exercise designed to test the plan. Representatives from these agencies will submit their changes to the HSEM Director.

C. An annual exercise will be conducted in accordance with Federal Emergency Management Agency (FEMA) regulations. Additional exercises will be held as necessary to keep the EOP and participating agencies in a state of readiness. Such exercises may be “table top”, “functional”, or “full-scale”.

D. Any and all sections of this plan can be updated at any time. Many revisions are required because of changing information and situations.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. Local
   b. Berkeley County Council Resolution.

2. State
   a. West Virginia Code Chapter 15, Article 5, as amended.
3. Federal
   b. The Disaster Relief Act of 1974 (PL 93-288)
   c. Emergency Planning and Community Right-to-Know Act of 1986 (Title III of SARA).

B. References

1. Berkeley County Resource Manual, contact lists, and other local information on file at the Berkeley County OHSEM.
3. West Virginia Emergency/Disaster Plan, as amended.

X. LIST OF APPENDICES

Appendix 1 – Berkeley County OHSEM Organizational Chart
Appendix 2 – Berkeley County Map
Appendix 3 – Definition of Terms and Acronyms

XI. AUTHENTICATION

__________________________  ______________________________
Date                      Berkeley County Council President
<table>
<thead>
<tr>
<th>Brief Description of Change</th>
<th>Date of Change</th>
<th>Page(s) Affected</th>
<th>Change Made By</th>
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<tbody>
<tr>
<td>Section I Purpose – Revised, removed scope.</td>
<td>12/14/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Section II Situation and Assumptions – Revised, removed hazard list, as it can be found in the Berkeley County Hazard Mitigation Plan.</td>
<td>12/14/04</td>
<td>3-16</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Section III Concept of Operations – Revised, removed Phases of Emergency Management, added Inter Jurisdictional Relationships and Requests for State Assistance Sections, moved existing Direction and Control and Continuity of Government to new sections.</td>
<td>12/14/04</td>
<td>17-20</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Section IV Organization and Assignment of Responsibilities – Revised, moved Section G and H to appropriate annexes.</td>
<td>12/14/04</td>
<td>28, 29</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Section V Direction and Control – Revised, reordered from Administration and Logistics per SLG-101, incorporated portions of existing Section III, C into this section.</td>
<td>12/14/04</td>
<td>30, 31</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section VI Administration and Logistics – Revised, reordered from Plan Development and Maintenance per SLG-101, removed Requisitions Section.</td>
<td>12/14/04</td>
<td>32</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Section VII Continuity of Government – Revised, reordered from Authorities and References per SLG-101, and incorporated existing Section III, D into this section.</td>
<td>12/14/04</td>
<td>33, 34</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Section VIII Plan Development and Maintenance – Revised, reordered from List of Appendices per SLG-101, incorporated existing Section VI into this section.</td>
<td>12/14/04</td>
<td>34</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section IX Authorities and References – Revised, incorporated existing Section VII into this section.</td>
<td>12/14/04</td>
<td>33</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section X List of Appendices – Removed existing appendices 5 and 6.</td>
<td>12/14/04</td>
<td>34</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section XI Authentication – Added an Authentication Section.</td>
<td>12/14/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Basic Plan Revision, updated census information, employer’s information, utility information &amp; media information</td>
<td>12/13/18</td>
<td>BP-1 BP-2</td>
<td>Randy Lilly Emergency Manager</td>
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<tr>
<td>Appendix 1 Organizational Chart, updated names and positions chart</td>
<td>12/17/18</td>
<td>BP-23</td>
<td>Randy Lilly Emergency Manager</td>
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<tr>
<td>Appendix 2 Berkeley County Maps, updated to reflect updated web site link</td>
<td>12/17/18</td>
<td></td>
<td>Randy Lilly Emergency Manager</td>
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</table>
The Berkeley County Office of Homeland Security and Emergency Management (OHSEM) keeps numerous maps of Berkeley County on file, such as Division of Highways General Highway Map, FEMA Flood Insurance Rate Maps, Commercially produced maps, and others. Such maps are not part of this written EOP but are important resources available through the Berkeley County Office of Homeland Security & Emergency Management.

Berkeley County maintains a 911 mapping system. This system is used by Central Dispatch and emergency responders. A very detailed electronic mapping system is used by the county 911 dispatchers. A detailed map book is used to provide hard copies of maps of Berkeley County for use by emergency responders.

Software used in Berkeley County Central Dispatch can provide very detailed information such as exact Latitude & Longitude for any address or any point in the county, distances from one point to another, all addresses within a selected area, and much more.

A version of the map is available to the public on the internet. The public version is not as detailed as the version used by Central Dispatch but is still an excellent on-line resource. Searches can be done for roads, exact addresses, place names, points. You can zoom in and out to find much detail. A link to the site is available on the Berkeley County Council web site at http://maps.berkeleywv.org/berkeleyonline/
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3 TO BASIC PLAN
DEFINITION OF TERMS AND ACRONYMS

I. DEFINITION OF TERMS

A

Air Burst: The explosion of a nuclear weapon at such a height that the expanding fireball does not touch the earth's surface resulting in little or no fallout.

Allocation (General) (Community Shelter Planning): The process of allocating areas of population to areas of shelter concentration.

Allocation (Specific) (Community Shelter Planning): The process of allocating geographically defined areas of population to a specific shelter facility or group of shelter facilities.

American Red Cross (ARC): A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under Congressional charter and is supported by the people. Internationally, it operates in accordance with the Treaty of Geneva.

Annex: As used in this plan, an element that is devoted to one function of emergency operations and describes the county's approach to operating in that activity in response to emergencies.

Appendix: Attachment to an annex providing technical information, details, methods, and/or hazard specific procedures to that annex.

Area Command: Established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations.

Attack Warning: A civil defense warning that an actual attack against this country has been detected.

B

Biological Agents: The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Blast Wave: A sharply defined wave of increased pressure rapidly propagated through a surrounding medium from a center of detonation or similar disturbance.

Branches: Are established when the number of divisions of groups exceed the recommended span of control of one (1) supervisor to three (3) to seven (7) subordinates.
**C**

Census Tract: A nonpolitical, geographical subdivision of no standard size, but within a city, town, county, or other political jurisdiction; it is used by the U.S. Bureau of Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics. Usually, a tract corresponds to Standard Location Area.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by an incident commander.

Chemical Agents: The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plant and animals.


Congregate Care Facilities: Public or private buildings in host areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as “fallout shelter”.

Credible Threat: A threat that passes an FBI interagency assessment for authenticity. This term is usually used within the context of a terrorist incident.

**D**

Damage Assessment: The appraisal or determination of the actual effects resulting from any hazard affecting Berkeley County.

Damage Classification: For the purpose of reporting damage assessments, damage to structures or objects has been divided into three (3) categories: Severe Damage or a degree of damage that precludes further use of the structure or object for its intended purposes without essentially complete reconstruction; Moderate Damage or a degree of damage to principal members that precludes effective use of the structure or object for the intended purpose unless major repairs are made; Light Damage or a degree of damage to buildings resulting in broken windows, slight damage to roofing and siding, blown-down light interior partitions, and slight cracking of curtain walls.

Decontamination: The reduction or removal of contaminate from a structure, object, or person.

Department of Homeland Security (DHS) – Is a government agency that provides investigation services for and protection services against threats to the United States of America.

Disaster/Emergency: An event that causes or threatens to cause loss of life, human suffering, property damage, and economic and social disruption.

Disaster Assistance Center (DAC): A local center established following a major disaster, staffed by various state and federal agencies to provide assistance to individuals.
**Division:** Established when the number of resources exceeds the manageable span of control of the IC and the Section Chief.

**Dose:** A quantity (total or accumulated) of ionizing (or nuclear) radiation experienced by a person or animal.

**Dose Rate:** As a general rule, the amount of ionizing (or nuclear) radiation to which an individual would be exposed, or which he/she would receive per unit of time.

**Dosimeter:** An instrument for measuring and registering total accumulated exposure to ionizing radiations.

**Dosimeter Charger:** An instrument used to reset a dosimeter to a beginning or zero reading.

**E**

**Electromagnetic Pulse (EMP):** Energy radiated by nuclear detonation that may affect or damage electronic components and equipment.

**Emergency:** An occurrence or threat of occurrence which can impair public health and/or safety, or result in injury, damage or loss of life which calls for immediate action. An emergency may be minor or of such magnitude as to constitute a disaster.

**Emergency Alert System (EAS):** Consists of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency, as provided by the Emergency Alert System Plan.

**Emergency Management Assistance:** Federal matching funds to state and local agencies for personnel and administrative expenses.

**Emergency Operations Center (EOC):** The site from which government officials exercise direction and control during emergencies.

**Emergency Operations Plan (EOP):** A brief, clear, and concise documented description of action to be taken or instructions to all individuals and local government services concerned, stating what will be done in the event of an anticipated emergency. The plan will state the method for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when, and where based on predetermined assumptions, objectives, and capabilities.

**Evacuee:** The individual who is moved to a less hazardous area. Also, may be referred to as a relocatee.

**Executive Order (EO):** A rule or order having the force of law issued by an executive authority of government.
Fallout: Particles of radioactive dust that descend to earth following ground-level detonation of a nuclear warhead.

Federal Emergency Management Agency (FEMA): The central point of contact within the federal government for a wide range of emergency management activities in both peace and war times. FEMA is a component of the Department of Homeland Security.

Functional Area Annex Coordinator: Person with overall responsibility for coordinating actions within a particular area, i.e. the County Sheriff is the Law Enforcement Coordinator.


Greenwich Mean Time (GMT) or (Z): The standard reference time used throughout the world based on the time at the Royal Observatory in Greenwich, England. Using the 24-hour system to convert to Greenwich Time:

- Add 5 hours to Eastern Standard Time (EST)
- Add 6 hours to Central Standard Time (CST)
- Add 7 hours to Mountain Standard Time (MST)
- Add 8 hours to Pacific Standard Time (PST)
- Also called “ZULU” Time for Zero Meridian

Grant-in-Lieu: In a major disaster, the scope of work may include improvements.

Hazard: A potential event or situation that presents a threat to life and property.

Hazardous Material (Hazmat): Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous materials are classified in this plan as chemical, biological, radiological, or explosive.

Chemical: Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, or mineral fibers (asbestos).

Biological: Microorganisms or associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.
Radiological: Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

Explosive: Material capable of releasing energy with blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity to the blast.

High Altitude Burst: A detonation at an altitude over 100,000 feet. Above this level, the distribution of the energy from the explosion between blast and thermal radiation changes appreciably with increasing altitude due to changes in the fireball phenomena.

Host Area: A specified area designated for reception and care of risk area evacuees.

Incident: An event or occurrence with potential threat to the health and safety of residents in the vicinity; may also result in physical damage to properties and facilities.

Incident Action Plan (IAP): Provides a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

Incident Command System (ICS): A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Ion: An atom which bears an electrical charge, either positive or negative.

Ionization: The process by which ions are produced.

Isotope: Atoms that have the same atomic number of protons, but different atomic mass or mass number. Isotopes of a particular element have almost identical properties.

Joint Information Center (JIC): A physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information dissemination, crisis communications, and public affairs functions.

Joint Information System (JIS): Provides an organized, integrated and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public during a crisis.

Key Worker: An individual whose skills or services are required to continue operations of vital facilities and activities that will provide goods and services to the relocated population and host area residents or insure continuance of the jurisdiction’s production capabilities and preservation of the economic system.
Liaison Officer (LNO): The point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities at the incident site. Serves as a member of the command staff.

Local Warning Point: A facility in a city, town, or community that receives warnings and activates the public warning system in its area of responsibility.

Major Disaster: Public Law 93-288 provides that any flood, drought, fire, hurricane, earthquake, storm, or other catastrophe in any part of the United States which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the federal government to supplement the efforts and available resources of state and local governments in alleviating the damage, hardship or suffering caused thereby.

Megaton Energy (MT): The energy of a nuclear (or atomic) explosion which is equivalent to 1,000,000 tons (or 1,000 kilotons) of TNT.

Mitigation: Any action taken which eliminates or reduces the probability of a disaster occurring.

Multi-Agency Coordination System: A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. An Emergency Operations Center is an example.

Mutual Aid Agreements: Written or unwritten understandings among jurisdictions that cover methods and types of assistance available during all phases of an emergency.

National Response Plan (NRP): A federal plan designed to develop a unified approach to domestic incident management across the nation; formally the Federal Response Plan (FRP).

National Warning Center: The facility staffed by Attack Warning Officers situated within the combat operations center at NORAD Headquarters. Controls NAWAS when the Regional Warning Circuits are tied together.

National Warning System (NAWAS): Used for the dissemination of warning and other emergency information from the warning centers or regions to warning points in each state.

Nuclear Radiation: Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important nuclear radiation, from the weapons standpoint, are alpha and beta particles, gamma rays, and neutrons.

Nuclear Weapon (or Bomb): A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission of fusion, or both. Thus, the A- (or atomic) bomb and the H- (or hydrogen) bomb are both nuclear weapons.
On-Site Assistance: A community readiness survey process, involving federal, state and local personnel, to determine the current operational readiness of a particular local jurisdiction to identify deficiencies and to develop a course of future actions that will maximize capabilities to conduct coordinated operations in extraordinary operations.

Operating Guidelines (OG): Checklists or guidance developed by each specific responding organization that detail responsible individuals by name and phone number and delineate in detail specific organizational emergency activities.

Operations Planning: The process of determining the need for application of resources and determining the methods of obtaining and committing these resources to the operations plan.

Peak Population: The maximum population occupying an area at any given time on a normal weekday. The peak population of a city or other area that includes more than one area is a summation of the peak populations for each of the areas.

Daytime Peak - The maximum population occurring during the daylight hours (8 am to 6 pm).
Nighttime Peak - The maximum population occurring during the nighttime hours (6pm to 8am).

Political Subdivisions: Local governments, including but not limited to cities, towns, incorporated communities, counties, parishes, and townships.

Population Protection Planning (PPP): A program that provides for the development, exercising, and maintenance of a single, generic plan that contains annexes which assign tasks and detail procedures for coping with the effects of natural disasters, technological hazards, and nuclear attack.

Preparedness: Action taken to develop the response capabilities needed in the event an emergency should arise.

Presidential Declared Emergency: To avert or lessen the threat of major disaster.

Presidential Declared Major Disaster: Triggers Disaster Relief Act for state and local assistance.

Protection Factor (PF): A number used to express the relation between the amount of fallout gamma radiation that would be received by a person in a completely unprotected location and the amount that would be received by a person in a protected location.

Radiation: The emission and propagation of energy through space or through a material
medium in the form of waves: electromagnetic and sound or elastic waves and corpuscular emissions.

**Radiation Exposure Record:** The card issued to individuals for recording their personal radiation exposure dose.

**Radioactivity:** The liberation of energy by spontaneous disintegration of nuclei.

**Radio Amateur Civil Emergency Services (RACES):** An emergency service designated to make efficient use of the vast reservoir of skilled radio amateurs throughout the nation in accordance with approved Emergency Operations Plans. Many of the states and local governments have federally-approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency or emergency conditions.

**Radiological Monitor (RM):** An individual trained to measure, record, and report radiation dose and dose rates; provide limited field guidance on radiation hazards associated with operations to which he/she is assigned; and performs operator’s maintenance of radiological instruments.

**Radiological Monitoring:** The procedure or operation of locating and measuring radioactive contamination by means of survey instruments which can detect and measure (as dose rates) ionizing radiations. The individual performing the operation is called a monitor.

**Recovery:** Actions taken to activate the actual provision of emergency services during a crisis.

**Resource Tracking:** A standardized, integrated process conducted throughout the life cycle of an incident by all agencies at all levels of government.

**Risk Area:** Areas considered relatively more likely to experience direct hazard effects.

**Secondary Effects:** Emergencies that may develop as a reaction to an initiating emergency. For example, a dam may break as the result of an earthquake.

**Shelter, Expedient:** A group fallout shelter constructed on a crash basis in a period of crisis.

**Shelter, Fallout:** A habitable structure of space used to protect its occupants from fallout radiation.

**Shelter, Improvised:** Any shelter constructed in an emergency or crisis period by individuals or single families, usually in or near their homes.

**Span of Control:** The span of control of any individual with incident management supervisory responsibility should range from three (3) to seven (7) subordinates.

**Staging Area:** A location where equipment/personnel are maintained on a temporary basis for emergency response.

**Strike Teams:** A set number of resources of the same kind and type that have an established
minimum number of personnel.

**Surface Burst:** The explosion of a nuclear weapon at the surface of the land or water or at a height above the surface less than the radius of the fireball at maximum luminosity (in the second thermal pulse). An explosion in which the weapon is detonated actually on the surface is called a contact surface burst, or true surface burst resulting in fallout.

**T**

**Tabs:** Maps, charts, checklists, resources, inventories, sample forms, or diagrams all used to support the basic plan, annexes, and appendices.

**Task Force:** Any combination of resources assembled in support of a specific mission or operational need.

**Terrorism:** The FBI defines terrorism as “the unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

**Traffic Control Point (TCP):** Place along evacuation routes that are named by law enforcement personnel to direct and control movement to and from the area being evacuated.

**U**

**Unified Command (UC):** An element in multi-jurisdictional or multi-agency domestic incident management, providing guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

**Upgrading:** Any action that results in physical improvement of existing shelter spaces.

**W**

**Warning:** The alerting of emergency management/response officials and the public to the threat of extraordinary danger and the related effects of both natural and man-made disorders.

**Warning Point:** A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with state and local Emergency Operations Plans.

**Weapon of Mass Destruction (WMD):** Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in Section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above, (2) poison gas, (3) any weapon involving a disease organism, or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

**Worker-Critical:** An individual whose skills or services are required to continue operations of vital facilities and activities that will provide goods and services to the relocated population and host area residents or insure continuance of the jurisdiction’s production capabilities and
preservation of the economic system.

Y

Yield: The total effective energy released in a nuclear explosion. It is usually expressed in terms of the equivalent tonnage of TNT required to produce the same energy release in an explosion. The total energy yield is manifested as nuclear radiation, thermal radiation, and shock (and blast) energy, the actual distribution being dependent upon the type of weapon and the time after detonation.

II. LIST OF ACRONYMS

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<td>1.</td>
<td>ARC – American Red Cross</td>
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<tr>
<td>2.</td>
<td>ARES – Amateur Radio Emergency Services</td>
</tr>
<tr>
<td>3.</td>
<td>ASC – Administrative Support Coordinator</td>
</tr>
<tr>
<td>4.</td>
<td>BCCC – Berkeley County Communications Center</td>
</tr>
<tr>
<td>5.</td>
<td>BCOES – Berkeley County Office of Emergency Services</td>
</tr>
<tr>
<td>6.</td>
<td>BOE – Board of Education</td>
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<td>7.</td>
<td>CAP – Civil Air Patrol</td>
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<td>8.</td>
<td>CEB – County Emergency Board</td>
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<td>9.</td>
<td>CEO – Chief Executive Official</td>
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<td>10.</td>
<td>CHEMTREC – Chemical Transportation Emergency Center</td>
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<td>11.</td>
<td>CMTF – Crisis Management Task Force</td>
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<td>12.</td>
<td>CO – Communications Officer</td>
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<td>13.</td>
<td>CST – Central Standard Time</td>
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<td>14.</td>
<td>CTO – Communications Task Force</td>
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<td>15.</td>
<td>DAC – Damage Assessment Center</td>
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<td>16.</td>
<td>DAS – Damage Assessment Section</td>
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<td>17.</td>
<td>DFO – Disaster Field Office</td>
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<td>18.</td>
<td>DHHR – Department of Health and Human Resources</td>
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<td>19.</td>
<td>DMAT – Disaster Medical Assistance Team</td>
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<td>20.</td>
<td>DNR – Department of Natural Resources, West Virginia</td>
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<td>21.</td>
<td>DOC – Department Operations Center</td>
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<td>22.</td>
<td>DOE – Department of Energy</td>
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<td>23.</td>
<td>EAS – Emergency Alert System</td>
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<td>24.</td>
<td>EMAC – Emergency Management Assistance Compact</td>
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<td>25.</td>
<td>EMP – Electromagnetic Pulse</td>
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<td>26.</td>
<td>EPM – Emergency Program Manager</td>
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<td>27.</td>
<td>EMS – Emergency Medical Services</td>
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<td>28.</td>
<td>EMT – Emergency Medical Technician</td>
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<td>29.</td>
<td>EOC – Emergency Operations Center</td>
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<td>30.</td>
<td>EOP – Emergency Operations Plan</td>
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<td>31.</td>
<td>EPI – Emergency Public Information</td>
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<td>32.</td>
<td>EST – Eastern Standard Time</td>
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<td>33.</td>
<td>FBI – Federal Bureau of Investigation</td>
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<td>34.</td>
<td>FBI OSC – Federal Bureau of Investigation ON-Scene Commander</td>
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<td>35.</td>
<td>FEMA – Federal Emergency Management Agency</td>
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<td>36.</td>
<td>FOG – Field Operations Guide</td>
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<td>37.</td>
<td>FSA – Farm Service Agency</td>
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<td>38. FSC</td>
<td>Fire Service Coordinator</td>
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<td>39. HAZMAT</td>
<td>Hazardous Materials</td>
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<td>40. HSPD</td>
<td>Homeland Security Presidential Directive</td>
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<td>41. IAP</td>
<td>Incident Action Plan</td>
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<td>42. IC</td>
<td>Incident Commander</td>
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<td>43. ICP</td>
<td>Incident Command Post</td>
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<td>44. ICS</td>
<td>Incident Command System</td>
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<td>45. IEMS</td>
<td>Integrated Emergency Management System</td>
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<td>46. IMT</td>
<td>Incident Management Teams</td>
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<td>47. JIC</td>
<td>Joint Information Center</td>
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<td>48. JIS</td>
<td>Joint Information System</td>
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<td>49. JOC</td>
<td>Joint Operations Center</td>
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<td>50. JPIC</td>
<td>Joint Public Information Center</td>
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<td>51. LEADS</td>
<td>Law Enforcement Automated Data System</td>
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<td>52. LEERN</td>
<td>Law Enforcement Emergency Radio Net</td>
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<td>53. LEPC</td>
<td>Local Emergency Planning Committee</td>
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<td>54. LNO</td>
<td>Liaison Officer</td>
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<td>55. MCC</td>
<td>Mass Care Coordinator</td>
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<td>56. MCL</td>
<td>Mass Care Liaison</td>
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<td>57. Mhz</td>
<td>Megahertz</td>
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<td>58. MSDS</td>
<td>Materials Safety Data Sheet</td>
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<td>59. MST</td>
<td>Mountain Standard Time</td>
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<td>60. MT</td>
<td>Mega Tons</td>
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<td>61. NIMS</td>
<td>National Incident Management System</td>
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<td>62. NRP</td>
<td>National Response Plan</td>
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<td>63. NAWAS</td>
<td>National Warning System</td>
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<td>64. NBC</td>
<td>Nuclear, Biological, and Chemical</td>
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<td>65. NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
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<td>66. NORAD</td>
<td>North American Aerospace Defense Command</td>
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<td>67. NRP</td>
<td>National Response Plan</td>
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<td>68. NWS</td>
<td>National Weather Service</td>
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<td>70. OG</td>
<td>Operating Guidelines</td>
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<td>71. OP</td>
<td>Operation Plan</td>
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<td>72. PF</td>
<td>Protection Factor</td>
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<td>73. PIO</td>
<td>Public Information Officer</td>
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<td>74. POLREPS</td>
<td>Pollution Reports</td>
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<td>75. PPP</td>
<td>Population Protection Planning</td>
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<td>76. PST</td>
<td>Pacific Standard Time</td>
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<td>77. RACES</td>
<td>Radio Amateur Civil Emergency Service</td>
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<td>78. RCCC</td>
<td>Randolph County Communications Center</td>
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<td>79. RCFPA</td>
<td>Randolph County Fire Protection Association</td>
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<td>80. R&amp;D</td>
<td>Research and Development</td>
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<td>81. RECA</td>
<td>Randolph Emergency Communications Agency</td>
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<td>82. RERP</td>
<td>Radiological Emergency Response Plan</td>
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<td>83. ROC</td>
<td>Regional Operations Center</td>
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<td>84. RM</td>
<td>Resource Management</td>
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<td>85. RP</td>
<td>Radiological Protection</td>
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<td>86. RPP</td>
<td>Radiological Protection Plan</td>
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<td>87. SAC</td>
<td>Special Agent in Charge</td>
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<td>88. SAR</td>
<td>Search and Rescue</td>
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<td>No.</td>
<td>Acronym</td>
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<td>SDO</td>
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<td>SITREPS</td>
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<td>102.</td>
<td>TNT - Explosives</td>
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<td>WVDHSEM</td>
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<td>118.</td>
<td>WVSP</td>
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ANNEX A – DIRECTION AND CONTROL

I. PURPOSE

This annex addresses the facilities, personnel, procedures, and support requirements for activating the Berkeley County Emergency Operations Center (EOC) or Multi-Agency Coordination System, and those activities of government that are essential to saving lives, protecting property, and restoring government services during and following emergency situations, as well as directing and controlling the conduct of emergency operations from that center or from an alternate facility during large-scale emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of the hazards that exist in or around Berkeley County have the potential for causing disasters of such magnitude as to make centralized command and control desirable or essential.
2. The Berkeley County EOC is located at 802 Emmett Rousch Drive, Suite B, Martinsburg, West Virginia.
3. The hazards most likely to involve several jurisdictions and require the use of a multi-agency coordination system or area command include floods, severe winter storms, severe thunderstorms, and hazardous materials incidents.

B. Assumptions

1. The Berkeley County EOC is adequately equipped to coordinate a countywide emergency operation.
2. The designated EOC will be activated upon the occurrence of a threat or the occurrence of a major emergency event.
3. Upon activation, the Berkeley County EOC will operate on 24-hour basis, utilizing three (3) 8-hour rotational shifts until all emergency response and recovery activities are no longer operational.

III. CONCEPT OF OPERATIONS

A. General

1. Pursuant to the mandates of state law (Chapter 15, Article 5, as amended), Berkeley County Office of Homeland Security & Emergency Management (BCOHSEM), in coordination with the County Council, has been designated as the primary agency to direct and coordinate emergency management and response activities in the county.
   a. When an emergency develops, the BCOHSEM Director assumes direction and control of the emergency response operations.
   b. The BCOHSEM Director, in coordination with the Incident Commander (IC), will maintain control until the emergency is resolved, local capabilities have been exhausted, and/or state level response has been initiated.
2. The National Incident Management System (NIMS) requires that field command and management functions be performed in accordance with a standard set of Incident Command System (ICS) organizations, doctrine, and procedures.

3. Single command should be utilized when an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap: a single Incident Commander (IC) should be designated.

4. Unified Command (UC) should be utilized when an event becomes multi-jurisdictional or multi-agency in nature to prevent the duplication of effort that can occur when agencies from different functional and geographic jurisdictions operate without a common system or organizational framework.

B. Multi-Agency Coordination System/Emergency Operations Center (EOC)

1. The Berkeley County EOC is an example of a Multi-Agency Coordination System.

2. The primary EOC is located at 802 Emmett Rousch Drive, Suite B, Martinsburg, West Virginia. The alternate EOC is located at the Berkeley County Sheriff’s Department located at 510 South Raleigh Street, Martinsburg, WV. The EOC will serve as the physical location at which the coordination of information and resources to support incident management activities will take place.

3. The BCOHSEM Director and/or the Berkeley County Council, or other head of government in the jurisdiction affected may activate the Berkeley County EOC.

4. Upon activation of the EOC, communications and coordination must be established between the IC or UC and the EOC, when they are not collocated.

5. When it becomes necessary to relocate the EOC to an alternate site, the ranking elected official will proceed immediately to that location and assume management of its establishment. The second ranking official will remain at the primary site until it is abandoned.

6. Once the alternate EOC is established, staffed and ready for operations, direction and control will be transferred. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations. All point radio messages will alert field sets of the change, the time, and the senior person at the alternate EOC.

7. Notification lists developed by the BCOHSEM will be used to activate designated personnel within emergency operations in the EOC. Due to the constant changing of the list, it is maintained separately from this EOP by BCOHSEM.

8. The BCOHSEM Director, in coordination with the County Council and the heads of government in affected jurisdictions, will determine when to close the Berkeley County EOC. The closure may be conducted in stages based upon the nature of the emergency.

9. All multi-agency coordination entities in Berkeley County must ensure that each agency involved in incident management is providing appropriate situational awareness and resource status information, as well as establishing priorities between Incident Commands and/or Area Commands, and acquiring and allocating resources required by incident management personnel.
C. Incident Command System (ICS)

1. An ICS will be utilized to organize both near-term and long-term field emergency operations in Berkeley County.
2. The ICS is structured to facilitate activities in five (5) major functional areas, including command, operations, planning, logistics, and finance and administration.
3. Command is comprised of the Incident Commander (IC) and the command staff, which includes a Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO). A general staff may also be established under the IC.
4. Each section of the general staff may also be broken into four (4) major elements.
   a. Branches are established when the number of divisions of sections exceeds the recommended span of control of one (1) supervisor to three (3) to seven (7) subordinates.
   b. Divisions and Groups are established when the number of resources exceeds the manageable span of control of the IC and the section chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide an incident into functional areas of operations.
   c. Resources may be organized and managed in three (3) different ways, depending on the requirements of the incident, including single resources, task forces, or strike teams.
5. Under ICS, an Incident Action Plan (IAP) should be developed to coordinate response actions.
6. The command function of ICS may be conducted in two (2) general ways depending on the complexity of the emergency.
   a. Single Command: When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single IC should be designated. Under single command, the IC will develop the Incident Action Plan (IAP).
   b. Unified Command: When an incident occurs involving multiple jurisdictions or multi-agency management, Unified Command (UC) will be utilized. Under UC, the IAP should be developed by the Planning Section Chief and approved by the unified commander. The Operations Section Chief should come from the agency with the greatest jurisdictional involvement. Multi-jurisdictional UC is usually implemented when the jurisdictions are separated by a sizeable geographic distance. Neighboring jurisdictions usually operate under a single ICS until multiple state/federal agencies become involved.
   c. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the IC. These responders will initially report to the LNO at the staging area for an assignment.

D. Area Command

1. Area command will be established depending on the complexity of an incident and incident management span-of-control considerations.
2. Area command should only be established when multiple incidents are being managed by separate ICS organizations or when a very large incident involves multiple ICS organizations.
3. The decision to activate an area command approach will be made by the BCOHSEM Director at the activated EOC.
4. An area command approach should be established to achieve the following:
a. Set overall incident-related priorities.
b. Allocate critical resources according to priorities.
c. Ensure the incidents are properly managed.
d. Ensure that incident management objectives are met and do not conflict with each other or with agency policy.
e. Identify critical resource needs and report them to the EOC or multi-agency coordination entity.
f. Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The activated Berkeley County EOC is organized into four (4) groups: Executive, Communications, Operations, and Administrative.
   a. Executive Group: Consists of the Berkeley County Council (or a designated representative), the BCOHSEM Director and Deputy Director, Prosecuting Attorney/Legal Counsel, and participating mayor’s or other elected officials of affected jurisdictions. Responsibilities of this group include policy development, coordination of EOC operations, and management of overall emergency response and recovery efforts.
   b. Communications Group: Consists of the various communications personnel assigned to the EOC and is supervised by the Communications Officer. Responsibilities of this group include radio and telephone communications between field forces and the EOC, other jurisdictions, the state EOC, and Joint Public Information Center (JPIC).
   c. Operations Group: Consists of the operations officer and departments/agency heads of their representatives who will coordinate the implementation of assigned emergency functions. Each functional area manager is responsible for directing and coordinating the personnel and resources of his/her respective area. The Operations Group includes the Damage Assessment/Disaster Analysis Section (DAS).
   d. Administrative Group: Consists of the administrative officer, message runners, typists, loggers, and other EOC support staff.

2. The Incident Command System (ICS) is organized into two (2) groups: Command Staff and General Staff.
   a. Command Staff: Responsible for the overall management of an incident. Members of the command staff include the Incident Commander (IC), Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO).
   b. General Staff: Incident management personnel who represent the major functional elements of the Incident Command System (ICS) and includes the Operations Section, Planning Section, Logistics Section, and Finance/Administration Section. Each section can be broken into branches, divisions and groups, and resources.
B. Responsibilities

1. Berkeley County Council
   a. Appoints, supervises, and compensates the county OHSEM Director. This includes the provision of working space, equipment, supplies, and transportation.
   b. Ensures the preparation and promulgation of a local Emergency Operations Plan (EOP) and that all local government Operating Guidelines (OGs) are coordinated with all other EOPs within the county and are fully consistent with the West Virginia Emergency Operations Plan (WVEOP).
   c. Maintains a “chain of command” for declaration of emergencies and continuity of government.
   e. Determines if evacuation of all or part of the county is warranted.
   f. Enters into contracts, incurring obligations necessary to contend with emergency situations and other such actions as required.
   g. Establish priorities and allocations in the use, distribution, and management of equipment and resources available before, during, and following an emergency.

2. Berkeley County OHSEM Director
   a. Serves as manager of the EOC, upon activation.
   b. This includes coordinating the efforts of county, state, federal, and private organizations acting in the county in response to an incident.
   c. Coordinates with members of the command and general staff to ensure necessary planning considerations are included in the EOP.
   d. Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction.
   e. Develops and conducts exercises to test, evaluate, and update the EOP.
   f. Works with the county PIO to develop emergency information packets and emergency instructions for the public. (NOTE: The county PIO is different than the command staff PIO).
   g. Works with the Communications Officer (CO) to ensure communications considerations are met and that equipment purchases are in accordance with the NIMS.
   h. Recommends the transition to Area Command, if applicable.
   i. Provide and coordinate training for emergency response personnel.

3. Berkeley County Sheriff
   a. Maintains law enforcement and order in Berkeley County.
   b. Coordinates law enforcement efforts between various participating agencies, i.e. West Virginia State Police (WVSP), West Virginia Department of Natural Resources (WVDNR), and local police.
   c. Initiates and maintains necessary traffic control.
   d. Serves as a county Chief Elected Official (CEO) in the absence of a commissioner.
   e. Assists in the implementation of an orderly evacuation.
4. Incident Commander (IC)
   a. Establish or expand ICS based on the requirements of the situation.
   b. Conduct size-up operations, establish a hazard zone, and order necessary evacuations.
   c. Establish a clearly identified Incident Command Post (ICP) in a safe area at the scene.
   d. Assess needs for manpower, equipment and resources, and develop an estimate of the duration of the incident.
   e. Establish communications with the appropriate departmental base and with the Berkeley County Communications Center.
   f. Coordinate activities of all respondents at the scene.
   g. Assign a staging area near the ICP for those reporting to the incident, as well as for Emergency Medical Services (EMS).
   h. Prepare incident reports and conduct closedown operations.
   i. Under single command, develop the incident objectives on which subsequent incident action planning will be based.
   j. Develop and/or approve the Incident Action Plan (IAP).

5. Public Information Officer (PIO) – County or Incident Command Staff Member
   a. Interface with the public and media and/or with other agencies with incident-related information requirements.
   b. Develop accurate and complete information on the incident’s cause, size, and current situation, resources committed, and other matters of general interest.
   c. Advise the BCOHSEM Director, CEO, and/or IC on matters of Emergency Public Information (EPI).

6. Safety Officer (SO)
   a. Responsible for the general safety of incident operations.
   b. Monitor incident operations and advise the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel.
   c. Responsible for a set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote emergency responder safety.
   d. Stop and/or prevent unsafe acts during incident operations.

7. Liaison Officer (LNO)
   a. Serve as the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities.
   b. Coordinate assistants and personnel from other agencies or organizations (public or private) involved in incident management activities at the staging area.

8. Operations Section Chief (if necessary)
   a. Responsible to the IC or UC for the direct management of all incident-related operational activities.
   b. Establish tactical objectives for each operational period with other section chiefs and unit leaders.
   c. Brief the BCOHSEM Director on the status of emergency operations and major problems.
9. Planning Section Chief (If necessary)
   a. Collect, evaluate, and disseminate incident situation information and intelligence to
      the IC or UC and other appropriate incident management personnel.
   b. Prepare status reports.
   c. Display situation information.
   d. Maintain status of resources assigned to the incident.
   e. Develop and document the IAP based on guidance from the IC or UC.

10. Logistics Section Chief (if necessary)
    a. Responsible for all support requirements necessary to facilitate effective and efficient
       incident management, including ordering resources from off-incident locations or
       through the EOC, if activated.
    b. Provide facilities, transportation, supplies, equipment maintenance and fuel, food
       services, communications, and information technology support.

11. Finance/Administration Section chief (if necessary)
    a. Provide the agency(s) involved in incident management activities finance and other
       administrative support services as necessary.

12. Resource Manager
    a. Maintain inventories of supplies and equipment that may be necessary for
       emergency operations, support of emergency workers, and meeting the emergency
       needs of the public.
    b. See Annex H (Resource Management) for a more detailed list of responsibilities with
       regard to resource management.

13. Fire-Rescue Services
    a. Assume the role of Incident Commander (highest ranking official of first department
       on scene.)
    b. Manage fire department resources and direct normal fire department operations.
    c. Assume “first responder” role in fire and rescue operations.
    d. Provide for fire protection and suppression during emergency situations.
    e. See Annex K (Fire and Rescue) for a more detailed list of responsibilities with regard
       to fire and rescue operations.

14. Law Enforcement
    a. Manage law enforcement resources and provide for traffic control and enforcement
       operations.
    b. Assume “first responder” role during emergency situations.
    c. See Annex J (Law Enforcement) for a more detailed list of responsibilities with regard
       to law enforcement operations.

15. Health and Medical Departments
    a. Ambulance Services
       i. Provide triage and stabilize and transport patients from triage areas to fixed
          medical facilities.
       ii. Assume medical leadership role in evacuation of non-ambulatory persons.
       iii. Assume on-scene command in mass casualty incidents that do not involve the
            immediate threat of fire or hazardous materials.
    b. Berkeley County Health Department
       i. Responsible for overall health maintenance in the county.
ii. Provide necessary immunization before, during, and after a disaster.
iii. Work with the American Red Cross (ARC) to provide health care in support facilities and shelters.

16. Board of Education
   a. Relocation of students from schools in the affected area to their homes or reception centers.
   b. Provide school buses for relocating individuals or groups without transportation to safe areas.
   c. Designate available schools for use as emergency shelters, reception centers, and mass care facilities.

V. DIRECTION AND CONTROL

A. The BCOHSEM Director will coordinate EOC operations, including conducting staff briefings and keeping key officials informed of the situation and will maintain contact with the West Virginia Division of Homeland Security & Emergency Management (WVDHSEM) and neighboring counties as necessary.
B. West Virginia law mandates that the ranking fire service officer, or his/her authorized representative, arriving at the scene of the emergency implement the ICS, including the identification of key positions necessary to staff the ICS and the establishment, identification, and location of the Incident Command Post (ICP).
C. The first senior fire chief on scene will assume the role of Incident Commander (IC), until relinquished of the role by the jurisdictional senior fire chief.

VI. ADMINISTRATION AND LOGISTICS

A. Administration
   1. During an emergency situation, situation reports (SITREPS) should be completed daily with a copy sent to the WVDHSEM.
   2. When the EOC is activated, a security log will be maintained to track those who enter and leave.
   3. Logs of radio and/or telephone traffic should be maintained at appropriate agency headquarters and at the Berkeley County Communications Center.

B. Logistics
   1. Common basic needs, such as food, shelter, etc., will be coordinated through the Director of Human Services and an American Red Cross representative.
   2. Needs for task-specific supplies will be handled by the agency responding or through the EOC. Needs that cannot be met through local sources will be forwarded to the WVDHSEM.

VII. CONTINUITY OF GOVERNMENT

A. Succession of Command
   1. The line of succession of the Berkeley County Council is from the president, then vice-president, then through the members in order of their seniority on the board.
2. The line of succession to the BCOHSEM Director is the Deputy Director of the BCOHSEM or his/her designee.
3. The line of succession to each department head is in accordance with the operational guidelines established by each department and have been designated in each appropriate annex.
4. Each staff member shall be responsible for notifying his/her replacement in the line of succession.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The BCOHSEM Director is responsible for reviewing and updating this annex on a regular basis.
B. An annual exercise will be conducted in accordance with Federal Emergency Management Agency (FEMA) regulations to test the direction and control of emergency operations in Berkeley County. Additional exercises will be held as necessary to keep the EOP and participating agencies in a state of readiness. Such exercises may be “table top”, “functional”, or “full-scale”.

IX. LIST OF APPENDICES

Appendix 1– EOC Activation/Checklist
Appendix 2 – Alerting Information
Appendix 3 – Berkeley County EOC Message Form
Appendix 4 – Berkeley County EOC Sign-in Log
Appendix 5 – Initial Disaster Report
Appendix 6 – EOC SOG’s

X. AUTHENTICATION

_________________________________________  __________________________
Date  Berkeley County OHSEM Director
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<th>Date of Change</th>
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<td>Section I Purpose – Revised.</td>
<td>11/24/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section II Situation and Assumptions – Added a Situation and Assumptions Section per SLG-101.</td>
<td>11/24/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section III Concept of Operations – Revised, moved existing Sections A-F to appropriate annex, added new Sections A-D, incorporated NIMS.</td>
<td>11/24/04</td>
<td>2-3</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section IV Organization and Assignment of Responsibilities – Added an Organization Section, incorporated NIMS.</td>
<td>11/24/04</td>
<td>3-6</td>
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<td>Section V Direction and Control – Added entire section.</td>
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<td>Section VI Administration and Logistics – Added entire section per SLG-101.</td>
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<td>Section VII Continuity of Government – Added entire section.</td>
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<td>N/A</td>
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<td>Section VIII Plan Development and Maintenance – Added entire section per SLG-101.</td>
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<td>N/A</td>
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<td>Section IX List of Appendices – Incorporated existing Appendix 1 into the annex and added Appendices 1-5.</td>
<td>11/24/04</td>
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<td>Section X Authentication – Added an Authentication Section.</td>
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<td>Updated to reflect OHSEM instead of OES &amp; update EOC layout.</td>
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BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 1 TO ANNEX A
EOC ACTIVATION

A. Authority

1. The Berkeley County EOC, located in Martinsburg, West Virginia, will be activated as required or requested, upon approval of the Berkeley County Council. This can be accomplished by one of the following:
   a. Direct contact with the Council.
   b. Through the OHSEM Director.
   c. Through the Incident Commander, who will in turn go through the OHSEM Director.

2. EOC activation will be for actual emergencies or for exercise purposes. Unless by prior knowledge of the county government, the EOC will not be pre-staged for unannounced exercises.

B. Alerting

1. The Berkeley County OHSEM Director is responsible for the initial alerting of the EOC staff.

2. Central communications will alert resource agencies, adjoining jurisdictions, and state and federal agencies, if requested by proper authority.

EOC ACTIVATION CHECK LIST

A. EOC Activation Check List

1. Alert at least one in each of the following groups and indicate by “X” which one.

<table>
<thead>
<tr>
<th>GROUP/AGENCY</th>
<th>ALERTED</th>
<th>TIME</th>
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<tr>
<td>County Council</td>
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<td>Public Information Officer</td>
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<td>Comm. Officer Primary</td>
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<tr>
<td>Comm. Officer Alternate</td>
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</table>
2. Evaluate the situation potential, then decide which EOC to activate, either the PRIMARY or ALTERNATE.

B. EOC Operations Room Set-Up Checklist
   1. Check generator and fuel.
   2. Ensure adequate food and water supplies.
   3. Test communications, phones, and dedicated lines.
   4. Place JPIC on standby.

C. EOC Deactivation Checklist
   1. Inventory and replenish supplies.
   2. Clean and store maps and displays.
   3. Collate all documents generated in the response.
   4. Prepare after action reports.
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 2 TO ANNEX A
ALERTING INFORMATION

A. Spontaneous Response
   1. In the event of an emergency where conventional methods of communications are rendered inoperable, staff members will ensure their families’ safety, then report directly to the EOC.

B. Conventional Notification
   1. In the event of an emergency situation which would require EOC activation, one or more of the following methods accomplishes the alerting of staff members:
      a. Commercial Telephone
      b. Cellular Telephone
      c. County Radio System
      d. Pagers
      e. Alert Berkeley (Swift911) mass notification solution

   2. These systems are described in the (Notification and Warning) Annex (C) and (Communications) Annex (B) of this EOP.
   3. In the event the commercial telephone is utilized for notification/altering, the Berkeley County Emergency Communications Center in the EOC will call the following staff, as indicated:
      a. Amateur Radio Liaison
      b. County Health
      c. Utilities
      d. Emergency Medical Officer
      e. Human Services
      f. County School Superintendent
      g. Transportation Officer
      h. WV National Guard
      i. WV State Highway Patrol
      j. County Fire Coordinator
      k. Berkeley County Fire Protection Assistant President
      l. Red Cross Representative
      m. Law Enforcement Coordinator
      n. County Engineer
      o. PIO/Rumor Control
      p. Electric Company Liaison
      q. Commercial Utility Liaison, as needed
      r. Message Center
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3 TO ANNEX A
BERKELEY COUNTY EOC MESSAGE FORM

TIME IN: ___________ NUMBER: ___________
TIME OUT: ___________

<Message>

TO: ___________________ METHOD _______________ FROM: ___________________
Radio ___________ Phone ___________ Fax ___________ Other ___________

CONTENT
__________________________________________________________________________
__________________________________________________________________________
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ACTION TAKEN
__________________________________________________________________________
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BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 4 TO ANNEX A
BERKELEY COUNTY EOC SIGN-IN LOG

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<th>NAME</th>
<th>ORGANIZATION</th>
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INITIAL DISASTER REPORT

1. What happened: _______________________________________________________

2. When it happened: ___________________________________________________

3. Where it happened: ___________________________________________________

4. Extent of damage or loss: _____________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. Best estimate of injured, homeless, fatalities: _____________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

6. Type and extent of assistance required, if known: ____________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

7. Additional remarks pertinent to situation: _________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
This document is an Operating Procedure (OP) which, when used during exercises and emergencies, will serve to ensure that critical response actions are not inadvertently overlooked under the pressures of implementing appropriate emergency response actions. The items in this OP may have to be supplemented during the event to respond to any unforeseen conditions, and thus should be used as flexible response guides rather than as rigid procedures.

The OP is categorized by phases and situations and includes the following:

1. Preparatory Phase Checklist
2. Alert Phase Checklist
3. Response Phase Checklist
4. Recovery Home Phase Checklist
5. Closeout Checklist

This OP is to be used by the Berkeley County Office of Homeland Security & Emergency Management (BCOHSEM) Director and his/her Agency/Functional Coordinators that comprise the EOC Staff. The EOC staff under his/her direction will perform many of the functions assigned to the Director.

Actions in this SOP are not necessarily in order of importance. Changes in emergency circumstances will frequently require alterations to these lists.

During the emergency, the county and/or city PIO will receive regular briefings from the BCOHSEM Director and staff. The State PIO will be located at the State EOC and will be responsible for providing all state press releases. The county and or city PIO may answer questions concerning their jurisdiction, but should refer all other questions to the West Virginia Division of Homeland Security & Emergency Management (WVDHSEM) - PIO.

From the time the EOC is activated, until closeout, the BCOHSEM Director will keep the County Council and/or City Mayors, and the WVDHSEM EOC at telephone #304-558-5380, Fax #: 304-344-4538, informed of actions taken.
## RECORD OF CHANGES

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BASIC PLAN FOR EMERGENCY OPERATIONS CENTER

I. PURPOSE

This standard Operating Procedure is established to ensure that EOC operations are comprehensive and actions flow smoothly during an activation.

A. SITUATION AND ASSUMPTION

To define the operation procedures of the Emergency Operations Center (EOC) during an emergency.

II. DIRECTION AND CONTROL

A. A layout of the EOC is provided in this EOC OP.

B. The County Council, Mayor(s) or BCOHSEM Director may activate the EOC.

III. CONCEPT OF OPERATIONS

A. Activating the Emergency Operations Center.

1. The County Council, the Mayor(s), the BCOHSEM Director or their designated representative may order the EOC activated.

2. The first person reporting to the EOC will begin to set up the EOC for operations.

3. The EOC may be ordered only partially activated or it may be ordered fully activated, depending on the severity of the situation.

4. The County Council and/or the Mayor(s) will set the policy priorities under which the EOC staff operates.

5. The County OHSEM Director will manage the internal operations of the EOC in conformity to the overall policy priorities established by the County Council and/or Mayor(s).

B. Deactivation of the Emergency Operations Center:
1. The County Council or the Mayor(s) or their designated representative will determine when the EOC will be deactivated.

2. The County OHSEM Director will oversee the actual closeout of the EOC and insure:
   a. All necessary EOC activation documentation is collected and properly filed.
   b. A critique of the EOC operation is held within ten days of the closing of the EOC and a written copy of the critique is presented to the County Commission.
   c. The EOC is restocked with materials needed to carry out the next EOC activation.
   d. The EOC is returned to its normal state of readiness.

IV. ATTACHMENTS

Attachment 1 - EOC Operations OP
Attachment 2 - EOC Message Handling OP
Attachment 3 - EOC Message Handling Procedure Sequence
Attachment 4 - EOC Checklists
Attachment 5 - EOC Layout (Proposal)
Attachment 6 - Notification Call Check List
Attachment 7 - Supplement Call List
Attachment 8 - Communications and Message Procedures
APPENDIX 6-1

EOC OPERATIONS SOP

I. OBJECTIVE

This document describes the operating procedures of the County Emergency Operations Center (EOC).

II. PROCEDURE

A. Activating the Emergency Operations Center.

The County Council and/or Mayor(s), and the OHSEM Director or their representative during office hours, or the first person to the Emergency Operations center during off hours, will prepare the emergency operations room by doing the following:

1. Take out the following:
   a. Message Log form
   b. Situation Report forms
   c. Assistance Request forms
   d. Emergency Communications Request Forms
   e. EOC Personnel Log forms
   f. County Emergency Operation Plan
   g. EOC Standard Operation Procedures

2. Begin the message handling procedure:

3. Arrange furniture in the room to accommodate the incoming functional coordinators.

4. Set up the map and the status board.
5. Provide the necessary office supplies for each coordinator.

6. Connect telephones, if necessary, and check all telephones to insure they are working.

7. Open a file folder on the incident and assign the incident a tracking number.

B. Notification

1. The County Council and/or Mayor(s), and the OHSEM Director decide which functional coordinators or agencies should be in attendance.

2. The County Council and/or Mayor(s), and the OHSEM Director will instruct the Communications Coordinator to notify these individuals to report to the EOC. If the Communications Coordinator is not at the EOC, the County Council and/or Mayor(s), or OHSEM Director may notify the functional coordinators or agencies using the Notification Procedure.

3. The Communications Coordinator will keep the County Council and/or Mayor(s), and the OHSEM Director advised of the completion of the call-list and the estimated time of arrival of the Functional Coordinators, if known.

C. Communications and Message Handling Procedures.

1. When the EOC is activated, the OHSEM Director or the Deputy Director should inform the State EOC that the County EOC is operational.

2. The OHSEM Director or the Deputy Director report current status to the State EOC at 0600, 1100, 1600 and 2100.

3. The OHSEM Director periodically provides briefings to the EOC participants.

4. All incoming and outgoing messages will be processed in accordance with the County EOC Message Handling Procedure.

D. Status Board

1. Maintain the status board for use as a record of the emergency response.

2. Update the status board in a timely manner and include the following information: date, time, request or decision made, follow-up information, and time and method of completion of the action.
E. Security

The Law Enforcement Coordinator, when the EOC is fully activated, will institute controlled security measures.

1. Assign an individual whose sole responsibility is to control access.

2. Instruct the person assigned to security to do the following:
   a. Establish a checkpoint adjacent to the entrance.
   b. Determine which individuals are authorized accesses.
   c. Restrict entrance into the entrance into the EOC of unauthorized personnel.
   d. Maintain a time in/time out personnel log for each individual assigned duty to the EOC using EOC Personnel Log form.

F. Personnel Rotation

If the emergency operation is prolonged:

1. The County Council and/or Mayor, and the OHSEM Director rotate EOC personnel to provide for around the clock operations.

2. The Functional Coordinators rotate agency personnel to provide for around the clock operations.
APPENDIX 6-2

EOC MESSAGE HANDLING OPERATION PROCEDURE

I. OBJECTIVE

This procedure outlines the methods used to handle incoming and outgoing messages when the Emergency Operations Center (EOC) is activated.

II. INTRODUCTION

Messages are received and transmitted in the EOC via radio, telephone, and HAM radio equipment.

The following procedures are to ensure that incoming messages are properly logged and routed and that outgoing messages are logged and transmitted in a timely manner.

A. Separate procedures are written for the following personnel:

1. Communications Coordinator/Operations Desk
2. OHSEM Director
3. Functional Coordinators
4. Dispatcher and HAM Radio Operator
5. Status Board Recorder

B. Appendix 1 of this procedure contains the Message Log and the following message forms which are to be used by the EOC personnel:

1. Situation Report - the person receiving it when the message received transmits only information and does not require action fills out this form.
2. Assistance Request - the person receiving it when the message received requires action by EOC personnel fills out this form.
3. Emergency Communications Request - This form is to be filled out when a radio message is to be sent.
III. PROCEDURES

A. Communications Coordinator/Operations Desk

1. Incoming Messages

   a. Record incoming messages on the appropriate message form.

      1) Situation Report form is used for those messages, which do not require a response but only, relay facts.

      2) Assistance Request form is used for those messages which ask for help or assistance.

   b. Write a summary of the message in the Message Log.

   c. Enter the assigned message log number on the message form.

   d. Route the message form to the OHSEM Director.

2. Outgoing Messages

   a. When you receive an Emergency Communications Request form signed by the OHSEM Director, enter the summary of the message and the time you received the request in the Message Log.

   b. Transmit the message yourself or forward the form to the dispatcher or the HAM radio operator for transmission.

   c. Upon successful transmission of the message, log the time the message was sent on the request form and in the Message Log.

   d. If within 20 minutes of your receiving the request it has been impossible to transmit the message, inform the OHSEM Director of the problem.

   NOTE: Exercise/Drill Messages

   The Communications Coordinator must ensure that all outgoing exercise messages begin and end with the words, "This is an exercise message." If in doubt whether a message is an exercise message or a genuine message, the Coordinator should ask the message originator.

B. OHSEM Director

1. When you receive a Situation Report or Assistance Request form:
a. Read and analyze the message.

b. Ensure that if the report is of interest to the EOC staff that they are informed of the report.

c. Ensure information is plotted on the EOC situation map or status board.

d. Ensure that Assistance Request forms are delivered to the agency that can respond to the request.

e. Check the Assistance Request Log to make sure all requests for assistance are carried out in a timely manner.

C. Functional Coordinator

1. When you receive a Situation Report or Assistance Request form:
   a. Read and analyze the message.
   
   b. If it is a Situation Report form, ensure the OHSEM Director is aware of the report.

   c. If it is an Assistance Request form, execute the appropriate actions to resolve the problem detailed on the Assistance Request form.

      1) If necessary, confer with the OHSEM Director and other coordinators to decide on appropriate actions.

      2) Record summaries of telephone conversations regarding solution of the problem and all actions taken, in the Actions Taken section of the Assistance Request form. If, during the course of a telephone conversation, you receive an additional request for assistance, refer the call to the Communication Coordinator to ensure that complete information is gathered.

      3) Upon resolving the problem, complete the form and send the form to the OHSEM Director.

   d. If a radio message must be sent to acquire additional information or to report solution of the problem:

      1) Obtain and fill out the Emergency Communications Request form.
2) Route the form to the OHSEM Director for approval and forwarding to the Communications Coordinator.

3) Note that such a message has been prepared and enter a summary of the message in the Actions Taken section of the Assistance Request form.

4) When you receive back the copy of the Emergency Communications Request form enter in the Actions Taken section of the Assistance Request form the information obtained or that the message has been transmitted.

e. If during the course of a telephone conversation you learn of a situation which should be brought to the attention of the EOC staff, obtain and fill out a Situation Report form and route it to the OHSEM Director.

D. Dispatcher and HAM Radio Operator

1. Incoming Messages
   a. Record incoming messages on the appropriate message form.
      1) Situation Report form is used for those messages which do not require a response, but only detail facts.
      2) Assistance Request form is used for those messages which ask for aid.
   b. Route the message form to the Communications Coordinator

2. Outgoing Messages
   a. When you receive an Emergency Communications Request form signed by the OHSEM Director, transmit the message.
   b. When the message has been successfully transmitted, note the fact and the time on the communication request form and route it to the Communication Coordinator.
   c. If after 20 minutes of your receiving the communications request, it has been impossible to transmit the message, inform the Communications Coordinator of the problem.

E. Status Board Recorder
1. When you receive a copy of a message form, record the necessary information on the status board, and/or map, including solutions to problems.

2. Return the copy to the OHSEM Director.
APPENDIX 6-3

MESSAGE HANDLING PROCEDURE SEQUENCE

I. SITUATION REPORT FORM

Incoming Message - Routed to OHSEM Director

A. HSEM Director
   1. Read and analyze message.
   2. Route copy to status board recorder, if appropriate.
   3. If appropriate route a copy to the concerned functional coordinator.

B. Status Board Recorder
   1. Record the information on the status board.
   2. Route the copy back to the OHSEM Director.

C. Functional Coordinator
   1. Read and analyze message.
   2. Retain and file a copy.
   3. Route a copy with actions taken back to the OHSEM Director.

D. HSEM Director
   1. File Return form from Status Board in incident folder.

II. ASSISTANCE REQUEST FORM

Incoming Message - Routed to OHSEM Director

A. OHSEM Director
   1. Read and analyze message.
   2. Route a copy to status board recorder, if appropriate.
3. Route a copy to the concerned functional coordinator.

B. Status Board Recorder
   1. Record the information on the status board.
   2. Route the copy to the OHSEM Director.

C. Functional Coordinator
   1. Resolve problem if possible and record actions in Action Taken section of the form.
   2. Retain and file a copy.
   3. Route the copy with actions taken to the OHSEM Director.

D. OHSEM Director
   1. Read and analyze action taken by Functional Coordinator to determine adequacy - if not adequate, return to Function Coordinator.
   2. Route the copy to status board recorder, if appropriate.

E. Status Board Recorder
   1. Record the action taken on the status board on the corresponding line of the assistance request.
   2. Route the copy to the OHSEM Director.

F. OHSEM Director
   1. Mark the form COMPLETE.
   2. File the form in the Incident Folder.

III. EMERGENCY COMMUNICATIONS REQUEST FORM

A. OHSEM Director
   1. Read and sign the form, if proper message - otherwise, return form to originator for clarification.
   2. Route signed form to Communications Coordinator.
B. Communications Coordinator
   1. Log the message.
   2. Transmit message or forward form to the dispatcher or radio operator.

C. Dispatcher/Radio Operator
   1. Record time of transmission of message on the form.
   2. Route form to Communications Coordinator.

D. Communications Coordinator
   1. Log time of message transmission.
   2. Route copy to OHSEM Director.

E. OHSEM Director
   1. Route copy to message originator.
I. OBJECTIVE

The following pages are checklists which, when used during exercises and emergencies, serve to ensure that critical response actions are not inadvertently overlooked under the pressures of implementing appropriate emergency response actions. The items on these lists must be supplemented during the event to respond to existing conditions and should be used as flexible response guides rather than as rigid procedures.

II. INTRODUCTION

These checklists are meant to be used by the County OHSEM Director and his Agency/Functional Coordinators that comprise the local EOC staff. The EOC staff under his direction will perform many of the functions assigned to the OHSEM Director.

Actions on this checklist are not necessarily in order of importance. Changes in emergency circumstances will frequently require alterations to these lists.

During the emergency the county and or city’s PIO will receive regular briefings from the OHSEM Director and his/her staff. The State WVDHSEM PIO will be located at the State EOC and will be responsible for providing all statewide press releases. The county or city’s PIO will provide information on information within their jurisdiction to the news media, but will refer all other questions to the West Virginia Division of Homeland Security & Emergency Management - PIO.

III. TABS

Tab 1 ~ Preparatory Phase Checklist
Tab 2 ~ Alert Phase Checklist
Tab 3 ~ Response Phase Checklist
Tab 4 ~ Hourly Checklist
Tab 5 ~ Recovery Phase Checklist
Tab 6 ~ Closeout Checklist
### PEPPERATORY PHASE CHECKLIST

- [ ] 1) Review Plan and update it annually
- [ ] 2) Recruit and maintain staff
- [ ] 3) Train Staff
- [ ] 4) Conduct yearly exercise
- [ ] 5) Hold quarterly drills and briefings for EOC staff
- [ ] 6) Insure necessary EOC supplies are on hand
- [ ] 7) Update all checklists
- [ ] 8) Update OP annually
- [ ] 9) Insure all agencies have an OP
ALERT PHASE CHECKLIST

1) Verify notification of impending emergency incident
2) Partially activate the EOC, place EOC staff on standby
3) Review Emergency Resource Plan and Standard Operating Procedures
4) Start EOC message handling procedure and post status on status boards
5) Arrange for Emergency Power if needed
6) Notify WVDHSEM that EOC is being activate, give location and phone number
7) Brief elected officials and agency heads
8) Check communications with field positions
9) Check communications with the WVDHSEM EOC
10) Consider:
   a) Weather
   b) School in session
   c) Road conditions
   d) Special activities or concerns
   e) Possibility of the unwanted situation happening
11) Intensify public information campaign concerning possible emergency and protective actions that citizens can take
12) Request additional volunteers if needed and provide training for volunteers particular in the area of safety
13) Notify mutual aid agencies that their assistance may be needed
14) Notify Red Cross and/or local agencies/organizations listed in Annex F of the possible need of Congregate Care Facilities and Feeding Points.
15) Prepare second shift roster for EOC and field stations if needed
16) Ensure PIO is briefed and news releases are being made.
17) Ensure news media procedures are understood by all EOC and field personnel.
APPENDIX 6-4
TAB 3

RESPONSE PHASE CHECKLIST

Response Action

___ 1. Post status of incident on map and status boards.
___ 2. Complete call list.
___ 3. Brief EOC Staff.
___ 4. Call State EOC to update them on situation.
___ 5. Brief County Council, Mayor(s) and PIO.
___ 6. Protective Actions for effected population:
   a. Access Control
   b. In Place Shelter
   c. Evacuation
___ 7. Contact WVDHSEM EOC for regional status update of an area wide event.
___ 8. Emergency Situations Status
___ 9. Maintain regular, at least once an hour, communications with field units.
___10. Ensure request for assistance have been acted on.
___11. Maintain records of all expenditures and overtime of workers.
___12. Develop EOC staffing pattern for continuous operations.
___14. Ensure that safety considerations are included in all decisions.
___15. Ensure that all information received by EOC and decisions made in EOC are recorded and preserved.
HOURLY CHECKLIST

____ 1) Brief EOC Staff
____ 2) Check Status Board
____ 3) Weather Update
____ 4) Shelter Update
____ 5) Situation Update
____ 6) NOAA Broadcast Check
____ 7) Review status of field personnel
____ 8) Review status of public information
____ 9) Review EOC fields staff needs
   a) Personnel
   b) Material/POL
   c) Food
   d) Housekeeping
   e) Break
____ 10) Reports to State EOC on situation
____ 11) Review evacuee and resident needs
   a) Food
   b) Clothing
   c) Medical
   d) Shelter
   e) Recreation
   f) News
   g) Housekeeping
____ 12) Check Message Log to ensure all requests have been acted on from last hour
____ 13) News media update
APPENDIX 6-4
TAB 5

RECOVERY PHASE CHECKLIST

_____ 1) Verify notification
_____ 2) Post status
_____ 3) Brief EOC staff, County Commission and/or Mayor(s)
_____ 4) Insure records are maintained of hours and expenditures for equipment
_____ 5) Start area decontamination procedures if necessary
_____ 6) Relax protective actions based on present hazard material analysis
_____ 7) Check status of Congregate Care and Mass Feeding Facilities
_____ 8) Conduct Damage Assessment; insure that all observed damage is documented
_____ 9) Make status reports to WVDHSEM EOC
_____ 10) Determine if a Disaster Declaration to the state needs to be submitted.
_____ 11) Provide disaster recovery information to the citizens via the news media
_____ 12) Develop plan for debris removal
_____ 13) Develop plan to release mutual aid assess.
_____ 14) Relax public protective actions
        ______ a. Evacuation
        ______ b. Access control
        ______ c. Shelter
        ______ d. Feeding points
        ______ e. In place sheltering
_____ 15) Reentry
_____ a. Determine and mark contaminated areas.
_____ b. Establish procedures for removing debris
_____ c. Inspect housing and buildings in effected area to determine if safe to re-enter.
_____ d. Provide clean up information for those in the effected area.

_____ 16) Evacuees return home phase
_____ a. Verify it is safe for individual to return to home or business
_____ b. Notify congregate care and feeding points of end of evacuation.
_____ c. Provide evacuees information on what to expect on returning home.
_____ d. Start damage assessment of congregate care facilities
_____ e. Commence close down of excess feeding and congregate care facilities.

_____ 17) Conduct briefing for EOC staff on retention of records.
CLOSEOUT CHECKLIST

___ 1. Post status
___ 2. Brief EOC staff
___ 3. Confirm closeout with state EOC and local agencies
___ 4. Collect and secure for future reference:
   a) Message file
   b) Message log
   c) Notes and Memorandums
   d) Access control log
___ 5. Forward closeout paper work to WVDHSEM
___ 6. Dismiss Staff
___ 7. Close EOC
___ 8. Conduct critique
APPENDIX 6-5

EOC LAYOUT (Proposed)
### APPENDIX 6-5

**NOTIFICATION CALL CHECK LIST**

<table>
<thead>
<tr>
<th>NAME</th>
<th>NUMBER</th>
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<th>VERIFICATION (Name / Time / Initials)</th>
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### APPENDIX 6-7

**SUPPLEMENTAL CALL LIST**

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I. MESSAGES

A. Incoming

1. Record incoming message on the Situation Report Form or Assistance Request Form, or Damage Assessment Report (Appendices 1-8 Tab 1, Tab 2 and Tab 3).

2. Incoming messages that do not call for a response and only state facts will be recorded on the Situation Report Form. Copies of these forms are contained in the Situation Report Section of this OP.

3. Incoming messages that ask for help or assistance will be recorded on the Assistance Request Form. Copies of these forms are contained in the Assistance Request Section of this OP.

4. The Communication Coordinator will ensure all incoming messages are recorded in the Message Log (Appendix 1-8 Tab 4). Copies of this Log are contained in the Message Log Section of this OP. The Communication Coordinator will ensure that exercise messages start and end with the words "Exercise Message."

5. After recording the message in the Message Log, the Communication Coordinator will send the message to the HSEM Director for assignment to the correct agency/functional coordinator for responding to the request or posting the situation report.

B. Outgoing

1. Agency/Functional Coordinators will record the essence of telephone conversations regarding the solution of the problem on the Assistant Request form in the Action Taken section. Upon filling out the Action Taken Section, return the form to the OHSEM Director. If a radio message must be sent to acquire additional information, or report the solution, the Emergency Communications Request Form (Appendix 1-8, Tab 5) must be filled out and given to the Communication Coordinator with the Assistant Request Form. A note that such a message has been prepared will be entered into the Action Taken Section of the Assistance Request Form.
2. The OHSEM Director will give approval to all messages being sent and forward it to the WVDHSEM EOC before the Communication Coordinator sends the message.

3. The Communication Coordinator will forward the message to the appropriate radio operator or operation's desk, after recording the message in the Message Log. The Communication Coordinator will ensure that the Exercise Messages contain the words "Exercise Message" at beginning and end of transmission.

4. Upon the successful transmission of the message, the Communication Coordinator will inform the OHSEM Director or originator of the message. If, within 20 minutes of the Communication Coordinator receiving the message it has been impossible to transmit the message, the OHSEM Director and message originator will be informed of this fact.

II. ASSISTANCE REQUEST MESSAGE

A. Incoming

1. Radio Operator or Operation's Desk will enter request for help information on Assistance Request Form.

2. Upon filling out Assistance Request Form, route it to the Communication Coordinator for entry into the Message Log.

3. After entry into the Message Log, the Communication Coordinator will forward the Assistance Request Form to the OHSEM Director.

4. The OHSEM Director will analyze the request for help and route the Assistance Request Form to appropriate Agency/Functional Coordinator, and if necessary, to the status board.

5. The Agency/Functional Coordinator will execute the appropriate actions to resolve the problem set forth on the Assistance Request Form.

B. Outgoing

1. The Agency/Functional Coordinator, upon resolving the problem, will fill out the Action Taken Section of the Assistance Request Form and route to the OHSEM Director. If any message must be sent out over the radio, fill out the necessary Radio Message Form.
2. OHSEM Director will check the Assistance Request Form to ensure that the action taken by the Agency/Functional Coordinator meets the aid requested.

3. OHSEM Director will route the Assistance Request Form as appropriate to:
   a. Communication Coordinator
   b. Status Board

4. Communication Coordinator, on receiving the Assistance Request Form from the OHSEM Director, will enter it onto the Message Log and then forward it to either the Operations' Desk or Radio Operator for dispatch to the field.

5. Upon successfully forwarding the message, the Operations' Desk or Radio Operator will inform the Communication Coordinator who will then inform the OHSEM Director.

II. SITUATION REPORTS

A. Incoming

1. Radio Operator or Operations Desk will enter non-request for help information on Situation Report.

2. Upon filling out the Situation Report Form, route it to the Communication Coordinator for entry into the Message Log.

3. After entry into the Message Log, the Communication Coordinator will forward the Situation Report to the OHSEM Director.

4. The OHSEM Director will analyze the Situation Report and route the Situation Report, if appropriate, to the:
   a. Status Board
   b. Interested Agency/Functional Coordinators

5. OHSEM Director, upon return of the message will then file the Situation Report for future reference.

B. Outgoing
1. The OHSEM Director and or Agency/Functional Coordinators, based upon their assessment of the situation, may originate situation reports to keep the field staff and the Communication Coordinator to keep them advised of the situation.

2. The OHSEM Director and or Agency/Functional Coordinator will fill out the Situation Report and route it to the Communication Coordinator.

3. The Communication Coordinator will enter the Situation Report in the Message Log - fill out necessary message form and forward it to Operation’s Desk and Radio Operators for dispatch to field personnel.

C. If an Agency/Functional Coordinator during the course of a telephone conversation, in which he is arranging to provide requested assistance, learns of a situation that should be brought to the attention of the EOC, he will fill out a Situation Report and route it to the Communication Coordinator.

III. TABS

Tab 1 ~ Situation Report Form
Tab 2 ~ Assistance Request Form
Tab 3 ~ Initial Damage Assessment Form
Tab 4 ~ Message Log Form
Tab 5 ~ Emergency Communications Request Form
Tab 6 ~ EOC Personnel Log
APPENDIX 6-8
TAB 1

SITUATION REPORT FORM

Incident Number: ________

SITUATION REPORT

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<tr>
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<th>Location:</th>
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<td>Date/Time:</td>
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<td>Phone:</td>
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<tr>
<td>Other:</td>
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<td>Radio Frequency or Channel:</td>
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<tr>
<td>Situation:</td>
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</table>

Next anticipated report: Date: Time:

Map: Other:

Status Board: Special Copy to:
APPENDIX 6-8
TAB 2
ASSISTANCE REQUEST FORM

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<tr>
<td>Other:</td>
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<tr>
<td>Any other communications route?:</td>
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<tr>
<td>Assistance Requested:</td>
<td></td>
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</tbody>
</table>

| Action Taken: |
| Operations Comments: |

| Initial: |
| Action Communicated to: |
| By: | Date/Time: |
## APPENDIX 6-8
### TAB 3
### INITIAL DAMAGE ASSESSMENT FORM

**INITIAL DAMAGE ASSESSMENT REPORT**

1) __________________________ 2) POLITICAL __________________________
3) REPORTING __________________________ 4) PHONE __________________________

**SUMMARY OF CASUALTIES**

NUMBER OF:

5) __________________________ 6) __________________________
7) __________________________ 8) __________________________
9) __________________________ 10) FAMILIES REQUIRING TEMPORARY HOUSING ______

**RESIDENCES**

11) ______ 12) ______ 13) DAMAGED ______

**NUMBER OF HOSPITALS**

14) DAMAGED BUT ______ 15) NOT __________________________

**UTILITIES**

16) WATER __________________________ 17) __________________________
18) SEWER __________________________ 19) NATURAL GAS __________________________

**DAMS AND LEVEES**

20) ______ 21) ______ 22) ______

**PUBLIC BUILDINGS**

23) __________________________ 24) __________________________

**ROADS AND BRIDGES**

25) ROADS/STREETS ______ 26) ROADS/ STREETS __________________________
27) BRIDGES ______ 28) BRIDGES __________________________
29) IMMINENT THREATS OR __________________________

**GENERAL SITUATION**

________________________________________

________________________________________

**INSTRUCTIONS ON BACK**

JCOES Form 521
22 June 2003
INSTRUCTIONS

The purpose of this form is to expedite procedures for local government in reporting damages to the West Virginia Division of Homeland Security & Emergency Management. When calling the State Emergency Operations Center while using this form, just say "Assessment Report" prior to giving the information.

Block 1: Date – Enter current date.
Block 2: Political Subdivision - Give name of the County and City(s), which are included in the report.
Block 3: Reporting Official - Name of person calling in report. Should be the County Council, City Mayor(s), Homeland Security & Emergency Management Director or Damage Assessment Team Leader.
Block 4: Phone Number - Number at which the person making the report can be reached if further information is needed.
Block 5: Dead - Number of confirmed dead due to the disaster or emergency.
Block 6: Evacuated - Number of persons evacuated from the affected area.
Block 7: Missing - Number of persons who cannot be accounted for due to the disaster or emergency.
Block 8: Sheltered - Number of persons being fed and sheltered in-group shelters.
Block 9: Hospitalized - Number of persons hospitalized by injury or sickness caused by the specific disaster or emergency.
Block 10: Individuals and families requiring temporary housing - Estimated number of individuals and families needing temporary housing due to damages caused by the disaster or emergency.
Block 11: Residences Destroyed - Number of homes/mobile homes that are beyond repair.
Block 12: Residences Uninhabitable - Number of homes/mobile homes, which are damaged and not usable at, present time, but can be repaired.
Block 13: Residences Damaged (Habitable) - Number of homes/mobile homes damaged but livable by occupants while being repaired.
Block 14: Hospitals Damaged - Number of hospitals, which sustained damage but can still render services to patients.
Block 15: Hospitals Not Serviceable - Number of hospitals, which can no longer provide services to patients due to damages.
Block 16: Water Systems - Number of those systems receiving damages or destroyed. (If possible, include estimated number of people affected.)
Block 17: Electrical Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
Block 18: Sewer Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
Block 19: Natural Gas Systems - Number of those systems damaged or destroyed. (If possible, include number of people affected.)
Block 20: Dams Destroyed - Number of dams/levees that have been breached due to the disaster. (Give location if possible.)
Block 21: Dams Damaged - Number of dams/levees that have received damage but are still stable. (Give location if possible.)
Block 22: Dams Threatened - Number of dams/levees that have been topped, have cracks or are close to being breached. (Give location if possible.)
Block 23: Public Buildings Damaged - Courthouses, Schools, etc. that received damage to building and/or contents.
Block 24: Public Buildings Destroyed - Courthouses, Libraries, Schools, etc., which are completely destroyed.
Block 25: Roads/Streets Damaged - Number (and miles if possible) of roads damaged but passable.
Block 26: Roads/Streets Blocked - Number of roads that are impassable due to damage or debris.
Block 27: Bridges Damaged/Usable - Number of bridges damaged but usable with caution.
Block 28: Bridges Damaged/Unusable - Number of bridges that are destroyed or determined unsafe for use.
Block 29: Imminent Threats or Hazards - Any information about existing or developing situations that could pose a threat or hazard to the public.

General Situation: Provide any additional information deemed necessary specifying:

1. What is the situation?
2. What you are doing to respond to the situation?
3. What assistance from state resources is needed?
4. What are priority problems?
### APPENDIX 6-8

**TAB 4**

**MESSAGE LOG FORM**

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**ANNEX A ~ DIRECTION AND CONTROL ~ Appendix 1 ~ EOC Operating Procedures**

Page 38 of 40
# EMERGENCY COMMUNICATIONS REQUEST FORM

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I. PURPOSE

The purpose of this annex is to outline communications procedures and capabilities to be employed in the event of a large-scale emergency in Berkeley County, and to provide information on establishing, using, maintaining, and providing backup for all of the types of communications devices needed during emergency response operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Berkeley County Emergency Communications Center (ECC) (Central Dispatch) will serve as the center of all communications activities with coordination at the Emergency Operations Center (EOC).
2. Large-scale emergency operations will often demand communications capabilities in excess of the equipment capacities of local government and responders.
3. The ECC is located at 802 Emmett Rousch Drive, Suite A, Martinsburg WV and provides sufficient communications to conduct local emergency operations; however, severe emergencies may require augmentation.
4. The hazards most likely to involve several jurisdictions and require the activation of emergency communications system include: floods, severe winter storms, severe thunderstorms, and hazardous materials incidents. A complete hazard analysis for Berkeley County is contained in the Berkeley County Hazard Mitigation Plan.
5. The National Incident Management System (NIMS) requires individual jurisdictions to comply with national interoperable communications standards developed by the NIMS Integration Center.

B. Assumptions

1. The Amateur Radio Emergency Services (ARES) and local amateur radio operators will provide personnel and equipment support to the Berkeley County EOC throughout an emergency event.
2. Law enforcement, EMS units, and fire departments in Berkeley County have adequate equipment to communicate amongst themselves and with the EOC.
3. Berkeley County uses an integrated approach linking the operational and support units of various agencies involved to maintain communications connectivity and discipline and enable common situational awareness and interaction.
4. Augmentation of local capabilities may be provided by higher levels of government, but this support may not be available during the initial response to a major disaster. Supplemental equipment should be procured with the standards for interoperability published by the NIMS Integration Center in mind.
III. CONCEPT OF OPERATIONS

A. General

1. The Incident Commander (IC) manages communications at an Incident Command Post (ICP) at or near the scene, using an incident-based communications center established solely for use by the command, tactical, and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.

2. To ensure that incident management organizations can communicate and share information with each other through wireless systems, the National Incident Management System will include standards for federal, state, and local public safety organizations and nongovernmental organizations interoperability. Berkeley County will strive to comply with these standards as they are published and funding is available.

3. The Director of Central Dispatch/911 will serve as the Communications Officer (CO).

4. The ECC is a continuously-staffed facility routinely used for activation and coordination of emergency response personnel. Emergency information will be disseminated from the ECC to emergency organizations in the field as necessary by radio.

5. The ECC will be used to meet two (2) of the four (4) basic communications requirements for emergency events: the direction and control of units utilizing communications engaged in emergency operations and the interchange of information between units of government.

B. Inter-Agency Communications

1. The Berkeley County OHSEM Director and communications personnel from ARES and the local amateur radio operations group will report to the Berkeley County EOC upon notification of activation. They will secure and make operable communications equipment and supplies necessary to carry out the required emergency activities.

2. Incident Command System (ICS) personnel will communicate with the Berkeley County EOC using low band radio.

3. Commercial telephone service, both landline and cellular (where available), will serve as the backup, augmented by portable units now used by fire, police, and EMS agencies.

4. RACES will be used to establish backup communications between the EOC and other jurisdictions, including the state EOC.

5. Communications between the EOC and shelters/lodging/feeding support facilities will be established by commercial telephone service and/or portable radios using EOC frequencies.

6. Communications between the EOC and surrounding hospitals will be via commercial telephone service or portable radio.

7. The West Virginia State Police (WVSP), West Virginia Department of Natural Resources (WVDNR), and West Virginia Division of Highways (WVDOH) operate a statewide radio system, including teletypes that can be utilized to augment communications to state and federal agencies.

8. A Very High Frequency (VHF) radio system will be utilized to dispatch all fire departments in Berkeley County.
9. HazMat 90, the response vehicle used by Berkeley County HIRT (Hazardous Incident Response Team) has communications capability to communicate with most emergency services agencies throughout the Eastern Panhandle of West Virginia.

C. Managing Communications and Information

1. As a means of making communications interoperable between emergency responders and various jurisdictions, the NIMS Integration Center will develop standards for communications equipment, protocols, and terminology. The BCOHSEM will make local responders aware of the standards.
2. Information management is the responsibility of the OHSEM Director.
3. The OHSEM Director will initiate status reports such as Situation Reports (SITREPS) and Pollution Reports (POLREPS) and disseminate them to other jurisdictions with a need to know.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Units of government who have a need for information from the EOC will be represented at the EOC, or dissemination will be by telephone, radio, or runner.
2. During large-scale emergencies, ECC personnel will coordinate response efforts and assist other agencies/departments to the extent possible with the provision of communications capabilities.
3. A list of qualified operators will be maintained by each entity using radio as a principal means of communications, as well as the county OHSEM Director. This list will include those presently employed in the field and former employees or qualified volunteers.

B. Responsibilities

1. Communications Officer (CO)
   a. Supervise all activities within the ECC.
   b. Ensures the communications staff abide by proper radio protocols, follow proper voice transmission and policies, and follow proper message handling procedures.
   c. Screen and log communications in an appropriate manner.
   d. Ensure that the ECC is compliant with the standards imposed by the NIMS Integration Center.
   e. OHSEM Director will ensure that future communications equipment is interoperable per NIMS Integration Center standards.

2. Communications Staff
   a. Radio operators are responsible for using communications equipment properly at their assigned positions and for handling messages correctly. Radio operators, while in the ECC, will remain under the direction of their own department.
   b. Monitors are responsible for checking commercial radio and television broadcasts for accuracy of public information.
   c. Law enforcement personnel provide alternative communications and warning capability through mobile radios for shelter operations.
3. All Tasked Organizations
   a. Maintain their existing equipment and follow established procedures for communications with their organization’s personnel performing field operations.
   b. Provide backup communications for the EOC.
   c. Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.

V. DIRECTION AND CONTROL

A. The OHSEM Director, under the direction of the Berkeley County Council, is designated the authority for emergency operations within Berkeley County. In this capacity, the Director has responsibility for and control of the EOC, the emergency management staff, and the communications center.

B. The Berkeley County Communications Officer will report to the EOC upon its activation. From this location, he/she will provide direction and control over all communications activities within the county and coordinate with other EOC representatives.

C. Field forces of each supporting agency with radio communications capabilities in the EOC will periodically (or upon request) report activities and current status of on-site operations to the OHSEM Director.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Communications personnel from ARES and local amateur radio operators are responsible for maintaining records of communications actions throughout an emergency and providing copies to the HSEM Director, who will use such records to prepare appropriate reports.

2. All organizations with communications responsibilities should note expenditures for inclusion into requests for state and federal reimbursement.

3. Departmental/company Operating Guidelines (OGs) should contain prioritized phone lists to be followed when notifying personnel of an emergency.

4. Jammed circuits are possible during emergency situations since telephone use increases dramatically. To prevent an overload condition from jamming available telephone circuits, a procedure known as the line-load limit control is imposed by the telephone company.

5. Access to Central Dispatch, which serves as the ECC, is controlled by locked doors which remain closed on a 24-hour basis. The OHSEM director reserves the right to institute “background investigations” on any person assigned to work in the EOC or its support elements, including the Emergency Communications Center.

B. Logistics

1. An agreement with ARES and local amateur radio operator groups should be established if they have not been already.

2. Mutual aid agreements with neighboring response organizations should be made.

3. Departmental/company OGs should contain provisions for repairing or replacing damaged equipment. Replacement of equipment will be in accordance with criteria established by the NIMS Integration Center.
4. Each agency, department, or organization assigning personnel to the EOC for communications and warning purposes is responsible for ensuring that those individuals are adequately trained to use the equipment, are familiar with the procedures of the EOC, and understand the unique operating procedures employed by the EOC.

5. Replacement parts for the ECC are stored at the ECC and arrangements for additional repair facilities have been made.

VII. CONTINUITY OF GOVERNMENT

A. The backup facility for Central Dispatch is located at the Jefferson County Emergency Center located at 28 Industrial Blvd, Kearneysville, WV. This is a secure facility with emergency generators.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Communications Officer will be responsible for assisting the OHSEM Director in the maintenance and improvement of this annex.

B. All organizations with communications responsibilities will notify the Berkeley County OHSEM if changes to this annex are necessary. The Berkeley County OHSEM is responsible for ensuring that copies of updated information are distributed as necessary.

C. All organizations with communications responsibilities are responsible for maintaining departmental/company OGs and providing copies of them to the OHSEM Director.

IX. LIST OF APPENDICES

Appendix 1 – Berkeley County Communication Capabilities

X. AUTHENTICATION

__________________________________________
Date Communications Officer
## RECORD OF CHANGES

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<td>Section II Situation and Assumptions – Revised incorporated NIMS.</td>
<td>11/29/04</td>
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<td>Section III Concept of Operations – Removed existing Section C, moved existing Section B to an appendix, added new Sections B and C.</td>
<td>11/29/04</td>
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<td>Section IV Organization and Assignment of Responsibilities – Added an Organization Section, incorporated NIMS.</td>
<td>11/29/04</td>
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<td>Section V Direction and Control – Revised.</td>
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<td>Section VI Administration and Logistics – Reordered from Continuity of Government per SLG 101, revised.</td>
<td>11/29/04</td>
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<td>Section VIII Plan Development and Maintenance – Revised.</td>
<td>11/29/04</td>
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ANNEX C – NOTIFICATION AND WARNING

I. PURPOSE

The purpose of this annex is to describe the process for the dissemination of warning information to response agencies/organizations and the general public throughout Berkeley County in the event of an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Berkeley County warning point is located in Central Dispatch (263-1330), 802 Emmett Rousch Drive, Suite A, Martinsburg, West Virginia. It is staffed 24-hours a day and has available sufficient communications and warning equipment to provide the communications necessary for most emergencies.
2. Berkeley County is served by the Martinsburg Local EAS Operating Area.
3. Cellular phones, telephones, radios, pagers, and Alert Berkeley (Swift911, Berkeley County’s mass notification solution) will be utilized to notify EOC staff and emergency personnel.
4. A warning period will be available for most emergency situations, although the amount of lead-time will vary from hazard to hazard.

B. Assumptions

1. Existing forms of warning will require augmentation in order to provide sufficient warning to the public during a large-scale emergency.
2. The use of Alert Berkeley (Swift911, Berkeley County’s mass notification solution) mobile public address systems and/or door-to-door notification by emergency response personnel will be required when a quick onset (e.g. hazardous materials spill) emergency occurs necessitating an evacuation.
3. Some people who are directly threatened by a hazard may ignore, not hear, or misunderstand warnings.
4. Special needs groups such as the hearing impaired, sight impaired, and/or physically disabled require special attention to ensure that a workable system is established.
5. The warning system will survive or withstand the effects of most hazards that may threaten the county.
6. According to figures from the 2017 Census, 5.1% (5,861 people) of the population of Berkeley County speaks a language other than English at home.

III. CONCEPT OF OPERATIONS

A. Warning will be disseminated and follow-up information furnished by a combination of the following:

2. AM and FM commercial radio stations.
3. Cable and nearby commercial television stations.
4. Activation of the Martinsburg Local Emergency Alert System (EAS).
5. Siren and PA-equipped emergency vehicles.
6. Municipal, county, and state public agencies such as Public Works, Department of Environmental Protection, Division of Forestry, Department of Natural Resources, etc.
7. Private agencies may also be called upon to help. Examples include: American Red Cross, Salvation Army, Faith Based Groups, Fraternal Organizations, Volunteers, etc.
8. Alert Berkeley (Swift911, Berkeley County’s mass notification solution)

B. Activation of Public Warning

1. The National Weather Service (NWS) office with primary jurisdiction for Berkeley County is the Baltimore/Washington NWS Forecast Office at 43858 Weather Service Road, Sterling, VA 20166.
2. The Berkeley County Emergency Communications Center (ECC) relays information to the following:
   a. All county emergency responders via telephone and radio communications.
   b. The county OHSEM Director and/or public officials as deemed appropriate.
3. Events for which there is no prior notice, such as hazardous materials incidents or other technological occurrences may require immediate warnings for a limited area. To initiate life saving actions, including evacuation, an Incident Commander (IC) on-scene may activate the EAS if unable to contact the Emergency Services Director. Such initiation will be through the ECC.
4. The Federal Emergency Management Agency (FEMA) has the responsibility for warning the nation of an impending or actual attack on the United States.

C. Warning of Special Needs Groups

4. Warnings for the hearing impaired will be by television crawler, originated through local cable television stations and Alert Berkeley (Swift911, Berkeley County’s mass notification solution).
2. Warnings of natural disasters to nursing homes are transmitted over NOAA radios and/or the local radio stations, WEPM, AM, WKMZ, FM, WRNR AM and WVEP FM. Other warnings will be disseminated by telephone, when deemed necessary or appropriate.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The EAS may be activated by a Berkeley County Council President, the Sheriff, the county OHSEM Director, the NWS, or by the West Virginia Division of Homeland Security & Emergency Management (WVDHSEM). An on-scene Incident
Commander may activate the EAS through the Berkeley County ECC under the authority of one of the above entities.

2. The county OHSEM Director will serve as the county Warning Coordinator.
3. Hazardous materials incidents are handled through the usual 911 emergency dispatch system. Local industries utilize 911 for reporting spills on their sites.

B. Responsibilities

1. Berkeley County Sheriff’s Department
   a. Initiate notification of first responders.
   b. Coordinate with the county OHSEM Director for special warning and notification requirements in emergencies.

2. Berkeley County OHSEM/Warning Coordinator
   a. Develop plans to utilize warning capabilities and to address areas not currently covered by warning systems.
   b. Initiate notification of EOC personnel.
   c. Activate public warning systems, such as EAS.
   d. Implement contingency measures if the primary warning system fails.
   e. Work with the county Public Information Officer (PIO) to distribute necessary warning information to the public.
   f. Work with the schools and other organizations having special needs populations on the utilization of weather alert radios and other special notification methods.

3. First Response Units (Fire/Police)
   a. Provide mobile sirens, public address systems, and door-to-door notification as needed to warn the public.

V. DIRECTION AND CONTROL

A. If a single Incident Command is established and the EOC has not been activated, the IC may disseminate warning through the command staff PIO to affected areas. Once the EOC is activated, all notification and warning should be channeled through the EOC.

B. The county OHSEM Director will activate the EOC and disseminate warning information to the general public from this location with the county PIO.

C. The county PIO will coordinate the release of emergency public information through the media.

VI. ADMINISTRATION AND LOGISTICS

A. All organizations tasked with notification responsibilities are responsible for testing and maintaining pertinent equipment, to include arranging for repair and/or replacement of damaged equipment.

B. For incidents located in unincorporated areas or incidents spanning the boundaries of two (2) or more jurisdictions, the Berkeley County Commission is responsible for initiating contracts with private resources to augment notification and warning capabilities, if necessary.

C. Mutual aid agreements with neighboring jurisdictions will be in place should multiple incidents occur, thus taxing the capabilities of a single incident command.
D. The Berkeley County OHSEM Office maintains a list of the facilities equipped with NOAA Radios.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the Berkeley County Notification and Warning Officer is as follows:

1. OHSEM Director
2. Sheriff
3. Berkeley County Council President (as designated)

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. All county and municipal officers with emergency notification/warning responsibilities are responsible for reviewing this annex at least once a year and submitting new or updated information to the county OHSEM Director, commencing one (1) year from the approval date of this document or more often as necessary.

B. Law enforcement agencies and fire departments with warning duties are responsible for developing and maintaining departmental mutual-aid agreements, personnel rosters, including 24-hour emergency notification telephone numbers, and equipment inventories.

IX. LIST OF APPENDICES

Appendix 1 – Berkeley County OHSEM Warning Procedures
Appendix 2 – Map of West Virginia EAS Operations Areas
Appendix 3 – Severe Weather Warnings

X. AUTHENTICATION

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Date Warning Coordinator (OHSEM Director)
### RECORD OF CHANGES

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<td>2, 3</td>
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Receipt of Warning on a national emergency will logically be received over the NAWAS system. Warnings on a local level will be received via Sheriff’s radio network (statewide) fire/EMS radio network and/or through the WEAPON teletype system or by telephone if from the private sector.

A. Procedure for Dispersal of Warnings:

1. Upon receipt of warnings, the emergency services agencies responsible will be notified and/or dispatched as appropriate.
2. As soon as the responding units are dispatched, the OHSEM Director, if not present, will be notified.
3. The OHSEM Director, based on the information available, will:
   a. Determine the need to activate the Emergency Operations Center and if so, to what degree.
   b. Implement appropriate procedures to warn the public.

B. Procedures to Warn the Public:

1. All messages given for public dissemination will fully explain:
   • The purpose for the warning.
   • The exact action to be taken.
   • Who to contact for assistance?
   • The person or agency originating the warning message.

   NOTE: Sample messages can be obtained through the county Public Information Officer (PIO)

2. Once a decision has been made to warn the public, the following means can be utilized to notify the citizens of the county:
   a. Warning message can be passed immediately to the primary Emergency Alert System (EAS) radio stations WEPM (AM) 1340 and WLTF (FM) 97.5 in Martinsburg.
   b. Sheriff, EMS, and fire vehicles will use their PA systems to warn the public.
   c. Central Dispatch can make an announcement to all county monitors.
   d. Warning messages during school hours will be passed to the Board of Education Central Office.
   e. Messages can be delivered door-to-door in affected areas utilizing personnel from public and private agencies, and volunteers.
   f. The use of Alert Berkeley (Swift911, Berkeley County’s mass notification solution)

3. When the emergency is secure and no further danger exists, a message will be given in the same manner to inform the public.
NOAA Weather Radio Coverage

The following page contains a map showing the NOAA weather radio coverage of state of West Virginia

National Weather Service Map of West Virginia
<table>
<thead>
<tr>
<th>City of License</th>
<th>Call Sign</th>
<th>FIPS Code</th>
<th>Frequency</th>
<th>Facility</th>
<th>EAS Designations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley Springs</td>
<td>WCST AM</td>
<td>54065</td>
<td>1010</td>
<td>.25/.017 KW ND-1 U</td>
<td>LP-1</td>
</tr>
<tr>
<td>Berkeley Springs</td>
<td>WDHC FM</td>
<td>54065</td>
<td>93.5</td>
<td>3.00 KW 21 METERS</td>
<td>LP-1</td>
</tr>
<tr>
<td>Charles Town</td>
<td>WMRE AM</td>
<td>54037</td>
<td>1550</td>
<td>0.01 KW NIGHT 5 KW DAY</td>
<td>LP-1</td>
</tr>
<tr>
<td>Martinsburg</td>
<td>WRNR AM</td>
<td>54003</td>
<td>740</td>
<td>.5/.021 KW DA-2 U</td>
<td>PN</td>
</tr>
<tr>
<td>Martinsburg</td>
<td>WEPM AM</td>
<td>54003</td>
<td>1340</td>
<td>1.0 KW ND-1 U</td>
<td>SR/LP-1</td>
</tr>
<tr>
<td>Martinsburg</td>
<td>WVEP FM</td>
<td>54003</td>
<td>88.9</td>
<td>3.6 KW 495 METERS</td>
<td>PN</td>
</tr>
<tr>
<td>Martinsburg</td>
<td>WWPX TV</td>
<td>54037</td>
<td>DT CH 12 (60.1)</td>
<td>23 KW 314 METERS</td>
<td>PN</td>
</tr>
<tr>
<td>Martinsburg</td>
<td>WLTF FM</td>
<td>54003</td>
<td>97.5</td>
<td>5.7 KW 283.7 METERS</td>
<td>LP-1/ SR</td>
</tr>
<tr>
<td>Shepherdstown</td>
<td>WSHC FM</td>
<td>54037</td>
<td>89.7</td>
<td>0.95 KW 3 METERS</td>
<td>PN</td>
</tr>
</tbody>
</table>
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3 TO ANNEX C
SEVERE WEATHER WARNINGS

A. Severe Weather Warnings

1. Information leading to warnings is received from the National Weather Service via telephone, NOAA Weather Radio, or the Internet. When received by Central Dispatch, such announcements are read over the county dispatch frequencies to all county monitors.

2. National Oceanic and Atmospheric Administration (NOAA) Weather Radio stations will disseminate watches and warnings issued by the NWS. NOAA tone alert radios are automatically activated when such watches and warnings are issued. The NWS Regional Office serving the Eastern Panhandle of WV is in Sterling, VA.

3. Flood warnings are disseminated as other warnings. These warnings can be augmented by IFLOWS (Integrated Flood Observing and Warning System) and by a volunteer flood observer network.

B. National Weather Service

1. NWS office with primary jurisdiction for Berkeley County: Baltimore/Washington National Weather Service Forecast Office, 44087 Weather Service Road, Sterling, VA 20166

   LWX = Sterling Forecast Office Identifier
   Phone – (703) 996-2200
   Fax – (703) 260-0809

2. NOAA Radio Frequencies

   There are seven (7) frequencies (in MHz) used throughout the NWR network: 162.400, 162.425, 162.450, 162.475, 162.500, 162.525, 162.550. The Baltimore-Washington Forecast Office broadcasts over six (6) transmitters as listed below. Berkeley County WV is primarily served by the Hagerstown MD transmitter.
   a. Baltimore (Pikesville) MD – KEC 83 1000 Watts
   b. Hagerstown (Clear Springs) MD – WXM 42 1000 Watts
   c. Manassas (Independence Hill) VA – KHB 36 1000 Watts
   d. Moorefield WV – WXM 73 500 Watts
   e. Frostburg MD – WXM 43 300 Watts
   f. Charlottesville VA – KZZ 28 1000 Watts

3. Internet addresses

   NWS Sterling, VA – https://www.weather.gov/lwx/
   NWS Middle Atlantic River Forecast Center https://www.weather.gov/marfc/

4. SAME (Specific Area Message Encoding) Codes

   • When an NWS office broadcasts a warning, watch or non-weather emergency, it also broadcasts a digital SAME code that may be heard as a
very brief static burst, depending on the characteristics of the receiver. This SAME code contains the type of message, county(s) affected, and message expiration time.

- A programmed NWR SAME receiver will turn on for that message, with the listener hearing the 1050 Hz warning alarm tone as an attention signal, followed by the broadcast message.
- At the end of the broadcast message, listeners will hear a brief digital end-of-message static burst followed by a resumption of the NWR broadcast cycle.

SAME Code for Berkeley County – 054003, Jefferson County – 054037, Morgan County – 054065.
ANNEX D – EMERGENCY PUBLIC INFORMATION

I. PURPOSE

This annex describes the means, organizations, and processes by which timely, accurate, and useful information and instructions are given to residents throughout an emergency situation. It provides for the execution of assigned emergency tasks through the coordination of official Emergency Public Information (EPI) to the public and the media of Berkeley County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The residents of Berkeley County may become vulnerable to a range of emergencies or disaster events; however, the most probable events that would require the implementation of an Emergency Public Information (EPI) program include: floods, flash floods, prolonged winter storms, severe thunderstorms, and hazardous materials incidents.

2. During periods of emergency, the public needs and desires detailed information regarding protective actions to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures that can be employed.

3. Past experience strongly indicates that all local media outlets or venues in Berkeley County will give priority to the public’s need for EPI over the need for news coverage, particularly during the initial stages of an emergency when EPI can prove quite critical to the public’s safety and welfare.

4. The principal means through which EPI may be disseminated in Berkeley County is Berkeley County’s mass notification solution Swift911, referred to as Alert Berkeley.

5. Other means through which EPI may be disseminated in Berkeley County includes radio, television, Internet, and newspaper. Local media in Berkeley County currently consists of:

   a. Radio – WEPM, 1340 AM and 93.7 FM (Martinsburg WV) (304) 263-8906
   b. Radio – WKMZ, 97.5 FM (Martinsburg WV) (304) 263-8888 Primary EAS Station for the Eastern Panhandle of WV.
   c. Radio – WRNR, 740 AM, 106.5 FM (Martinsburg WV) (304) 263-3082
   d. Radio – WVEP, 88.9 FM, West Virginia Public Radio (Rebroadcast of Signal) (304) 556-4900
   e. Radio – WUSQ, 102.5 FM (Winchester VA) (540) 667-2102
   f. Radio – WINC, 92.5 FM (Winchester VA) (540) 667-2224
   g. Television – WWPX, ion Television, (Martinsburg WV) Comcast Cable Channel 24
   h. Television – WDVM, WHAG-TV, antenna channel 25 (Hagerstown MD) Comcast Cable Channel 11 or 814 (HD), Dish Network Channel 25
   i. Newspaper – “The Journal” (Martinsburg, WV) (304) 263-8931
   j. Newspaper – “Herald Mail” (Hagerstown, MD) (304) 733-5131
B. Assumptions

1. During an emergency, persons unfamiliar with the overall situation or nature of the hazard causing the emergency may provide conflicting and inaccurate information and instructions to the various media outlets.
2. Media personnel anxious to obtain information may create problems on the scene or at the emergency center and/or forward command posts.
3. The public often does not know how to respond to or plan for hazards that may affect their well being, if not their lives.
4. Most of the public will respond positively to recommendations from public officials, especially when those orders and requests are easily understood and presented in a timely and proper manner.
5. The media will cooperate in broadcasting and publishing detailed disaster/emergency related instructions.
6. Power outages, broadcast failures, and telephone line jamming will occur resulting in a loss of some or all of the standard sources of the news media requiring alternate methods of disseminating emergency-related information.

III. CONCEPT OF OPERATIONS

A. General

1. In any emergency/disaster situation, the county Public Information Officer (PIO), working with the EOC staff and as an advisor to the executive authority, will have primary responsibility for informing the public through the utilization of all media communication systems.
2. The county PIO will be appointed by the Director of the OHSEM.
3. The county PIO will operate within guidelines set by the County Council. The PIO will also make suggestions to modify those guidelines as the situation warrants.
4. The command staff PIO represents and advises the Incident Commander (IC) on all public information matters relating to the management of the incident where a multi-agency coordination system or EOC is not activated. The county PIO coordinates EPI when an EOC is activated.
5. The National Incident Management System (NIMS) suggests that Emergency Public Information (EPI) be disseminated from a Joint Information Center (JIC) during large-scale emergency operations.
6. Possible methods of EPI to be used by the PIO include:
   b. Utility Company Employees – Going door-to-door possibly using bullhorns to alert citizens.
   c. Sending messages to any schools that may still be staffed. Consider employing this method during the “recovery period”.
   d. A PIO should in all advisories and directives ask each citizen tuned to the broadcast to alert his/her neighbors on both sides of his/her home or apartment in order to spread the warning rapidly by person-to-person messages.
7. Persons in the following extraordinary situations will also require accurate EPI. The PIO should take these and other similar situations into account.
   a. The notification of campers and campsites.
Berkeley County Emergency Operations Plan
Annex D (Emergency Public Information)

b. The notification of areas endangered by noxious gases from an industrial, tank car, or tractor-trailer release, spill, or leak.
c. The notification of handicapped and elderly persons.
d. The notification of the population living in extremely rural areas of the county.
e. The notification of visitors or persons not familiar with the county.

B. Inter-Jurisdictional Coordination

1. During a large-scale event which involves residents outside of Berkeley County, there may be a need to coordinate EPI with other jurisdictions.
2. Local-Local: Coordination between neighboring counties and the municipalities therein will be coordinated through the EOC.
3. Local-State: Coordination with state authorities will be accomplished through contact with the state EOC operated by the WVDHSEM. Coordination with other WV counties can also be handled through the state EOC. This may include support for media relations.
4. Local-State-Federal: In disasters that threaten to overwhelm the state’s capability to respond and support the Berkeley County EOC, the federal government may be asked to deploy under the National Response Plan (NRP). The NRP calls for maximum coordination of agencies’ information releases through a Joint Information Center (JIC) to ensure consistency and accuracy. If a single local-state-federal JIC is not a viable option, public affairs personnel, decision-makers, and news centers are to be connected by electronic mail, fax, and telephone in a “Joint Information System” (JIS). In a JIS, releases of information should be coordinated to ensure that everyone is using the most recent and accurate data.

C. Joint Information Center (JIC)

1. A JIC should be established during large-scale emergency situations to provide a location for organizations at all levels of government participating in the management of an incident to work together to disseminate emergency information to the public.
2. A JIC provides for interagency coordination and integration, as well as support for decision-makers, and is flexible and adaptable.
3. A JIC must include representatives of each jurisdiction, agency, private sector, and nongovernmental organization involved in incident management activities.
4. A single JIC location is preferable; however, the system should be flexible and adaptable enough to accommodate multiple JIC locations when necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Berkeley County PIO will develop and maintain a list of contact and other pertinent information for all media outlets serving Berkeley County.
2. Dissemination of public information will be made from a designated press center in the EOC or the JIC via news conferences, interviews and news releases.

B. Responsibilities
1. Berkeley County Public Information Officer (PIO)
   a. Handle media and public inquiries, emergency public information and warnings, rumor monitoring and response, and media monitoring.
   b. Develop and maintain a public information and education program that includes pre-packaged information kits for specific emergency events and hazard awareness programs.
   c. Develop and maintain written or oral agreements with the local media on the distribution of emergency information.
   d. Inform the public about places of contact for missing relatives, continued emergency services, restricted areas, etc.
   e. Maintain chronological record of emergency/disaster related events.

2. Incident Command Staff PIO
   a. Represent and advise the Incident Commander (IC) on all public information matters relating to the management of the incident.
   b. Coordinate public information at or near the incident site.
   c. If the EOC is activated, relinquish public information responsibilities to the county PIO.
   d. Serve as the on-scene link to the EOC and/or JIC.

3. Berkeley County Commission
   a. Serve as the primary spokesperson before media or delegates this function to the PIO.
   b. In cases where the EOC has been activated, provides policy guidance on the transfer of authority to release information should the incident exceed a predetermined level.
   c. Designates location for media briefings.
   d. Approves implementation of any special provisions for media convergence.

4. Local Media Organizations
   a. Store pre-packaged emergency information kits for release upon request by the Berkeley County PIO.
   b. Cooperate in covering public education programs.
   c. Verify all field reports of emergency’s development.
   d. Train staff to handle emergency announcements, especially the designated EAS radio stations.

V. DIRECTION AND CONTROL

A. The PIO is responsible for the issuance of official information, advice and instructions from the local government to the public. The PIO also serves as the advisor to executive authority and the Emergency Operations Center staff on public information issues.
B. All information released to the media will first be cleared by the OHSEM Director or his/her designated representative.
C. The PIO acts within policy guidelines established by the jurisdiction’s executive authority. Within these policies, in coordination with the OHSEM Director, the PIO keeps the Emergency Operations Center staff informed of the developing situation and determines what information is to be released to the public at specific points in time.
D. The PIO will exercise the primary responsibility for determining the facilities and format that are best suited for making the information available to the public.
E. The PIO will make recommendations to the jurisdiction’s officials about a press conference, ensuring a radio or television bulletin, or issuing an official statement.
F. The PIO can also recommend to the executive authority that the guidelines for the PIO be changed according to the situation.
VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. The PIO will maintain a chronological record of all press or media releases of EPI during the event.
2. The PIO will maintain records on the flow of information to and from the EOC or JIC, including the EOC’s request for information from other emergency response tasked organizations, as well as media and other organizations or agencies.
3. The PIO will maintain records of all agreements and understandings between the PIO and other local PIOs, as well as those with the local media.

B. Logistics

1. The PIO will be responsible for locating and securing additional media briefing space should it become necessary.
2. The PIO will be authorized to either purchase or requisition any materials, supplies, equipment, and services required for the successful implementation of the EPI program during an emergency or disaster event.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the county PIO is as follows:

1. Berkeley County PIO
2. Designated Alternate

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The PIO will assist the OHSEM Director in the review of this annex on an annual basis and update it as may be necessary to maintain this operational integrity and effectiveness.

IX. LIST OF APPENDICES

Appendix 1 – Typical Advisories and Directives

X. AUTHENTICATION

Date ____________________________ Public Information Officer
<table>
<thead>
<tr>
<th>Brief Description of Change</th>
<th>Date of Change</th>
<th>Page(s) Affected</th>
<th>Change Made By</th>
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<tr>
<td>Section I Purpose – Revised.</td>
<td>12/01/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section II Situation and Assumptions – Revised.</td>
<td>12/01/04</td>
<td>2, 3</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section III Concept of Operations – Revised, removed existing Section B, C, added new Section C, incorporated NIMS.</td>
<td>12/01/04</td>
<td>3-9</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section IV Organization and Assignment of Responsibilities – Revised, incorporated NIMS.</td>
<td>12/01/04</td>
<td>9-11</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section V Direction and Control – No Change.</td>
<td>12/01/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section VI Administration and Logistics – Revised.</td>
<td>12/01/04</td>
<td>12</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section VII Continuity of Government – Added entire section.</td>
<td>12/01/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section VIII Plan Development and Maintenance – No change.</td>
<td>12/01/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section IX List of Appendices – Removed appendix 2, 3.</td>
<td>12/01/04</td>
<td>13</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section X Authentication – Added an Authentication Section.</td>
<td>12/01/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Moved existing Section IX to Basic Plan.</td>
<td>12/01/04</td>
<td>13</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Annex D Emergency Public Information, updated Situation media information &amp; added Alert Berkeley mass notification solution</td>
<td>12/17/18</td>
<td>D-1</td>
<td>Randy Lilly Emergency Manager</td>
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BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 1 TO ANNEX D
TYPICAL ADVISORIES AND DIRECTIVES

A. The Public Information Officer (PIO) can prepare in advance of any expected disasters the wording of general appropriate Advisories and Directives. These could be reviewed by the OHSEM Director, the County Council, and/or a representative from the broadcasting industry and the newspapers for content and tone. The PIO can subsequently adapt these to the actual situations in the County during a disaster.

B. All stages can be covered: warnings and preparation for the disaster, operations during the disaster period, and recovery phase after the disaster.

C. Emphasis should be placed on help for the individual citizen: what he/she should do, where to go for assistance, etc.

D. Examples of advisories and directives which may be prepared include:

1. Typical Warning Advisories of approaching natural disasters, e.g. tornadoes, high waters, etc.
2. Typical "Evacuation Assistance" Directives covering when evacuation is to start, areas to be cleared, traffic flow from the area, supplementary transportation being provided, assembly in new area designated. Directives could also include provision for dispersal to mass shelters, identification needed to re-enter the evacuation area and exclusion of spectators.
3. Shelter and Feeding Advisories covering who is eligible, where to go, when and who is providing services.
4. First Aid and Hospitalization Advisories concerning who is eligible, where to go, when and who is providing the treatment, etc.
5. Flood Advisory and Flood Evacuation Directives concerning areas affected, when to evacuate or what to do, police and fire protection provided. Directives need to include whom to call for help, what is being done to prevent looting, cautioning spectators to stay out of the area, identification requirements for entering designated areas and assistance in saving material belongings.
6. Debris Clearance Advisories covering areas affected, what will be removed, the agency handling removal, whom to contact for help, and when the area is to be cleared, etc.
7. Utilities Advisories concerning areas affected, when the service will be restored, the services affected (electricity, gas, water, sewerage), and whom to contact for help.
8. Emergency Housing Advisories should cover what is being provided, where to find disaster emergency housing, for how long, what home repairs are eligible for relief assistance. These advisories will also contain whom to contact for information and possible loans.
9. Advisories concerning Unemployment Compensation resulting from the disaster, who is eligible, where to go to apply, what funds are available, etc.
10. Emergency Transportation Advisory noting what support is being provided, who is providing the service, and where to apply or go for assistance.
E. Page 3 of this Appendix (D-8) is a sample ad hoc message format which is a general guideline to consider the content for any message.

F. Page 4 of this Appendix (D-9) is a guide for news statements to the news media. The PIO can use this outline to provide media interviews or written news releases.

G. The Attachment to this Annex contains pre-scripted messages for potential emergency situations. These must be reviewed and adapted to fit the particular situation. Below is a list of the sample messages in this attachment.

1. Attachment 1-Sample Messages
   a. Sample Evacuation Order Message
   b. Sample Detailed Evacuation Instructions
   c. Sample Unidentified Spill/Release in Heavy Traffic Area Message
   d. Sample Spill/Release (No General Evacuation) Message
   e. Sample Spill/Release (General Evacuation) Message
   f. Sample Roads Closed Due to Flooding Message
   g. Sample Post Flood News Message
   h. Sample Shelter-In-Place Message
   i. Sample Suspend Shelter-In-Place (and Evacuate) Message
   j. Sample Detailed Shelter-In-Place Message
SAMPLE AD-HOC MESSAGE FORMAT
THIS IS AN EMERGENCY MESSAGE FOR THE CITIZENS OF BERKELEY COUNTY

WHAT HAPPENED?

WHERE WAS THE PROBLEM?

STATUS OF LOCAL RESPONSE:

SCHOOLS INVOLVED?

SPECIAL FACILITIES INVOLVED?

DESCRIPTION OF AREA/PART OF COUNTY INVOLVED?

PROTECTION ACTION REQUIRED:

CITIZEN RESPONSE(S) REQUIRED?

NEXT MEDIA UPDATE? DATE TIME

QUESTIONS TO BE DIRECTED TO
GUIDE FOR PREPARING STATEMENTS FOR THE NEWS MEDIA

The following is a guide for news statements to the news media. The PIO can use the following outline to provide media interviews or written news releases.

**Step 1:** Identify yourself

<table>
<thead>
<tr>
<th>Public Information Officer</th>
<th>Berkeley County</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
<td>(County)</td>
</tr>
<tr>
<td>(Position)</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2:** Briefly indicate what happened and where

**Step 3:** Status of local emergency response

**Step 4:** Status of schools, nursing homes, other special facilities

**Step 5:** Indicate any recommended protective action citizens should take

- No Protective Action Recommended
- Shelter-In-Place
- Evacuation
General Comments about the function of the messages in this attachment:

- The pre-scripted messages are for potential emergency situations.
- These must be reviewed and adapted to fit the particular situation. All parts of the script may or may not be appropriate to the given situation.
- “Fill in the blank” sections should be completed before using the message.
- Some of these can easily be adapted to fit another emergency. For example, the “Roads Closed Due to Flooding” message can be easily changed to announce road closures for other emergencies.
- These can be used by the Director of the Berkeley County OHSEM, the Berkeley County Public Information Officer (PIO), or other appropriate personnel assigned in the Emergency Operations Center (EOC).
- These can be used as script for messages on the Emergency Alert System (EAS).
- These can be used as messages to release information to the news media.
SAMPLE EVACUATION ORDER MESSAGE

This is (Name and Title) ________________________________________________________

The _________________________________________________________________ situation continues in ___________________________________________________________ parts of Berkeley County and may worsen. For your safety, I am asking that you leave the area as soon as possible (give boundaries of local areas, evacuation routes).

Be sure to take essential items – medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers – but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) at ____________________________________________________________.

Pets will not be allowed in Red Cross shelters. You should make arrangements for someone outside the evacuation area to take care of your pet. Do not allow your pet to run loose.

If you have no means of transportation, or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call ________________. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the ____________________________________________________ area (give boundaries), you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

Thank you for your cooperation and your courtesy to others.

Recommended Broadcast Interval:
First Broadcast _______________  A.M./P.M.
Rebroadcast Every ____________  minutes
Last Broadcast _______________  A.M./P.M.
SAMPLE DETAILED EVACUATION INSTRUCTIONS

When your family is instructed to evacuate the following actions should be taken.

I. Before leaving home

A. Turn off utilities:
   1. Gas valves
   2. Water at service entrance
   3. Electricity at meter

B. Disconnect all appliances if energy source is not turned off.
C. Draw shades, curtains and drapes.
D. Place valuables in safe location.
E. Make sure automobile has enough fuel to reach destination. Your property will be protected by proper authorities while you are away.

II. Take with you:

A. Non-perishable food.
B. Change of clothing.
C. Bedding or sleeping bags.
D. Prescription medication.
E. Formula (milk), food, diapers, etc. for babies.
F. Canned goods if there is room in car.
G. Required dietary foods on hand.
H. Tools that might be used to improve shelter areas.

III. How to get there:

A. To reach your designated host area, you should use the following routes. List specific streets and highways for each town or area within the city.
B. If you need transportation, meet at (location) ____________________ by (time) ____________.
C. If you are disabled and cannot get to (listed in B) call (phone).

IV. Where to go:

If you have friends, relatives, or a second home in a non-risk area, you may go there. If not, you are to go to (location) ____________________________, which will serve as the reception center.

V. When you arrive at the reception center, you will:

A. Register your family.
B. Be assigned a shelter.
C. Be given additional information and instructions.
SAMPLE UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA MESSAGE

This is ____(Name & Title)________________________________________________________.
An unidentified substance which may be hazardous has been spilled/released at (specific location) ________________________________________________________________.
Please avoid the area, if possible, while crews are responding. The best alternate routes are
__________________________________________________________

____________________________________________________________________________
If you are already in the area, please be patient and follow directions of emergency response personnel.
The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

Thank you for your cooperation.

Recommended Broadcast Interval:
First Broadcast ____________ A.M./P.M.
Rebroadcast Every ____________ minutes
Last Broadcast ____________ A.M./P.M.
SAMPLE SPILL/RELEASE (NO GENERAL EVACUATION) MESSAGE

This is _ (Name & Title) ___________________________________________________________.
A small amount of _ (name of hazardous material) ______________________________, a
hazardous substance, has been spilled/released at _ (location) _____________________________________________.

Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate
_____________________________________ block area to evacuate. Please avoid the area.
The material is slightly/highly toxic to humans and can cause the following symptoms:
____________________________________________________________________________
____________________________________________________________________________.

If you think you may have come in contact with this material, you should (give health instructions
and hotline number, if available) _____________________________________________________________.

For your safety, please avoid the area if at all possible. Alternate routes are ______________
____________________________________________________________________________.

Traffic is being diverted. If you are now near the spill/release area, please follow directions of
emergency response personnel. Clean-up crews are on the scene.

Thank you for your cooperation.

Recommended Broadcast Interval:
First Broadcast _____________ A.M./P.M.
Rebroadcast Every _____________ minutes
Last Broadcast _____________ A.M./P.M.
SAMPLE SPILL/RELEASE (GENERAL EVACUATION) MESSAGE

This is __ (Name & Title) ____________________________________________________________.

A large/small amount of __ (name of hazardous material) ____________________________________________, a highly hazardous substance, has been spilled/released at __ (location) __________________________

Because of the potential health hazard, authorities are requesting/requiring all residents within __________ blocks/miles of the area to evacuate. If you are in the area (give evacuation zone boundaries) __________________________________________________________________________________________, you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to __ (Shelter or Reception Area Location) __________________________________________________________________________________________.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call __________________________________________________________________________________________.

Students from __ (school(s)) ____________________________________________ will be evacuated to __________________________________________________________________________________________. Do not drive to your child’s school. Pick your child up from school authorities at the evacuation center. Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms:

________________________________________________________________________________________

If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at __________________________________________________________________________________________. To repeat, if you are in the area of __________________________________________________________________________________________, you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

Recommended Broadcast Interval:
First Broadcast ____________ A.M./P.M.
Rebroadcast Every ____________ minutes
Last Broadcast ____________ A.M./P.M.
SAMPLE ROADS CLOSED DUE TO FLOODING MESSAGE

This is __ (Name & Title) _______________________________________________________.
The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of __ (time) __________ today, the following roads/streets have been closed:
____________________________________________________________________________.
Please avoid these roads/streets. If you must travel, use alternate routes. Again, those roads/streets which have been closed are____________________________________________________________________________.
____________________________________________________________________________.
Please stay tuned to this station for additional road closure information.

Recommended Broadcast Interval:
First Broadcast _______________ A.M./P.M.
Rebroadcast Every ____________ minutes
Last Broadcast _______________ A.M./P.M.
SAMPLE POST FLOOD NEWS MESSAGE

This is ___ (Name & Title) ______________________________________________________.
The following storm-damaged areas are still extremely hazardous and should be avoided ________________________________________________________.

Again, please avoid the storm-damaged areas. You may place your life and the lives of others in danger.

Thank you for your cooperation.

Recommended Broadcast Interval:
First Broadcast _____________ A.M./P.M.
Rebroadcast Every _____________ minutes
Last Broadcast _______________ A.M./P.M.
SAMPLE SHELTER-IN-PLACE MESSAGE

THIS IS AN EMERGENCY MESSAGE FOR THE CITIZENS OF BERKELEY COUNTY

This is __ (Name & Title) ____________________________________________________________.

At __________ today, an incident occurred at ____________________________

which may involve the release of toxic chemicals. Due to the possible health effects of these chemicals, emergency officials are recommending SHELTER-IN-PLACE of all persons in ________________________________.

To Shelter-in-place:

- Go indoors and remain indoors.
- Shut and lock all windows and doors.
- Turn off all devices that circulate air in or around your house.
- Listen to a local radio station for further instructions.

When you are indoors:

- Select an interior room with the fewest windows, doors or vents to the outside. The room should have electric (for radio or cable TV) and lavatory facilities, if possible.
- Go inside this room and close and lock the windows and doors.
- Using available plastic (trash bags) and duct tape, cover all windows, vents and other openings to this room.
- Place wet towels across the door jams and window sills.

[Optional: Pets should be brought indoors or farm animals placed under shelter.] Family members should remain calm and stay indoors until further notice. If you need any assistance, contact the Berkeley County EOC at __________________________.

Stay tuned to this station for further official emergency information.

Repeat complete message.

First Broadcast ____________ A.M./P.M.
Rebroadcast Every ____________ minutes
Last Broadcast ____________ A.M./P.M.
SAMPLE SUSPEND SHELTER IN-PLACE (AND EVACUATE) MESSAGE

THIS IS AN EMERGENCY MESSAGE FOR THE CITIZENS OF BERKELEY COUNTY

This is _ (Name & Title) _____________________________________________________________.

At _ (time) ___________ today, the shelter-in-place directive has been suspended. No more shelter-in-place is required.

Due to the possible health effects of these chemicals, your elected officials are recommending an EVACUATION of all persons in (location) _____________________________________________.

Persons who do not have a friend or relative living outside this risk area with whom they can stay should go immediately to the Reception Center located at (location) _________________________________.

If you don’t have a ride, call the EOC at _____________ so that a ride can be arranged for you.

Take a supply of clothing, essential medications, medical supplies, baby diapers, formula and a blanket and pillow with you. [Optional: When you arrive at your destination, it is a good practice to change and launder your clothes and take a shower.]

Stay tuned to this station for further official emergency information.

Repeat complete message.
First Broadcast _______________ A.M./P.M.
Rebroadcast Every ____________ minutes
Last Broadcast _______________ A.M./P.M.
SAMPLE DETAILED SHELTER IN PLACE MESSAGE

A. If you must Shelter-in-Place in vehicle:

1. Roll up all windows.
2. Shut off motor.
3. Turn off heating, ventilation, air conditioning.
4. Close all vents.
5. Breath through damp cloth.
6. Listen to a local radio station.

B. While protected, continue to monitor the local Emergency Alert System radio station for further emergency instructions.

C. Remember the Five Basic Steps to Shelter-in-Place:

1. Go inside - move people, staff, customers, and visitors indoors.
2. Close and lock all doors and windows.
3. Shut off any air movement device (fan, heating, air conditioning, etc.) that circulates air into or around the facility.
4. Go into and seal a room as a protected area.
5. Tune to Emergency Alert System and follow the instructions.

D. Assure no one leaves the protected area until informed via the Emergency Alert System/Local Emergency Information System radio that it is safe or that it is required to evacuate.

E. Detailed shelter-in-place procedures include:

1. Gather in a selected interior protected area. (Use a ground level area with a minimum of outside windows and doors. Interior rooms with access to lavatory facilities are often selected.)
2. Shut and lock building doors, windows to prevent entry and air infiltration.
3. Close and/or damp chimneys, fireplaces, range hoods, flues, stacks, exhaust fans, ductwork openings and/or lavatory fans, etc., vented to the outside.
4. Turn off the facility heating/air conditioning/air ventilation system (as well as any room heaters/air conditioning systems and fans).
5. Locate a supply of roll plastic, trash bags and duct tape and bring to the protected area.
6. Cover all vents, ducts, flues, stack openings, and exhaust fans, etc., with plastic and seal with duct tape.
7. Then close and lock windows and any (exterior) doors into the protected area.
8. Also, tape shut the following in the protected area with plastic and duct tape foil to reduce air infiltration:

   a. Windows (sashes, ledges/rails, sills and cracks in glass).
   b. Doors (jams and sills).
   c. Light, electric, cable, antenna, speaker sockets or other openings on outside walls.
      i. Place dampened cloths/towels across the threshold or bottom of all taped doors, window sills, and/or ledges/rails.
ii. Utilize any snacks and bottled water readily available in the protected area (as well as a battery-operated flashlight).

iii. Take a battery-operated AM/FM broadcast radio and/or television to the protected area and MONITOR THE LOCAL EMERGENCY ALERT SYSTEM RADIO STATIONS OR CABLE TELEVISION for further emergency instructions and information.

iv. Try to keep calm completing activities, limiting physical exertion, and breathing rates.

v. NOTE: Limit outgoing telephone calls to help keep any telephone lines open for emergency contact.

vi. No one should leave the protected area until informed, either in person or over the Emergency Alert System radio that it is safe to do so.

F. Needed in-place protection supplies include:

<table>
<thead>
<tr>
<th>SHELTER-IN-PLACE SUPPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM</td>
</tr>
<tr>
<td>Plastic - roll or sheet (precut/ labeled)</td>
</tr>
<tr>
<td>[Substitute Trash Bags]</td>
</tr>
<tr>
<td>Duct Tape</td>
</tr>
<tr>
<td>Battery Operated Radio (tuned to Emergency Alert System)</td>
</tr>
<tr>
<td>Batteries for Radio</td>
</tr>
<tr>
<td>Towels</td>
</tr>
<tr>
<td>Good Basic all-hazards emergency supplies:</td>
</tr>
<tr>
<td>First Aid Kit</td>
</tr>
<tr>
<td>Drinking Water</td>
</tr>
<tr>
<td>Snacks</td>
</tr>
<tr>
<td>Flashlight/batteries</td>
</tr>
</tbody>
</table>

1. Criteria for how to select a protected area:
   a. An interior room or rooms with fewest windows and doors to the outside.
   b. A room or rooms large enough for everyone that needs to protect-in-place (for about 3 - 5 hours).
   c. The room has the fewest possible vents, chimneys, flues or openings to the outside.
   d. There is a telephone (for emergency contacts) in the room(s).
   e. Farm animals or pets should be brought indoors or placed under shelter.
   f. Family members should remain calm and stay indoors until further notice.
i. Stay tuned to the EAS radio station for further official emergency information for Berkeley County, West Virginia, residents.

j. If you need assistance, contact the Berkeley County EOC at ____________.
ANNEX E – EVACUATION

I. PURPOSE

A. This annex is to provide guidelines and suggestions for an orderly and coordinated evacuation of the population of the County should the need arise because of major incidents. Other variables in an evacuation include the area to be evacuated, time and distance required to ensure safety, and transportation to mass care facilities in a safe area.

B. This annex addresses functional responsibilities and tasks applicable in all evacuations without attempting to detail procedures for every situation which calls for an evacuation. It is applicable anywhere in the County. Evacuation areas and routes to several suggested reception areas are listed.

II. SITUATION AND ASSUMPTIONS

A. As all parts of the Berkeley County Emergency Operations Plan (EOP), this Annex refers to situations that require the activation of the Berkeley County Emergency Operations Center (EOC) or coordination by the Director of the Berkeley County Office of Homeland Security & Emergency Management (OHSEM). This Annex does not describe routine emergency service activities. Some of the titles listed do not refer to a particular individual, but to the role assigned in the EOC.

B. SITUATION

1. When a hazard of some type is endangering all or part of the County, all or some of the residents at risk may be evacuated to a safer area. The type of hazard (be it hazardous material, flood, terrorism, et cetera), the area of the County affected, the weather conditions, and the number of citizens at risk will determine the evacuation routes and the reception areas.

2. Tentative evacuation areas and routes should be prepared before an emergency for any hazards posing a serious or probable threat of occurrence, such as a hazardous materials storage area in a residential area or a flood prone area.

3. Another important facet is the availability of evacuation routes, their capabilities, and their vulnerability to the hazard. Mode of transport is also very significant and provisions must be made for those people unable to supply their own transportation.

4. There are several factors that must be considered when planning for evacuation. Among these are the characteristics of the hazard itself. Magnitude, intensity, spread of onset, and duration are all significant elements. They will determine the number of people to be evacuated and the time and distance of travel necessary to ensure safety.

C. ASSUMPTIONS

1. It is assumed that the public will both receive and understand official information related to evacuation. The public will act in its own interest and
evacuate dangerous areas when advised to do so by local government authorities. If necessary, local authorities will order and carry out mandatory evacuation.

2. If a nearby jurisdiction were to be affected by a major disaster, it is possible that the County might be called upon to act as a reception area for evacuees. In this case, appropriate annexes will be used to coordinate the operation.

3. A small portion of the population will refuse to evacuate regardless of the threat.

4. Research has shown that approximately 20% (or approximately 22,984 people) of the population at risk will require shelter in a mass care or support facility.

III. CONCEPT OF OPERATIONS

A. Primary responsibility for evacuation lies with local government.

B. Local hazard analyses identify possible evacuation areas. Such areas include:
   1. Low-lying communities subject to river flooding.
   2. Inhabited areas downstream from mountain streams with a potential for flash flooding or below dams.
   3. Inhabited areas near industrial sites, which use hazardous materials.
   4. Inhabited areas adjacent to main line rail lines and major highways.

C. Evacuation operations involve the following:
   1. Warning - Decisions and public information.
   2. Movement - Transportation, traffic control and area security.
   4. Re-entry/Damage assessment and decision.

D. Evacuations are either immediate or precautionary.
   1. Immediate – There is little or no warning and the threat is immediate.
   2. Precautionary – Sufficient warning time is available and/or the threat is only possible.

E. Decisions to evacuate areas:
   1. Immediate evacuations made on the authority of the senior law enforcement official or senior fire official at the scene.
   2. Precautionary evacuations are directed on the authority of the senior elected official of the jurisdiction.

F. All decisions to evacuate are immediately made known to:
   1. The senior elected official of the jurisdiction.
   2. The County OHSEM Director.
   3. The West Virginia Division of Homeland Security and Emergency Management, Charleston, West Virginia (Phone 304-558-5380 or via the Primary State Warning Point, Phone 304-746-2158 or via the nearest State Department of Public Safety Detachment or Trooper).
   4. Local volunteer relief agencies, such as Red Cross.
G. Instructions to the public are disseminated by the most rapid and effective means. To include radio and television, loudspeaker cars, door-to-door, and Alert Berkeley notification.

H. Instructions to the public include:
   1. Area to be evacuated and perimeter or boundary lines.
   2. Time available to affect the evacuation.
   3. Mass care center(s) location.
   4. Transportation and travel directions.
   5. Estimated duration of the evacuation.
   6. Designated rest areas along the evacuation route, including:
      a. fuel/vehicle maintenance,
      b. water, medical aid, and comfort facilities, and
      c. information.
   7. Other necessary data such as:
      a. what individuals are to bring with them,
      b. instructions on pets, et cetera, and
      c. turning off lights, utilities, etc.

I. The County OHSEM Director will notify neighboring counties (or other applicable jurisdictions) if an evacuation is occurring in Berkeley County which may require neighboring counties to act as host counties.

J. Transportation will be provided for those individuals without their own means.

K. The local government will be responsible for the relocation of essential resources to the reception area in a localized evacuation.

L. Security of the evacuated area is provided by patrols where feasible, and perimeter security to control ingress of the area provided.

M. Decision to reenter the evacuated area is made following damage assessment or determination that the danger no longer exists. Such decision is made by the elected head official or the OHSEM Director or Fire Chief of the jurisdiction involved.

N. Instructions to reenter will be provided.
   1. Except for emergency response personnel, entry into a hazard area will be made only on the authority of the County Commission, the Sheriff, or the OHSEM Director. Those who have justification to re-enter (in addition to emergency services) will be issued the proper passes.
   2. The decision to re-enter an evacuated area will be made following a damage assessment or determination that the danger no longer exists.

O. State government controls traffic on state highways, and is responsible for evacuation of State controlled area and facilities, and advises local governments as requested and as necessary.
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. County Commission
   1. Issue all evacuation orders.
   2. Coordinate evacuation effort.
   3. Conduct evacuation effort.
   4. Coordinate relocation into other jurisdictions.
   5. Establish disaster assistance center (DAC), if appropriate.

B. Berkeley County OHSEM
   1. Warning dissemination.
   2. Instructions to the public.
   3. Overall coordination of incident and evacuation.
   4. Determination of area to be evacuated.
   5. Procurement and deployment of County resources.
   6. Develop evacuation plans.
   7. The County OHSEM Director shall maintain liaison with the West Virginia Division of Homeland Security and Emergency Management and request State assistance when local resources are insufficient.
   8. Coordinate recovery efforts.

C. Incident Commander
   1. Upon arriving at the scene of an emergency, evaluate the need for evacuation and organize forces should an evacuation be required.
   2. Determine most effective means of notification of an evacuation.
   3. Coordinate with the Berkeley County OHSEM Director and the PIO (county PIO if EOC is activated) to determine safest routes to shelters.

D. County Public Information Officer
   1. Identify and make known the specific areas to be evacuated.
   2. List items that evacuees should take with them.
   3. Publish pick-up points for people requiring transportation assistance.
   4. Publish the location of mass care facilities outside of the evacuation area.
   5. Keep evacuees and the general public informed on evacuation activities and the specific actions they should take.

E. Fire Departments
   1. Provide assembly locations for evacuees without transportation.
   2. Identify the number of people within their district without transportation.
   3. Receive calls at the fire stations for transportation assistance to people without vehicles who cannot walk to the fire station.
   4. Assist in warning the population.
   5. Provide firefighting capabilities.
   6. Assist in establishing perimeter.
   7. Provide an on-scene commander, as dictated by the County Council and State Law.

02/2019
F. Law Enforcement
   1. Assist in evacuation.
   2. Coordinate law enforcement activities.
   3. Protect property in evacuated areas.
   4. Establish law and order.
   5. Establish perimeter security and traffic control.
   6. Assist in public information.
   7. Provide an on-scene commander, as dictated by the County Council or the situation.

G. Human Services
   1. Pre-designate facilities for use as shelters in coordination with owners or operating organizations.
   2. Arrange for shelter and feeding of evacuees with the Red Cross, other relief agencies or through use of local government resources.

H. Berkeley County Schools
   1. Provide suitable school buildings for evacuation shelters.
   2. Assist in shelter and feeding operations.
   3. Provide school buses for transportation of evacuees when requested.
   4. When school is in session, evacuate schools in the threatened area and safeguard students in the evacuated shelters until they are reunited with parents or guardians. Do not send them home.

I. Medical and Health
   1. Coordinate evacuation of hospitals, nursing homes or other custodial care facilities to suitable sites in a safe area.
   2. Provide for health and medical care requirements.
   3. Provides technical assistance as necessary including health and sanitation recommendations for reentry into the evacuated area.

J. State Assignments
   1. Department of Public Safety
      a. Provide traffic control on state highways.
      b. Provide direction and control of evacuation operations when local resources are insufficient.
   2. Division of Homeland Security and Emergency Management
      a. Coordinate requests for assistance from State agencies and/or departments.
      b. To provides overall coordination of local actions during evacuation operations.
V. DIRECTION AND CONTROL

A. The decision to evacuate some or all of the county will be made by the president of the County Commission, with the advice of the County Director/Coordinator. The County Sheriff will be contacted immediately. All activities will be coordinated through the Emergency Operations Center (EOC), which will serve as the source of all direction and control.

B. If the evacuation requires a reception area outside of the county, the County Council of the hazard county should immediately contact the Council of the proposed reception county so that plans can be implemented there as soon as possible.

C. The OHSEM Director, or his designee, will be responsible for the coordination of all public transportation resources planned for use in an evacuation.

VI. ADMINISTRATION AND LOGISTICS

A. Requests for any resources, supplies, or services should be by category and type as delineated in the National Incident Management System (NIMS). Pertinent information can be found in Annex H: Resource Management.

B. All expenses incurred should be recorded. Documentation should include person hours, equipment hours, materials and supplies consumed, and any damages incurred.

C. All documentation and agreements should be submitted to the County Administrator.

D. During declared emergencies or disasters, monetary expenses and other records pertaining to the declaration will be maintained separately to take advantage of any State or Federal reimbursement that may be due.

E. Clerical staff will be augmented during an emergency from other government agencies and volunteers.

F. The authority for evacuation and control of ingress to and from disaster area is in West Virginia Code 15-5-6.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the Evacuation Coordinator shall be as follows:
   1. Berkeley County Office of Homeland Security and Emergency Management Director
   2. Berkeley County Sheriff
   3. Designee

B. Should the evacuees be relocated outside the County, the County Council will appoint one or more representatives to act as liaison between the County and the reception area government. The evacuees will be subject to the laws of the reception area for the duration of their stay.
VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The primary responsibility for development and maintenance of this annex belongs to the County Council and to the Director of the Berkeley County Office of Homeland Security and Emergency Management.

B. The Director of the Berkeley County Office of Homeland Security and Emergency Management is responsible for the periodic review, update, exercise, revision, acceptance and approval of the entire Berkeley County EOP. A system is in place to ensure the entire plan is reviewed and/or revised within a five-year cycle. In addition to these scheduled reviews, the following may trigger a need to review or revise part(s) of the EOP: exercise results, post-event critiques, changes in the hazard situation, or the incorporation of new personnel, agencies, technology, etc.

IX. LIST OF APPENDICES

Appendix 1 – Notification
Appendix 2 – Emergency Facilities and Equipment
Appendix 3 – Evacuation of Residents in Affected Areas
Appendix 4 – Designated Evacuation and Return Routes
X. AUTHENTICATION

______________________________
Date

______________________________
Berkeley County OHSEM Director
I. INTRODUCTION

A. Before County officials and agencies can respond to an emergency incident, they must become aware of the situation. This section of the plan describes the procedures and policies to be followed in notifying County officials that an incident has occurring. The notification will include County response agencies that their services are or may be required.

B. Procedures for the notification of the public will be found in ANNEX C – NOTIFICATION & WARNING. For specific communications systems, see ANNEX B - COMMUNICATIONS.

II. CONCEPT OF OPERATIONS

A. Initial notification of an emergency incident will be made by the official and/or individual experiencing difficulty to the Communications Operator on duty at the County Emergency Communications Center.

B. The Communications Operator will immediately relay this information to the following officials in this order of priority:
   1. County Homeland Security and Emergency Management Director
   2. County Homeland Security and Emergency Management Deputy Director
   3. Sheriff
   4. Chief Deputy Sheriff

C. The first official reached, ideally the Homeland Security and Emergency Management Director, will become the County Incident Coordinator until relieved by a higher authority. He/she will call the Communications Center and verify the initial notification, and record any available information on the appropriate forms.

D. The Communications Operator may also receive a duplicate initial notification from NAWAS, Police Communications Center; in some incidents.

E. If the initial notification is an "Alert," or an "Emergency," the County official contacting the Communications Center will request that the information received be relayed to the West Virginia Division of Homeland Security and Emergency Management.

F. If the initial notification is an "Emergency," the County official contacting the Communications Center will contact the President of the County Council. If unavailable, another County Council Person, so a decision can be made on the implementation of protective actions, if recommended by the on-scene commander. If no Council Person is available, this official should decide and begin protective actions before notifying the West Virginia Division of Homeland Security and Emergency Management.

G. Notification of other County officials and organizations will be based on the emergency incident category specified in the Initial Notification or in subsequent messages if the incident escalates.
H. Responsibility for the notification of other officials and organizations will rest with the County Incident Coordinator, ideally the Homeland Security and Emergency Management Director.

1. If the incident falls in the "Alert" category, the following shall be notified:
   a. County Council
   b. Mayor, City of Martinsburg
   c. Mayor, Town of Hedgesville
   d. Public Information Officer

   NOTE: If incident affects their town

2. If the incident warrants, notification of the following should be added:
   a. Radiological Officer
   b. Radiological Monitoring Team Members
   c. Radio Watch Coordinator
   d. REACT Coordinator

3. If the incident falls in the "Emergency" category, the following shall be promptly notified:
   a. County Council
   b. Mayors of City of Martinsburg and Town of Hedgesville
   c. Public Information Officer
   d. Radiological Officer (if radiological)
   e. Radiological Monitoring Team Members (if radiological)
   f. Radio Watch Coordinator
   g. REACT Coordinator
   h. Radio Stations
   i. County School Superintendent
   j. Nursing Homes
   k. Superintendent, Department of Highways
   l. Industries Within Emergency/Danger Zone
   m. All Hospitals
   n. American Red Cross
   o. Salvation Army
   p. Ambulance Squads
   q. County Volunteer Fire Departments
   r. County Airport
   s. Wrecker Services
   t. All Staffing Personnel of the EOC

I. Information contained in these notifications will vary according to the situation; however, the following, at a minimum, will be included:

1. The Emergency Action Level
2. What actions, if any, the persons contacted should take.
3. If an incident is reclassified to a lower emergency action level, all persons notified at the higher level will be re-contacted. They will be notified of the changes, and authorized to return to a lower level of readiness.
I. GENERAL

Emergency facilities and equipment are listed in the County resource manual. To ensure that the capabilities for prompt, efficient control of situations resulting from disasters and/or emergencies in the County exist. Additional resources are available through the West Virginia Division of Homeland Security and Emergency Management and local agencies/firms. The facilities and associated equipment, and their emergency functions, are described in this section.

II. EMERGENCY OPERATIONS CENTER (EOC)

A. The County EOC is the primary location for direction and control of emergency operations with the County in response to emergency situations. The communications center is manned 24-hours a day by the County Homeland Security and Emergency Management, and has access to all communications identified in this plan. There is additional space available in the EOC for the assembly of emergency response personnel.

B. The County EOC, when activated, provides for the effective coordination of emergency operations including:
   1. Receipt of the initial emergency notifications.
   2. Receipt of technical data, and recommendations for protective actions.
   3. Notification of appropriate State and County officials
   4. Direction of emergency response organizations and personnel.
   5. Receipt of reports from emergency workers and monitoring teams.
   6. Situation evaluation and direction of protective actions.

C. Upon receipt of the initial notification of an incident. The Emergency Equipment Operator on duty at the Emergency Communications Center will notify the Director of the County Homeland Security and Emergency Management, and relay the notification to him/her. Upon receipt of a notification of an emergency, or when appropriate, for an alert, the appropriate components of the County departments and agencies assigned response roles in this Plan will be notified under applicable SOP’s. The lead individual in the respective departments or agencies will activate appropriate personnel in their organizations.

D. Initial response personnel from the County Office of Homeland Security and Emergency Management, from the Sheriff's Department, County Emergency Medical Service, Hospital, Department of Natural Resources, City Police, and County volunteer Fire Departments, can be notified simultaneously by the system.
III. EVACUATION RECEPTION AREA AND MASS CARE FACILITIES

The county will use the congregate care facilities in Annex F for their reception and mass care facilities.

IV. MASS CARE FACILITIES

A. The County Homeland Security and Emergency Management, in cooperation with the county Department of Human Services, and other providers of human services such as the American Red Cross, identifies buildings that can be utilized as mass care centers, and maintains a listing of these locations. The locations, which may be used during evacuations are identified in applicable SOP’s and the County resource manual. At these locations, the populace will be provided appropriate necessary assistance. The particular forms and sources of assistance will vary depending on the conditions related to the evacuation. Such as available warning time, and the existing weather conditions. Although primarily for the shelter of evacuees, these facilities will also provide for emergency workers brought in from outside jurisdictions.

B. Agreements will be made between the County Homeland Security and Emergency Management and appropriate agencies/departments for the relocation (personnel, critical supplies, equipment, etc.) of essential resources to the reception area(s).

C. Mass care facilities are short term facilities, and the evacuees will be returned to their homes as quickly as possible. The West Virginia Emergency/Disaster Plan provides for disaster human services covering a wide range of programs. These are designed to protect the safety and well-being of the populace affected by an emergency/disaster situation and to assist them in recovering from the effects of the incident. The County Office of Homeland Security and Emergency Management and the State Department of Human Services administer this assistance.

V. RADIOLOGICAL MONITORING AND ASSESSMENT CAPABILITY

Although the county maintains a Radiological Monitoring capability, as described in Annex M, the primary responsibility for radiological monitoring and radiation accident assessment rests with the State Office of Homeland Security and Emergency Management and the State Department of Health. The resources available to these organizations, including radiological survey equipment, RAP/IRAP resources, and meteorological data are identified in the State Plan.

VI. MAINTENANCE OF EMERGENCY EQUIPMENT

A. Emergency equipment necessary to implement this Plan will be inventoried and inspected at least quarterly, and after each use. Equipment, such as survey instruments, will be calibrated under manufacturers recommendations. Calibration services for radiological instruments are available through the West Virginia Division of Homeland Security and Emergency Management.

B. Emergency equipment necessary to implement the Radiological Response Plan and the County Emergency Response Plan will be inventoried and inspected as provided above. However, inventories and inspections required by this section may
be performed with inventories and inspections required by SOGs related to the other emergencies.

C. The County Resource Manual provides a listing, by general category and alphabetically, of protective equipment, communications equipment, radiological monitoring equipment, and other emergency supplies available for use in implementing the provisions of all County Emergency Plans.
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3 TO ANNEX E
EVACUATION OF RESIDENTS IN AFFECTED AREA

I. GENERAL

A. RESPONSIBILITIES

The County government, and departments and agencies, bear primary responsibility for the safety and welfare of the populace of the County if any emergency or disaster occurs. Specific responsibilities assigned to County departments and agencies and responsibilities assigned to State and private organizations related to evacuation are as follows.

   a. Receive warnings issued by the National Weather Service, emergency personnel, or other appropriate source and, based on information and recommendations provided, evaluate the situation. If deemed appropriate, recommend an evacuation of affected areas to the County Commission.
   b. Coordinate the response of County, State, Federal, and private agencies that perform tasks relevant to evacuation.
   c. Provide a 24-hour per day, 7-day per week communications operation. To serve as the primary notification point of contact, and receive warnings and protective action recommendations from emergency action departments.

2. West Virginia Division of Homeland Security and Emergency Management
   a. Assist the County Office of Homeland Security and Emergency Management in evaluating the situation. Relay the appropriate protective action recommendations from the State Department of Health.
   b. Coordinate the response of State agencies in support of emergency operations in the County.

3. Communications Center
   a. Notify the County Office of Homeland Security and Emergency Management of emergency conditions in the County, as directed by the on-scene Commander, such as sheltering or evacuation.
   b. If an evacuation is necessary, operate the County Communications Center for continuing communications with State agencies, and with County emergency response groups.

4. Sheriff's Department
   a. At the request of the County Homeland Security and Emergency Management, assist in the implementation of an orderly evacuation of affected areas. Specifically, to provide for traffic control, access control to affected evacuated areas, law enforcement activities as assigned by the Director of the County Homeland Security and Emergency Management.
5. County Fire Departments
   a. At the request of the County Homeland Security and Emergency Management, provide warning to the residents of the affected area by using fire sirens, Siren/PA equipped departmental vehicles, and other resources as available.
   b. Receive calls at the fire stations for transportation assistance from residents in the affected area. These are persons who are without transportation and who are beyond reasonable walking distance from the local fire stations. Coordinate with the County Homeland Security and Emergency Management for the transportation of these transport dependents to the designated staging areas, using such department vehicles as necessary and available.
   c. Provide a point of assembly at fire stations for transport dependents who are within reasonable walking distance of the fire stations. Coordinate with the County Homeland Security and Emergency Management for the dispatch of school buses for the transport of these individuals.
   d. Provide for fire suppression, rescue, and first aid within the affected area. Assist the County Sheriff in maintaining security in the evacuated area.

6. County Emergency Medical/Ambulance Service
   a. Provide for the transportation of ambulatory patients at all the nursing homes in the County.
   b. Provide for the transportation of invalids, and other medical dependents confined to their homes.
   c. Provide for emergency medical services if accidents occur during the evacuation, or at mass care centers.

7. County Department of Health
   a. Establish health and sanitation services in reception and mass care centers; re-establish health and sanitation services in affected areas during recovery.
   b. Supervise food, water, drug supplies at mass care centers.
   c. Assist the State Department of Health in distributing of thyroid blocking agents to emergency workers and others.

8. County Board of Education
   a. Provide for the relocation of pupils from schools located within the affected area to reception areas.
   b. After the relocation of school children is complete, provide school buses to the County Homeland Security and Emergency Management for use in relocating individuals without transportation from the affected areas.
   c. Make school facilities in unaffected areas available for use as mass care centers.

9. State Department of Human Services, County Office
   a. Before an emergency, designate appropriate mass care centers in the County which could be activated.
b. Coordinate the efforts of private agencies such as the American Red Cross, the Salvation Army, etc., in providing for the care of evacuees at mass care centers.

10. Other State Agencies
   a. Provide assistance to the County Homeland Security and Emergency Management and other County departments and agencies, as provided in the West Virginia Emergency/Disaster Plan.

B. BASIS FOR ACTION

The basis for implementation of these procedures is the decision by the County Commissioners (and/or the Director of the County Homeland Security and Emergency Management). That relocation of residents within affected areas is necessary to protect their health and welfare. An evacuation is an appropriate protective action for the following:

1. An incident involving a release or potential release of chemicals or radioactive materials. Especially in situations where the lead time between declaration of the emergency and population relocation is compatible with material movement.
2. Situations which do not provide for any lead time. But for which substantial reductions in population dose can be made by avoiding exposure to residual radioactivity in the wake of sudden severe incidents.
3. Situations which may or may not provide for enough warning, but for which emergency protective actions may reduce the danger to the residents of the County. Such as tornado, flooding, hazardous material accident, or an attack, whether nuclear or conventional.
4. If evacuation is deemed unacceptable or inappropriate, the Director of the County Homeland Security and Emergency Management will recommend sheltering to residents in affected areas.

C. GOVERNING PRINCIPLES

The basic principles related to the use of evacuation are:

1. Evacuation is a protective action to avoid or reduce the danger to a citizen. Evacuation can be the most effective protective action. Improperly conceived and implemented evacuations can result in an unnecessary disruption in the living patterns of the populace. It can expose the populace to greater risks from accidents. It may also result in unnecessary financial losses and could result in unnecessary emotional upset.

2. The authority and responsibility to begin protective action rests with the County Commissioners as recommended by the Director of the County Homeland Security and Emergency Management. The Director will act upon the recommendation of County Agency Directors, calling upon the advice of the WVDHSEM as time permits. After deciding upon the need for evacuation, the Director of the County Homeland Security and Emergency Management will seek concurrence from the President of the County Council or another County Council Person.
3. If the advice of the State Agencies and the concurrence of the County Council cannot be obtained in a reasonable length of time, or if the emergency agency chief has recommended as immediate evacuation, the Director of the County Homeland Security and Emergency Management has the authority to recommend an evacuation of the affected area.

4. If there is sufficient lead time, it is preferable to have the WVDHSEM recommended an evacuation to the Governor. The Governor would then to proclaim a State of Emergency and order the evacuation under the provisions of the West Virginia Emergency/Disaster Plan.

D. ESSENTIAL COORDINATION

These procedures must be fully and carefully coordinated with responsible representatives of all agencies and organizations, which have been assigned tasks and functions in these procedures, or in the County Emergency Response Plan. These organizations must be prepared to perform the assigned tasks and functions if an evacuation is ordered.

E. TRAFFIC SECURITY CONTROL POINTS

1. Traffic control points will be necessary at several locations to prevent undue traffic delays. If the evacuation occurs in a City, or Town, the local Police Department will be responsible for traffic control. If out in the County, the County Sheriff's Department will be responsible for traffic control.

2. Disabled or damaged vehicles will be removed from evacuation routes by the County Public Works Department or by private automobile towing companies. The degree of emergency will determine whether the vehicle will be repaired or abandoned.

F. TRANSPORTATION OF THE POPULACE

1. The populace in the affected area can be classified into four (4) groups by transportation needs. The section which follows describes these groups and the means of relocation these individuals from the affected area. The groups are:
   a. Car-owning population
   b. Non-car owning population
   c. School children
   d. Special populations having restricted mobility
   e. Transients

2. It is impossible to ascertain the exact needs of each group as the conditions under which the evacuation is ordered may significantly affect the transport needs. For example, if the evacuation is ordered on Saturday or on a Sunday. School children would more than likely be at home, where possibly a car may be provided. If the evacuation occurs during normal working hours, the family car(s) may be at the adults’ place of work rather than at home. The Director of the County Homeland Security and Emergency Management will provide the
dispatch of public transportation as necessary to provide for individuals and families lacking transportation.

3. Provisions will also be made for the transportation of essential workers to commute to hazardous areas to operate vital services and industry.
   a. Car-owning Population
      • Household car-ownership indicates that most of the households in the County have access to one or more vehicles. Because of the lack of public transportation, the largely rural area and the high mobility of County residents, it is expected that most residents within the County have access to transportation. The residents with vehicles are expected to use these vehicles to proceed out of the affected area, and if possible, provide transportation to neighbors needing assistance.

   b. Non-car owning Population
      • Some county residents may be in need of assistance in relocating, depending on the timing of the evacuation order. The public has been encouraged in public information packets not to re-enter affected areas to relocate their family members. But to allow family members to relocate using the families’ second car, the assistance of neighbors or public transportation.
      • Fire stations in affected areas have been designated as assembly points for residents in need of transportation. Fire department personnel will assess the need for transportation and will apprise the Director of the County Homeland Security and Emergency Management of the number of persons awaiting transportation. The County Homeland Security and Emergency Management will dispatch available transportation resources, normally school buses, to these assembly points.
      • Because of the rural nature of much of the County, this procedure would impose unrealistic walking distances of several miles in hilly terrain. In these areas, individuals and families in need of transportation will be directed to call their respective fire stations and request bus transportation. The local fire stations will tally these calls and apprise the County EOC of the transportation needs, consistent with the demand for transportation and availability of personnel and vehicles, use fire department vehicles to ferry the transportation dependents to the fire station or to reception centers, whichever is closer.
      • The County Homeland Security and Emergency Management will dispatch transportation resources to these fire stations as requested.
      • The County’s school buses are the primary source of transportation. However, other transportation that is available will be used as appropriate to meet the needs for relocation.

   c. School Children
      • The following is a list of the County’s schools:
        ➢ Back Creek Valley School (Elementary K - 2)
        ➢ Bedington Elementary (K - 2)
        ➢ Berkeley Heights Elementary (K - 3)
        ➢ Bunker Hill Elementary (K – 3)
If an evacuation is ordered while school is session, as directed by the County Homeland Security and Emergency Management. The County schools will provide for the relocation of the pupils in schools in the affected area to the reception centers for reunion with their families, as directed by the Homeland Security and Emergency Management. School buses necessary for this relocation are operated by the Board of Education.

d. Special Populations

- There are several institutions located within the County that have residents who need assistance in relocation. Such as; hospitals, nursing homes, and clinics. This population group will be provided transportation as needed, especially for those patients which are ambulatory. Several are listed below:

- Burke Street Elementary (K – 3)
- Faith Christian Academy (K – 12)
- Eagle School Intermediate (3 – 5)
- Gerrardstown Elementary (K – 2)
- Hedgesville Elementary (K – 2)
- Hedgesville High (9 – 12)
- Hedgesville Middle (6 – 8)
- Inwood Primary (K – 2)
- Marlowe Elementary (K – 2)
- Martinsburg Christian Academy (K – 12)
- Martinsburg High (9 – 12)
- Martinsburg North Middle (6 - 8)
- Martinsburg South Middle (6 – 8)
- Mill Creek Intermediate (4 – 5)
- Mountain Ridge Intermediate (3 – 5)
- Mountain Ridge Middle (6 – 8)
- Musselman High (9 - 12)
- Musselman Middle (6 – 8)
- Opequon Elementary (K – 2)
- Orchard Interview Intermediate (4 – 5)
- Pikeside Learning Center
- Potomac Intermediate (3 – 5)
- Rocky Knoll (K – 8)
- Rosemont Elementary (K – 3)
- Saint Joseph School (K – 8)
- Spring Mills High (9 – 12)
- Spring Mills Middle (6 – 8)
- Spring Mills Primary (K – 2)
- Tomahawk Intermediate (3 – 5)
- Tuscarora Elementary (K – 2)
- Valley View Elementary (K – 2)
- Winchester Avenue Elementary (K – 3)
e. Transients
- Because of the rural nature of the area and the lack of public transportation, visitors to the area can be expected to have their own transportation.
- The visitor population during vacation period is large. Although many are traveling through the County, the number of cars could represent a significant load on local roads and highways, which would result in traffic delays. To minimize conflict with evacuation traffic if an evacuation is ordered while recreational activities are in progress. Visitors and vacationers will be held at key points in the County, until the evacuation traffic peak has passed, and released at a controlled rate consistent with traffic conditions, unless the visitors/vacationers are in danger from a given emergency incident.
- Instructional materials, similar to that provided to residents of the County will be provided to the departments catering to visitors/vacationers.

G. CONFIRMATION OF EVACUATION

1. It must be confirmed that all residents and visitors in the emergency area have received the warning and have been given the opportunity to evacuate. The confirmation process will involve re-entry of emergency workers to the affected areas. The initiation of confirmation measures must be timed to provide for a one-time effort as opposed to repetitive re-entries. Thus, confirmation should not start until all residents have been given the opportunity to leave their residences. The Director of the County Homeland Security and Emergency Management will evaluate the evacuation status and determine when to commence confirmation activities.
2. The first confirmation team will drive through the affected areas at a moderate rate and report the location of residences which have not evacuated. Emergency workers in the affected areas, such as those providing transportation or roving security, will also be directed to report residences that have not been evacuated.
3. The County EOC will dispatch assistance teams to these locations to verify evacuation and provide relocation assistance. The manpower for the confirmation effort will be drawn from the Sheriff's Department, and the County fire departments, and may be supplemented by members of the National Guard if necessary and if available.
H. RELOCATION OF SERVICES

Following completion of assigned function related to evacuation, County departments and agencies, particularly fire departments located within the affected areas, will be directed to relocate their equipment and personnel to a location outside the affected area.

I. AGRICULTURAL CONCERNS (In Radiological Incidents)

1. Although the primary objective of County emergency operations is to provide for the safety and welfare of the people. Some provisions are necessary for the livestock population in the County. Evacuation as an option to reduce radiation exposure to the livestock is impractical. Transportation resources are primarily designated for the relocation of people. Sheltering of livestock is an appropriate option. The County Agricultural Agent will coordinate with farm operators in the County to assist in the implementation of this protective action.

2. Farm operators, because of their investment in and for responsibility for livestock, may be tempted to consider an evacuation unfeasible and elect to seek shelter or use shelter for themselves and their livestock. In addition, some farm operators may elect to relocate breeding stock and other valuable animals to a reception area arranged by the farmer, this can be expected to occur.

J. RE-ENTRY

Re-entry into an evacuated area upon termination of protective actions will be directed and coordinated by the Director of the County Homeland Security and Emergency Management with the advice and assistance of the WVDHSEM.

K. PUBLIC INFORMATION

In order for the procedures described to function efficiently, the public must be instructed in their response to an evacuation order. This public instruction is performed in accordance with Annex F contained within this Plan. Additional public information, especially that which reflects changes in the evacuation routes due to impassable roads, etc., will be provided via the EBS network.
II. OPERATING PROCEDURES

A. EMERGENCY ACTION BY THE COUNTY HOMELAND SECURITY AND EMERGENCY MANAGEMENT DIRECTOR

Upon receipt of notification by the County Communications Center of another source that an emergency has been declared within the County, the County Homeland Security and Emergency Management Director, or designated alternate will proceed as follows:

1. Contact the on-scene commander for technical information and recommendations for protective action.
2. From the data received, determine if an evacuation is warranted and the affected area using the criteria specified in Annex O, or this Annex of the County's Emergency Operations Plan.

NOTE
1. If the advice of the State agencies (Step 3), and concurrence of the County Commissioners (Step 4) cannot be obtained in a reasonable length of time, proceed to Step 5.
2. If there is sufficient lead time, it is preferable to have the County Council or the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM) recommend an evacuation to the Governor. The Governor will then order the evacuation under the provisions of the West Virginia Emergency/Disaster Plan.
3. Contact the WVDHSEM and relay the information and recommendation provided by the on-scene commander, and the course of action decided in Step 2. Obtain concurrence with the proposed course of action.
4. If the WVDHSEM concurs, contact the President of the County Council and recommend an evacuation. If the County Council so order, carry out the remaining steps of this procedure. Otherwise, implement sheltering.
5. Implement the County warning system and provide an appropriate emergency action message to the EBS station.
6. Activate the County EOC, and all emergency response plans.
7. Notify the WVDHSEM, if not already done, and request assistance, as necessary.
8. Direct and coordinate the response of County departments and agencies in providing for the evacuation.
9. Receive situation reports from emergency response groups. Apprise the County Council, and the WVDHSEM, and take action as necessary based on these reports.
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 4 TO ANNEX E
DESIGNATED EVACUATION AND RETURN ROUTES

I. DEFINITION OF AN EVACUATION AREA.

A. An evacuation area is defined using local fire department operating districts and also well recognized topographical or man-made features, such as roadways.

B. The county has been divided into six evacuation areas.

C. In a particular emergency, protective actions may be restricted to one or only part of one area. The six evacuation areas are defined as each fire protection district.

D. Further division of these areas may be done selectively in response to special conditions that make evacuation of an entire area unwarranted. The Director, County Office of Homeland Security and Emergency Management, with the advice of the State Office, will designate the boundaries of the selective areas.

II. EVACUATION ROUTES

A. Transportation routes out of the evacuation areas have been defined. All the evacuation routes represent the most direct routes feasible out of the affected areas.

B. If a primary evacuation route(s) is blocked, congested or otherwise unusable for the population being moved. Alternate evacuation routes will be designated where possible.

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<td>Section I Purpose – Revised.</td>
<td>12/02/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section II Situation and Assumptions – Revised separated Situations and Assumptions.</td>
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<td>Section III Concept of Operations – Removed Phases of Emergency Management, added Sections B-G.</td>
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<td>Section IV Organization and Assignment of Responsibilities – Revised, added IC, PIO, EOC Staff.</td>
<td>12/02/04</td>
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<td>Section V Direction and Control – No change.</td>
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<td>Section VIII Plan Development and Maintenance – Reorder from Administration and Logistic per SLG-101, No change.</td>
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<td>Section IX List of Appendices – Removed existing appendix 4, 5 and added appendix 1, 2.</td>
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<td>Updated to reflect OHSEM instead of OES &amp; updated evacuation route</td>
<td>2/22/19</td>
<td>Annex E, Appendix 4</td>
<td>Randy Lilly Emergency Manager BCHSEM</td>
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ANNEX F – SHELTER AND MASS CARE

I. PURPOSE

The purpose of this shelter and mass care annex is to ensure disaster victims receive the necessary and appropriate services when displaced or evacuated and/or sheltered in a mass care or support facility.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During an emergency or disaster, a portion of the population, or the entire population of Berkeley County may be required to evacuate and relocate to mass care or support facilities.

2. Severe winter storms, floods, severe thunderstorms, tornadoes, and hazardous materials incidents are among the most likely incidents that would prompt emergency sheltering and mass care to be activated in Berkeley County. As such, shelters should be located out of the floodplain and have adequate structural integrity to withstand high winds, significant snow weight, and other natural hazards.

3. Per its charter, the American Red Cross (ARC) will “mitigate the suffering” caused by the above hazards by assisting in the operation of shelter and mass care facilities, upon request.

B. Assumptions

1. The ultimate responsibility for mass care services for citizens rests with local government.

2. If a hazard threatens the entire county, the population may be evacuated and sheltered in a neighboring reception county. Such arrangements should be made prior to any hazard occurrence.

3. Sufficient warning time may be available to ensure that mass care facilities are opened in time to provide shelter and other services for evacuees, especially for those displaced by impending flood waters, etc.

4. Approximately 80% of evacuees will seek shelter with family or relatives rather than go to established mass care facilities.

5. For all but minor evacuations, which will be under the control of the appropriate Incident Commander (IC), the personnel in charge of mass care and feeding will be stationed in the EOC and will direct response operations from that location.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for the feeding and temporary housing of displaced citizens rests with the local government and their designated representatives, namely the county OHSEM Director, who will activate and manage mass care operations.
2. The following factors must be considered during mass care operations: the magnitude, intensity, and spread of onset, duration, and impact of the hazard on the county.
3. In-place sheltering may be employed in some hazardous materials incidents. Please refer to the Berkeley County Hazardous Materials Emergency Plan.
4. As part of the overall management of mass care operations, the OHSEM Director will contact the ARC to manage shelter site operations.
5. The Berkeley County Office of Homeland Security and Emergency Management (BCOHSEM) will contact the ARC by phone to coordinate the number of persons to be evacuated to shelters and the requirements of any special needs sheltering.
6. Shelter managers from the ARC will maintain contact with the Berkeley County Emergency Operations Center (EOC) for information about what evacuees should expect when they return to their homes. For example, evacuees will need to be informed if their homes require inspection before they can return.
7. Communications between mass care facilities and the EOC will be by telephone, with cellular service providing the backup.
8. The Shelter/Housing Coordinator, Social Services Coordinator, and Utilities/Public Works Coordinator, as appointed by the OHSEM Director, will manage and coordinate this section from the county EOC.
9. The OHSEM Director, in coordination with the Shelter/Housing Coordinator and the Berkeley County Chapter of the ARC, are responsible for developing a complete shelter plan.
10. The BCOHSEM, in coordination with the ARC, is responsible for closing sheltering facilities.
11. The Berkeley County Public Information Officer (PIO) will be responsible for keeping the public informed as to the location of mass care facilities.

B. Relationship with American Red Cross (ARC)

1. The ARC will act as the primary agency for operating mass care facilities during disaster or emergency events and will:
   a. Provide operating procedures for mass care facilities.
   b. Provide a manager and appropriate support staff to operate the designated mass care facilities.
   c. Identify appropriate sites and locations for mass care facilities in the county which could be placed into operation in the event of an emergency or disaster.
   d. Coordinate the activities of other agencies and organizations in providing for the care of evacuees in mass care facilities.
   e. Provide a liaison to the EOC, who will act as a liaison between EOC staff and shelter managers.

C. Reception and Registration

1. In order to process relocatees properly, assign congregate care facilities, feeding facilities, and inform relocatees on medical, sanitation and movement rules, it is necessary to have relocatees report to a registration center on arrival.
2. Upon completion of registration, relocatees will be directed on specific routes to facilities in the hosting area. Traffic control teams will be organized to direct relocatees on specific routes to parking areas and facilities in the hosting area.
3. The reception and registration organization will be headed by the ARC Disaster Supervisor and staffed by his/her appointees.

D. Congregate Care and Mass Feeding Facilities

1. Each congregate care facility will be assigned a manager who will be a point of contact for those who are housed in his/her facility. The relocatees will receive assistance for items such as bedding, clothing, and sanitation by contacting the congregate care facility manager. The assigned manager will receive direction from the ARC Disaster Supervisor.

2. Facilities nearby to the evacuated area should be reserved for key workers and their dependents to enable the key workers to commute back to the evacuated area.

3. Designation will be made for one or more facilities as congregate care facilities for individuals or groups with specialized needs, such as the physically handicapped, elderly, hearing impaired, etc.

4. Several locations might be used to feed the relocatees. The Department of Human Services Director will determine which feeding facilities will be utilized, depending on the number of relocatees and where they are staying.

5. In case of a major disaster affecting a wide portion of the state, portions of food commodities originally scheduled for shipment to the affected area will be rerouted and distributed to the reception area to augment their present supply of food.

E. Notification

1. Following the decision by the County Council or the Office of Homeland Security and Emergency Management Director to implement an evacuation, the County Board of Education will be notified of the intention to utilize designated schools as reception and/or mass care centers.

2. Each school will follow standard procedures for notification and activation of its staff.

3. The County Office of Homeland Security and Emergency Management Director will notify each emergency response organization of the activation of reception and mass care centers. These organizations include:
   a. American Red Cross
   b. Salvation Army
   c. County Department of Health
   d. State Department of Human Services, County Office

4. Each emergency response organization will notify appropriate staff members upon activation of the reception and mass care centers.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Berkeley County Homeland Security & Emergency Management Director

1. During emergency situations where evacuation is a potential response, the OHSEM Director will request the Mass Care Coordinator (MCC), as designated by the ARC, to report to the EOC.

2. Issue an order to open the required mass care facilities.

3. Notify each emergency response organization of the activation of mass care facilities, including:
   a. American Red Cross
b. Salvation Army  
c. Berkeley County Health Department  
d. West Virginia Health and Human Resources

B. ARC Disaster Supervisor (Mass Care Coordinator)

1. Upon arrival at the EOC, the ARC Disaster Supervisor will assess the disaster emergency situation, review the listing of available mass care facilities, and recommend to the OHSEM Director the number and location of facilities that should be opened.  
2. Notify all potential mass care resources regarding the possible or actual need of their services or facilities.  
3. Ensure that the necessary mass care information, such as the number of occupants per facility, meal service, etc. is made available to the appropriate section of the EOC.

C. Law Enforcement

1. Provide for the security and protection of mass care facilities within their jurisdiction and in accordance with any existing mutual aid agreements, as well as related duties.  
2. Provide traffic control during evacuee movement to mass care facilities.  
3. Maintain order in mass care facilities, if necessary.  
4. Provide an additional means of communications to the EOC, if necessary.

F. Engineering and Public Works Officials

1. Ensure power, water supply, and sanitary services at mass care facilities are maintained during emergency conditions.

G. Health Coordinator

1. Establish health and sanitation services in reception and mass care centers.  
2. Supervise food, water and drug supplies at mass care centers.  
3. Distribute inhibiting or mitigating drugs, vaccines, or other preventives.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Sites and facilities that have been identified and deemed appropriate for mass care facilities, mass feeding sites, and reception and registration areas should be reviewed on at least an annual basis to ensure their continued ability to function properly and meet the needs of evacuees and emergency managers.  
2. The ARC is responsible for records and reports associated with tracking the status of mass care operations.
B. Logistics

1. The ARC maintains internal procedures for operating mass care facilities.
2. Documentation of purchases and returns must be coordinated with appropriate governmental officials authorized to make such decisions.

VI. CONTINUITY OF GOVERNMENT

A. Succession of Command

1. In the event that the named ARC Disaster Supervisor is unable to perform his/her duties or function in the capacity indicated, a replacement individual will be named by the ARC.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. The OHSEM Director is responsible for coordinating with the ARC for revising and updating this annex to ensure that a proper plan is in place to meet the needs of displaced populations. This annex will be reviewed and updated on an as-needed basis; however, it is subject to revision at times when the rest of the EOP is undergoing revisions.

VIII. LIST OF APPENDICES

Appendix 1 – Purpose and Operation of Registration Centers
Appendix 2 – Registration Forms

IX. AUTHENTICATION

_________________________________________
Date                                     BCOHSEM Director
## RECORD OF CHANGES

<table>
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<tr>
<th>Document Title</th>
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<td>12/03/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section II Situation and Assumptions – Revised, combined existing annex L &amp; M</td>
<td>12/03/04</td>
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<td>Section III Concept of Operations – Removed Phases of Emergency Management, added sections B-E, combined existing annex L &amp; M.</td>
<td>12/03/04</td>
<td>3-5</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>5-7</td>
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<td>12/03/04</td>
<td>7, 8</td>
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<td>Section VIII List of Appendices – Reordered from existing Authorities and References, removed existing appendix 1, added appendices 1-3.</td>
<td>12/03/04</td>
<td>8</td>
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<td>Section IX Authentication – Added an Authentication Section.</td>
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<td>8</td>
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<td>2/22/19</td>
<td>All</td>
<td>Randy Lilly BCOHSEM Emergency Manager</td>
</tr>
</tbody>
</table>
PURPOSE AND OPERATION OF REGISTRATION CENTERS

A. Persons will be directed to the reception and registration areas nearest them.

B. Each incoming relocated family should register at a registration facility. At this facility, if necessary, the relocatees should fill out a registration form, be assigned a lodging, feeding and shelter facility, and be given meal tickets. Families being lodged in private homes will still receive meal tickets for feeding at a public facility.

C. Registrars at the registration facility should keep tally sheets of the number of evacuees assigned to each facility so that the capacity of no one shelter is exceeded. Also, a master registration location file should be maintained at the registration facility. Lodging, feeding and shelter coordinators should be provided with a listing of evacuees assigned to their facilities and their feeding schedules. Additionally, resource lists concerning evacuees' useful skills should be maintained for work assignments.
When registering, relocatees will fill out a carbon copy registration form. Upon completion of the registration process, relocatees will receive a copy of the form, which will enable them to enter their assigned congregate care facility.

Registerees Name: ______________________________________________________
Home Address: __________________________________________________________
Sex: Male _____ Female _____ Age _____
Marital Status: Married _____ Single _____
Occupation: ____________________________________________________________
Special Skills/Abilities: ___________________________________________________
Mode of Transportation Used: ____________________________________________
Number of People in Your Party: _________________________________________

<table>
<thead>
<tr>
<th>Name(s)</th>
<th>Age</th>
<th>Sex</th>
<th>Special Skills</th>
</tr>
</thead>
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</tbody>
</table>

Special Medical Requirements: Yes _____ No _____
(If yes, please complete the following)

Name: ________________________________________________________________
Address: _______________________________________________________________
Type of Disability/Handicap: ____________________________________________
ASSIGNED CONGREGATE CARE FACILITY: ________________________________
ASSIGNED FALLOUT SHELTER: __________________________________________
ASSIGNED FEEDING FACILITY: __________________________________________
ANNEX G – HEALTH AND MEDICAL

I. PURPOSE

This annex describes the policies and procedures for mobilizing and managing health and medical services during emergency situations. This annex includes provisions for accomplishing the necessary actions related to lifesaving transport, treatment of the injured, disposition of the dead, and disease control activities related to sanitation and prevention of contamination of water and food supplies during response operations and in a post disaster environment.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. As detailed in the Berkeley County Hazard Mitigation Plan and listed throughout this plan, Berkeley County is vulnerable to a number of hazards, including floods, winter storms, tornadoes, and hazardous materials incidents. These hazards could result in serious health risks and other situations that would adversely affect the daily life of the citizens of Berkeley County.
2. Emergency situations could result in the loss of water supply, and wastewater and solid waste disposal services, which could create health hazards.
3. The facilities that provide medical/health care and services to special needs populations may be damaged or destroyed in major emergency situations.
4. The facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.
5. During any major health-related event (such as a bio-terrorist attack), the health system can expect many people who were not exposed to the event (the worried well) to contact or visit health facilities for treatment.
6. Uninjured persons who require frequent medications such as insulin and antihypertensive drugs or regular medical treatment such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation.

B. Assumptions

1. During most emergencies, on-site facilities such as a command post or triage center may be set up by the individual in charge of the operation.
2. Although many health-related problems are associated with disasters and these problems may over-tax county medical resources, there is an adequate regional capability to meet most emergency situations.
3. Public and private medical, health, and mortuary services resources located in the county will be available for use during emergency situations. However, these resources are limited and they may be adversely impacted by the emergency.
4. Damage to chemical storage areas, sewer lines, water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biologicals, radiological substances, and contaminated water supplies, crops, livestock, and/or food products.

5. Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.

III. CONCEPT OF OPERATIONS

A. General

1. Local government has a general responsibility to ensure the welfare of its citizens and will develop a capability to provide appropriate health and medical services during emergency situations.

2. Medical care is a primary concern during all phases of emergency management, particularly during the response phase. The initial care administered by EMS and triage teams can have considerable impact on survivability for disaster victims.

3. Local emergency services officials, in concert with local hospitals, should take all actions necessary to insure the continued functions of the hospitals in emergency situations.

4. Emergency operations for public health services will be an extension of normal duties.

5. Sanitation is a very significant aspect of public health. One of the primary considerations is the continuation of water disposal under disaster conditions. Medical facilities may need periodic sanitation inspections.

6. Appropriate disaster mental health services need to be made available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them.

7. All ambulances and emergency rescue vehicles serving Berkeley County will be equipped with Field Triage Tags and other equipment as required by law.

8. It is the responsibility of the first EMT/paramedic who arrives on the scene to institute triage and to implement actions that may be required by the situation.

9. When it becomes apparent that the incident is beyond the local medical community’s capacity to respond, the EMS officer in charge shall report to the Incident Commander (IC). The IC will request assistance from the EOC. EOC staff will report to the Health Officer. The Health Officer is responsible for the formal declaration of a medical disaster.

B. Triage Priorities

1. Patients with certain conditions or injuries have priority for transportation and treatment over others utilizing the Simple Triage and Rapid Treatment (START) method. An outline of these conditions is as follows:
a. **Red Category** – First Priority, most urgent airway and breathing difficulties, uncontrolled or suspected severe bleeding, shock, open chest or abdominal wounds, severe head injuries.
b. **Yellow Category** – Second Priority, urgent burns, major or multiple fractures, back injuries with or without spinal damage.
c. **Green Category** – Third Priority, non-urgent transportation and treatment is required for minor injuries but not necessarily by EMS personnel, minor fractures, or other injuries of a minor nature.
d. **Black Category** – Deceased, non-urgent.

C. Human Services

1. The West Virginia Department of Health and Human Resources (DHHR) will act as the primary organization responsible for providing human services to emergency and/or disaster victims.
2. The Director of the DHHR will assess the total emergency or disaster situation and communicate with the various divisions of the department in establishing the need for and priority of service delivery.
   a. DHHR staff from neighboring counties may be contacted if additional staff is necessary.
   b. Staff from neighboring counties will work under the general operation of the local DHHR Director.
3. Press releases dealing with human services will be handled by the Director of the local DHHR, in coordination with the county PIO.

D. Water Response

1. The need to furnish life support services to flood victims and fishermen, swimmers, boaters, or other recreational water enthusiasts could arise at any time. Trained personnel and medical supplies for providing advanced life support to trauma victims are available on land and timely deployment to the scene of the incident can save lives.
2. A request for waterway medical assistance should include details of the trauma to the extent necessary to determine the victim's needs, location, the name and description of the vessel, a description of medical items that are available, and other pertinent information.
3. The OHSEM, in conjunction with responding agencies, is responsible for the overall coordination of the transportation activity and will be assisted by other agencies as requested.

E. Mortuary Services

1. Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. The county coroner is responsible for determining the cause of death, authorizing/requiring autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing removal of bodies from incident sites.
2. The medical examiner shall arrange for the transportation of bodies requiring autopsy. It may be necessary to establish a temporary morgue and holding facilities and obtain additional mortuary service assistance.

F. Requesting External Assistance

1. If health and medical problems resulting from an emergency situation cannot be resolved with local resources, those obtained pursuant to inter-local agreements, or those resources obtained by the resource management staff in the EOC, local government may request medical or mortuary assistance from the state. The Berkeley County OHSEM Director should make requests for such assistance to the WVDHSEM.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Berkeley County Health Department is responsible for developing bio-terrorism plans and other procedures for health emergencies within the framework of the state health and medical services plans and operating within the legal authority delegated to the county, including its municipalities. Response agencies are responsible for developing Operating Guidelines (OGs) that integrate in-county policies and procedures and provide an adequate response.

2. County agencies normally responsible for public health and welfare will provide these services during an emergency to the extent of their capability. State and private agencies (such as the ARC and Salvation Army) will be called upon for assistance as necessary.

3. The county Health Officer will acquaint him/herself with the situation as it develops and be prepared, with the assistance of the county medical staff and the ARC Liaison, to assume direction and/or coordination of the medical and health operations in the event this section of the EOC staff is activated.

B. Responsibilities

1. Emergency Medical Services
   a. Respond to the scene with appropriate emergency medical personnel and equipment.
   b. Upon arrival at the scene, assume an appropriate role in the ICS, If ICS has not been established, initiate it and report to the Berkeley County Emergency Communications Center (ECC)/EOC.
   c. Triage, treat, and transport the injured.
   d. Coordinate with the nearest hospital(s) to ensure casualties are transported to the appropriate facilities.
   e. Establish and maintain field communications and coordinate with other responding emergency teams (medical, fire, police, public works, etc.) and radio and/or telephone communications with hospitals, as appropriate.
   f. Direct the activities of private, volunteer, and other emergency medical units and/or bystander volunteers, as needed.
g. Assist with evacuation of patients from affected medical facilities and nursing homes, if needed.

2. Berkeley County Health Department
   a. Re-establish health and sanitary services in affected areas.
   b. Supervise food, drug, and portable water supplies, including monitoring potentially contaminated supplies and providing alternate uncontaminated supplies. The West Virginia Department of Highways (DOH) and local fire departments may provide appropriate tank trucks to transport these supplies, if necessary and available.
   c. Provide for the relocation and care of special populations, such as nursing home residents, group home residents, invalids in private homes, and others requiring special care.
   d. If the disaster that occurs is of a magnitude that indicates that resources of the local department will be overtaxed, the West Virginia Bureau for Public Health may respond in accordance to prescribed doctrines.
   e. The Berkeley County Health Department is responsible for the issuance of health instructions to the general public.

3. WV Department of Health and Human Resources
   a. Provide emergency financial assistance.
   b. Provide services to children deprived of parental care.
   c. Provide services to elderly and disabled individuals in need of shelter and care.
   d. Provide payments for basic needs and medical care through regular public assistance programs.
   e. In the event that personnel are needed from other counties, their work will be under the general direction of the county Department of Human Services.

4. Medical Examiner
   a. Conduct inquests for the deceased and prepare death certificates.
   b. Order autopsies of necessary to determine cause of death.
   c. Assist forensic investigators to identify unidentified bodies.
   d. Authorize removal of bodies from incident sites to morgue or mortuary facilities.
   e. Provide information through the PIO to the news media for the dissemination of public advisories, as needed.

5. Public Information Officer (PIO)
   a. Disseminate emergency public information provided by health and medical officials in collaboration with the health officer.

V. DIRECTION AND CONTROL

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

B. External agencies providing health and medical support during emergencies will be expected to conform to the general guidance provided by the Incident Commander and EOC decision-makers and carry out mission assignments under their direction. However, organized response units will normally work under the immediate control of their own supervisor.
C. In the event that the EOC and an ICP are both operating, the IC and the EOC must agree upon a specific division of responsibilities for emergency response activities to avoid duplication of effort, as well as conflicting guidance and direction. The EOC and the ICP must maintain a regular two-way information flow. A general division of responsibilities between the ICP and the EOC that can be used as a basis for a more specific agreement is provided in Annex A (Direction and Control).

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. In addition to reports that may be required by their parent organizations, health, medical and human services agencies participating in emergency operations will provide appropriate situation reports to the IC, or if an IC operation has not been established, to the Health Officer/designee in the EOC. The IC will forward periodic reports to the EOC.

2. Pertinent information from all sources will be incorporated into the initial Emergency Report and the periodic Situation Report that is prepared and disseminated to key officials, other affected jurisdictions, and state agencies during major emergencies.

3. In order to assure that a record of events is preserved for use in recovery of emergency operations expenses, response costs, settling claims, assessing the effectiveness of operations, and updating emergency plans and procedures, health and medical operations records generated during an emergency will be collected and filed.

4. Local drills, tabletop exercises, functional exercises, and full-scale exercises based on the hazards faced by Berkeley County will periodically include health and medical services operations. Additional drills and exercises may be conducted by various agencies and serves the purpose of developing and testing abilities to make effective health and medical response to various types of emergencies.

B. Logistics

1. Expenses incurred during response by health and medical services agencies for certain hazards may be recoverable from the responsible party or other sources. Therefore, all departments and agencies will maintain records of personnel, equipment and supplies used or consumed during large-scale health and medical operations.

2. Vital health and medical records should be protected from the effects of a disaster to the maximum extent possible. Should records be damaged during an emergency situation, professional assistance for preserving and restoring those records should be obtained as soon as possible.

VII. CONTINUITY OF GOVERNMENT

A. Line of Succession

1. County Health Officer
2. Health Department Administrator
VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The County Health Officer will work with the OHSEM Director and other medical and human services personnel, as well as the agencies specified in this annex in its development and maintenance. The plan must be reviewed, tested and updated annually.

IX. LIST OF APPENDICES

Appendix 1 – Berkeley County Hospitals, Clinics, Nursing Homes, Ambulance Services, and Pharmacies.

X. AUTHENTICATION

________________________________________
Date  Health Officer

________________________________________
Date  Human Services Representative
## RECORD OF CHANGES

### Document Title
Annex G (Health and Medical)

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<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section II Situation and Assumptions – Revised, separated Situations and Assumptions.</td>
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<td>12/06/04</td>
<td>8, 9</td>
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<td>12/06/04</td>
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<td>All</td>
<td>Randy Lilly BCOHSEM Emergency Manager</td>
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Berkeley County Emergency Operations Plan
## Berkeley County Clinics, Nursing Homes, Ambulance Services, and Pharmacies

### Berkeley County Clinics

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<tr>
<th>Clinic</th>
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<tr>
<td>Fresenius Kidney Care</td>
<td>103 Marcley Drive Martinsburg, WV 25402</td>
<td>(304) 263-0964</td>
</tr>
<tr>
<td></td>
<td>931 Foxcroft Avenue, Martinsburg, WV 25401</td>
<td>(304) 264-0333</td>
</tr>
<tr>
<td>MedExpress Urgent Care</td>
<td>1355 Edwin Miller Blvd Martinsburg, WV 25404</td>
<td>(304) 263-6753</td>
</tr>
<tr>
<td></td>
<td>83 Retail Commons Pkwy Martinsburg, WV 25403</td>
<td>(304) 264-9730</td>
</tr>
<tr>
<td>WVU Urgent Care</td>
<td>5047 Gerrardstown Road, Inwood, WV 25429</td>
<td>(304) 229-2773</td>
</tr>
<tr>
<td></td>
<td>99-1 Globe Drive, Martinsburg, WV 25404</td>
<td>(304) 274-6343</td>
</tr>
<tr>
<td>Valley Health Urgent Care</td>
<td>97 Administrative Drive, Martinsburg, WV 25404</td>
<td>(304) 350-3200</td>
</tr>
<tr>
<td>Shenandoah Valley Health System Inc.</td>
<td>99 Tavern Road, Martinsburg, WV 25401</td>
<td>(304) 263-4999</td>
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### Berkeley County Nursing Homes

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<tr>
<td>Genesis Care Haven Center</td>
<td>2720 Charles Town Road, Martinsburg, WV 25402</td>
<td>(304) 263-0933</td>
</tr>
<tr>
<td>Elmcroft of Martinsburg</td>
<td>200 Gloucester Drive, Martinsburg, WV 25401</td>
<td>(304) 579-4961</td>
</tr>
<tr>
<td>Grenich Care Home</td>
<td>67 Grenich Avenue, Bunker Hill, WV 25413</td>
<td>(304) 229-3624</td>
</tr>
<tr>
<td>Clary Grove</td>
<td>209 Clover Street, Martinsburg, WV 25402</td>
<td>(304) 263-8921</td>
</tr>
<tr>
<td>Countryside Assisted Living</td>
<td>1228 Berkeley Station Rd, Martinsburg, WV 25404</td>
<td>(304) 596-6227</td>
</tr>
<tr>
<td>The Crossings at Martinsburg</td>
<td>13857 Apple Harvest Dr, Martinsburg, WV 25403</td>
<td>(304) 596-0783</td>
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### Berkeley County Ambulance Services

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<tr>
<td>Lambert's Ambulance Service</td>
<td>107 E Main Street, Hedgesville, WV 25428</td>
<td>(304) 754-9070</td>
</tr>
<tr>
<td>Ryneal Medical Transport</td>
<td></td>
<td>(304) 263-2900</td>
</tr>
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### Patient Transportation
1927 Rock Cliff Drive, Martinsburg, WV 25401
(304) 264-0199
(304) 300-0933

### Valley Medical Transport
255 Edmond Road, Kearneysville, WV 25430
800-776-4067

### Berkeley County Emergency Ambulance Authority
82 Sue Court, Martinsburg, WV 25405
(304) 229-0200

### Berkeley County Pharmacies

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<tr>
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<tr>
<td>CVS Pharmacy</td>
<td>1200 Edwin Miller Blvd, Martinsburg, WV 25404</td>
<td>(304) 263-4951</td>
</tr>
<tr>
<td></td>
<td>46 Middleway Pike, Inwood, WV 25428</td>
<td>(304) 229-4318</td>
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<td></td>
<td>436 Retail Commons Pkwy, Martinsburg, WV 25403 (Target)</td>
<td>(304) 264-5201</td>
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<tr>
<td>South Berkeley Pharmacy</td>
<td>5054 Gerrardstown Road, Inwood, WV 25429</td>
<td>(304) 229-2400</td>
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<tr>
<td>Medicap Pharmacy</td>
<td>85 Tavern Road, Martinsburg, WV 25402</td>
<td>(304) 260-9040</td>
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<tr>
<td>Reed's Pharmacy</td>
<td>5078 Williamsport Pike, Martinsburg, WV 25404</td>
<td>(304) 267-6655</td>
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<tr>
<td>Rite Aid Pharmacy</td>
<td>609 Winchester Ave, Martinsburg, WV 25401</td>
<td>(304) 267-2955</td>
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<tr>
<td></td>
<td>7916 Winchester Avenue, Inwood, WV 25428</td>
<td>(304) 229-0935</td>
</tr>
<tr>
<td>Walgreens</td>
<td>101 Forbes Drive, Martinsburg, WV 25404</td>
<td>(304) 262-4697</td>
</tr>
<tr>
<td>Walmart Pharmacy</td>
<td>800 Foxcroft Avenue, Martinsburg, WV 25401</td>
<td>(304) 263-6030</td>
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<td>5680 Hammonds Mill Rd, Martinsburg, WV 25404</td>
<td>(304) 274-3873</td>
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<tr>
<td>Patterson's Pharmacy</td>
<td>134 S Queen Street, Martinsburg, WV 25401</td>
<td>(304) 267-8983</td>
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<tr>
<td></td>
<td>115 Hovatter Drive, Inwood, WV 25428</td>
<td>(304) 229-2929</td>
</tr>
<tr>
<td>Martin's Pharmacy</td>
<td>901 Foxcroft Avenue, Martinsburg, WV 25401</td>
<td>(304) 267-8286</td>
</tr>
<tr>
<td>Moore's Pharmacy</td>
<td>1311 Old Courthouse Square, Martinsburg, WV 25404</td>
<td>(304) 264-0300</td>
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ANNEX H – RESOURCE MANAGEMENT

I. PURPOSE

The purpose of this annex is to describe the means, organization, and processes by which Berkeley County will obtain, allocate, and distribute resources to satisfy the needs that are generated by an emergency event. The prompt and orderly deployment of resources to the Incident Commander (IC) is necessary because local government must make the initial response and recovery.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Emergency response and recovery often create overwhelming resource requirements that are beyond the capabilities of the jurisdictions involved.
2. Hazards that may drain resource supplies include flooding, severe thunderstorms, severe winter storms, tornadoes, and hazardous materials incidents.
3. This annex outlines procedures for requesting assistance and resources in accordance with the National Incident Management System (NIMS) during emergency situations.
4. Under the NIMS, resource management involves four (4) primary tasks.
   a. Establishing systems for describing, inventorying, requesting, and tracking resources.
   b. Activating these systems prior to and during an incident.
   c. Dispatching resources prior to and during an incident.
   d. Deactivating or recalling resources during or after incidents.
5. The Berkeley County Resource Manual will include anticipated needs of local government for all types of emergencies. The listings in this manual will be typed and classified according to criteria published by the NIMS Integration Center.

B. Assumptions

1. The resource management system used by Berkeley County provides a uniform method of identifying, acquiring, allocating, and tracking resources.
2. The resource management system used by Berkeley County provides a credentialing system tied to uniform training and certification standards to ensure that requested personnel resources are successfully integrated into ongoing incident operations and is in accordance with the National Incident Management System (NIMS).
3. All emergency response agencies and organizations will sustain themselves during the first 24-hours of an emergency.
4. There is a potential for donations during or after an emergency event that will need to be effectively managed.
III. CONCEPT OF OPERATIONS

A. General

1. Disaster victims will take precedence in the allocation of resources. Specific priorities will be established through the command structure of the Emergency Operations Center (EOC).

2. It is the responsibility of local government to protect the lives and property of its citizens. Among the actions to be taken toward this end include the following:
   a. Command of all or part of its available resources necessary to protect lives and property and to relieve suffering and hardship.
   b. In the event that all local resources have been exhausted, assistance should be obtained through the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM).
   c. The county will maintain records of all resources utilized, such as personnel, equipment, and materials.
   d. Emergency services agencies should exhaust all local resources before turning to the resource management function.

3. The National Incident Management System (NIMS) has identified the following five (5) key principles as being necessary for effective resource management:
   a. Advance Planning: Preparedness organizations should work together in advance of an incident to develop plans for managing and employing resources in a variety of possible emergency circumstances.
   b. Resource Identification and Ordering: The Berkeley County Resource Manager (RM) should use standardized processes and methodologies to order, identify, mobilize, dispatch, and track the resources required to support incident management activities.
   c. Categorizing Resources: Resources should be categorized by size, capacity, capability, skill, and other characteristics to make resource ordering across jurisdictions more efficient.
   d. Use of Agreements: Pre-incident agreements among all parties providing or requesting resources are necessary to enable effective and efficient resource management during incident operations. These agreements include mutual aid and the Emergency Management Assistance Compact (EMAC).
   e. Effective Management of Resources: The Berkeley County RM will use validated practices to perform key resource management tasks systematically and efficiently.

B. Resource Typing

1. Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.

2. Emergency responders and those who will be using resources will identify measurable standards to categorize resources, these type resources on a consensus basis. Such typing will conform to generalized guidance provided by the NIMS Integration Center.
3. Resource typing is a continuous process designed to be as simple as possible to facilitate frequent use and accuracy in obtaining needed resources.

C. Certifying and Credentialing Personnel

1. Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.
2. Credentialing involves providing documentation that can authenticate and verify the certification and identity of designated incident managers and emergency responders.
3. The Berkeley County OHSEM will maintain information on proper certification and credentialing.
4. The heads/superiors of each responder’s department (i.e. fire chief, etc.) will maintain documentation verifying their proper certification.

D. Inventorying Resources

1. The Berkeley County RM maintains and updates a resource manual to assess the availability of assets provided by public, private, and volunteer organizations.
2. The resource manual should be made available to the 911 center, Emergency Operations Center (EOC), and any other multi-agency coordination entities.
3. A key aspect of the inventorying process is determining whether or not the primary use organization needs to warehouse items prior to an incident.

E. Identifying Resource Requirements

1. The Berkeley County RM should identify, refine, and validate resource requirements throughout the incident life cycle. This process will involve accurately identifying what and how much is needed, where and when it is needed, and who will be receiving or using it.

F. Ordering and Acquiring Resources

1. Requests for items that the IC cannot obtain locally should be submitted through the local EOC or multi-agency coordination entity using standardized resource ordering procedures.
2. If the servicing EOC is unable to fill the order locally, the OHSEM Director will make requests for resources to the WVDHSEM using an electronic web-based tool called E-Team at https://wveteam.wvdhsem.gov/wvem/home/login.jsp

G. Tracking and Reporting Resources

1. The Berkeley County OHSEM will develop a system to display real-time information concerning where resources are located, and the coordination of the movement of personnel, equipment, and supplies, in a centralized
database accessible to all EOC staff members.

H. Recovering Resources

1. During this process, resources will be rehabilitated, replenished, disposed of, and retrograded as necessary or deemed appropriate by the RM.
   a. Nonexpendable Resources: Resources that are fully accounted for at the incident site and again when they are returned to the unit that issued them.
      i. The issuing unit is responsible for restoring the resources to fully functional capability and readies them for the next mobilization.
      ii. Broken and/or lost items should be replaced by the organization with invoicing responsibility for the incident.
   b. Expendable Resources
      i. The restocking of resources should occur at the point from which they were issued.
      ii. The incident management organization will bear the costs of expendable resources, according to financial agreements concluded by appropriate organizations.
      iii. Returned resources that are not in restorable condition must be declared as excess according to established regulations and policies of the controlling entity.
   c. Reimbursement
      i. The reimbursement process will include mechanisms for collecting bills, validating costs against the scope of work, ensuring that proper authorities are involved, and accessing reimbursement programs.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Resource Management function of the Emergency Operations Center (EOC) will be activated by the Director of the Berkeley County OHSEM, who is the designated emergency manager under state and local code.
2. The Resource Manager will have discretion and authority to activate additional facilities and personnel, e.g. a “Needs Group” to assess needs, a “Supply Group” to locate and obtain supplies.
3. During an emergency, the Berkeley County OHSEM will coordinate and identify essential resources to be rendered to disaster victims.

B. Responsibilities

1. Resource Manager
   a. Direct and supervise the activities of the needs, supplies, and distribution groups.
   b. Coordinate with the EOC Manager, key organizations, and other representatives in the EOC regarding needs and priorities for meeting them.
   c. Monitor potential resource shortages in Berkeley County and advise the
EOC on the need for action.
d. Identify facilities that may be used to store needed resources and donations.
e. Utilize the Berkeley County Resource Manual to find and deploy available resources to field operating organizations that need them to carry out emergency response operations.

V. ADMINISTRATION AND LOGISTICS

A. Resources are available through participation in mutual aid agreements. Copies of mutual aid agreements are on file at the OHSEM.
B. All agencies involved in a response that taxes existing resources and requires additional resources will maintain records of resources expended for inclusion in requests for disaster assistance. These records should be provided to the Berkeley County OHSEM following an emergency event.
C. Detailed documentation of any assistance given to or received from mutual aid jurisdictions must be maintained and delivered to the proper authorities for disposition of future claims.
D. An emergency response critique session will be held following a disaster event to review each agency’s response and determine how, if possible, the response could be altered in the future to better meet the needs of the population.
E. Situation Reports (SITREPS) will be regularly sent to the WVDHSEM thru E-Team. The EOC will participate in conference calls and supply information as requested by the WVDHSEM.

VI. CONTINUITY OF GOVERNMENT

A. The Emergency Operations Center (EOC) is directly responsible for proper coordination of resource management. Provisions for an alternate or backup operation are established. Central Dispatch backup is at the Jefferson County Emergency Center located at 28 Industrial Blvd, Kearneysville, WV. EOC Command could be moved to one of the county office buildings in Martinsburg. The HSEM also has mobile command capabilities through the use of the hazmat truck and other apparatus.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Resource Manager, in coordination with the Berkeley County OHSEM Director, is responsible for the periodic review, updating, exercise, revision, acceptance and approval of the resource management annex.
B. The Berkeley County OHSEM Director appoints a Resource Manager. The director is responsible for designating a new RM, if necessary and should also name an alternate to serve, if needed, on a temporary basis during a response.

VIII. LIST OF APPENDICES

A. There are no appendices to this Annex; however, there are multiple types of resource listings which are an important part of the functions of this annex. These resource listings include contacts lists, resource databases, organizational Operating Guidelines (OGs), and other documentation. Resource lists are
available in electronic and/or hard copy formats.

IX. AUTHENTICATION

_________________________________  ____________________________
Date                                      Resource Manager
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<td>2</td>
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ANNEX I – DAMAGE ASSESSMENT

I. PURPOSE

The purpose of this annex is to describe the procedures to be followed in the assessment of damages resulting from natural, technological, and man-made disasters or other major incidents. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to those needs.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The majority of the hazard events that have been identified in Berkeley County have the potential for causing damage. A planned damage assessment procedure is essential for effective response and recovery operations.

2. A preliminary damage assessment produces a descriptive measure of the severity, requirements and capabilities, effectiveness of initial response operations, and requirements for supplemental assistance.

3. Damage assessment covers two (2) broad categories of information: public damage and private damage.
   a. Public damage includes estimates of damage to government-owned facilities such as public buildings, sewage and water treatment facilities, and publicly-owned utilities, roads, bridges, parks, public schools, etc. Public damage also includes estimates of costs of government’s emergency response, i.e. cost of debris removal, police and fire overtime, etc.
   b. Private damage includes estimates of people displaced and in need of housing and the number of persons in shelters, number of injuries and fatalities, and the degree and dollar estimate of damage to private property, including homes, businesses, farms, and personal possessions.

4. Structural loss is defined as follows: (1) destroyed – permanently uninhabitable, (2) major damage – cannot be repaired in 30 days or less, (3) minor damage – can be repaired within 30 days, and (4) affected – in need of repair but does not prevent habitation.

B. Assumptions

1. A timely, accurate assessment of damages to public and private property will be a vital concern to county officials and will have a direct impact on the execution of recovery efforts.

2. Organizations with damage assessment responsibilities in Berkeley County will provide adequate numbers of trained personnel who can conduct the varieties of damage assessments required following an emergency.

3. Higher levels of government will provide assistance in developing damage assessment reports to support requests for major disaster declarations.

4. The Berkeley County Office of Homeland Security & Emergency Management (OHSEM) will coordinate the completion of these assessments and provide them to the West Virginia Division of Homeland Security & Emergency Management (WVDHSEM) in a timely manner.
III. CONCEPT OF OPERATIONS

A. General

1. The responsibility for damage assessment ultimately lies with the Chief Elected Officials (CEO) of Berkeley County, who will use American Red Cross (ARC) damage assessment guidance when dealing with private dwellings.
2. The Berkeley County OHSEM will train damage assessment personnel to provide for fast and accurate information collection and forwarding to the Berkeley County Emergency Operations Center (EOC).
3. Damage assessment teams assigned by the Berkeley County OHSEM will conduct initial damage assessments with the assistance of fire and police personnel as soon as possible following an emergency and will provide this initial report of damages to the Berkeley County EOC. The information will then be forwarded to the WVDHSEM within 12 hours of the emergency since state and federal assistance programs are dependent on these assessments.
4. Release of any damage assessment information, if appropriate, will be coordinated by the Berkeley County OHSEM Director and the county Public Information Officer (PIO).

B. Detailed Damage Assessment Activities

1. The WVDHSEM Damage and Needs Assessment Form will be completed and provided to the WVOEHSEM within 36 hours.
2. State, federal, and local personnel will complete the Preliminary Damage Assessment Form when joint damage assessments are conducted at the site.
3. If Berkeley County wishes to apply for state assistance, the Damage Assessment Site Estimate Form must be submitted to the WVDHSEM within 14 days.
4. Forms can be obtained locally from the Berkeley County OHSEM.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The appointed Damage Assessment Coordinator (DAC), an EOC staff position, shall be responsible for estimating, collecting, recording, evaluating, and disseminating intelligence to those concerned on the loss, suffering, or harm resulting from a disaster.
2. When the disaster is confined to the boundaries of, or inclusive of an incorporated city the CEO of that jurisdiction will provide personnel for staffing in the Damage Assessment Section (DAS) and shall be responsible for reporting to the group all damage assessment data pertaining to his/her jurisdiction.

B. Responsibilities

1. Assessment of damages is the responsibility of the affected government. Reports of property damages in total numbers and degree of damages (destroyed, major, minor, affected) are required. Total dollar losses in current replacement repair costs and the uninsured portion of the dollar losses are also needed. The dollar amounts will be estimated for the total replacement cost of each type of property.
a. Local governments make assessments for public and private property within their jurisdictions.
b. State departments and agencies assess damage to the properties under their cognizance.

2. When directed by the state office or in cases of serious and widespread damage, damage assessments may be conducted by the Damage Assessment Coordinator (DAS) in the affected area. This person may be assisted as needed by state personnel in the affected area or augmented by state personnel from elsewhere. The OHSEM Director will make and assemble damage assessments covering the situation. These reports will be transmitted to the WVDHSEM.

3. When federal assistance is needed, a preliminary damage assessment may be made by FEMA, jointly with state government, to develop information on the severity and magnitude of the situation. This assessment is used to make decisions on disaster declarations and/or other federal commitments.

4. Law enforcement and/or fire service agencies involved in responding to the disaster shall report the following to the DAS as soon as it becomes available.
   a. Number of fatalities (by name and/or address to avoid reporting duplications).
   b. Number of injured (by name and/or address to avoid reporting duplications).
   c. Other pertinent information that may become available to them during their response (evacuations, structural damage).
   d. If sufficient personnel are available, law enforcement and/or fire service personnel may be called upon by the DAS to perform door-to-door verification of private sector losses, as is sometimes required when requesting federal assistance. Utilization of personnel for this purpose is preferable, in that these individuals are uniformed, ID carrying, and often recognized representatives of local government to whom victims can entrust personal information.

V. DIRECTION AND CONTROL

A. During emergency or disaster situations, the Damage Assessment Coordinator will operate from the EOC and will coordinate damage assessment activities. All damage information will be forwarded to the plotter and posted in the EOC. Repairs to public facilities will begin as soon as possible. Priority will be given to those facilities that are critical to emergency response activities. County and city resources, including private sector resources, will be relied upon for most of the work with support from state, federal, and other jurisdictions, as available.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

   1. The Berkeley County OHSEM will be responsible for all paperwork required for funding assistance requests, etc.

B. Logistics

   1. The Berkeley County OHSEM maintains a list of critical facilities located throughout the county.
2. The Berkeley County OHSEM will provide training for damage assessment staff members.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the damage assessment function is as follows:

1. Berkeley County Councilpersons
2. Chief Executive of the Jurisdiction(s) involved
3. OHSEM Director
4. Damage Assessment Coordinator

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Damage Assessment Coordinator and the OHSEM Director are responsible for reviewing this annex and compiling new/updated information on an annual basis, commencing one (1) year from the approval date of this document, or more often as necessary.

IX. LIST OF APPENDICES

Appendix 1 – Housing Damage Assessment and Tally Sheet
Appendix 2 – Business Damage Assessment and Tally Sheet
Appendix 3 – Agricultural (Natural Disaster) Damage Assessment

X. AUTHENTICATION

_________________________________________ _____________________________
Date Damage Assessment Coordinator
# RECORD OF CHANGES

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BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 1 TO ANNEX I
HOUSING DAMAGE ASSESSMENT

Damage assessors will follow these general instructions.

A. Complete the following “Housing Damage Assessment Tally Sheet”. It is important that the area be clearly defined by street or road name/number.
B. Use the “hash-mark” system for tally.
C. Trace the areas you assessed on your map.
D. Damage assessment teams should be composed of two (2) or three (3) members, one of whom should be familiar with the area.
E. Please be careful to fill in all needed information legibly.
F. You will not be able to spend much time at one location. While damage assessments should be concise, they are only estimates. Interior inspections are not normally made, but you may find it necessary to walk through apartment complexes or mobile home parks.
G. Report situations that you cannot handle to your supervisor.
H. You can learn a lot by talking to local people, and this can help in completing the “tally sheet”. However, you should make no comments about whether or not federal assistance will be provided.
I. Windshield surveys require three (3) basic decisions.

   1. The type of structure.
   2. The degree of damage (destroyed, major, minor, affected).
   3. The number of individual units in each damage category.

J. Damage Criteria

   1. Destroyed – Item/building is not usable and not economically repairable.
   2. Major Damage – Item/building is not usable and can only be returned to service with extensive repairs.
   3. Minor Damage – Item/building may be used under limited conditions and can be restored to full service with minor repairs.
4. Affected Habitable – Some damage, but can be used without immediate repairs.

K. Categories of Dwellings

1. Homes – The primary residence (townhouses, condominiums, mobile homes, rental units and farm dwellings fall into this category).
   a. Limit damage assessment to the building itself. Personal property is not considered. Damage to farm improvements, implements, crops, etc. will be obtained from the Farm Service Agency (FSA).

2. Recreational Dwellings – Cabins or second homes, trailers, mobile motor homes, etc. should be included in this category.

L. Survey teams should complete the following HOUSING DAMAGE ASSESSMENT TALLY SHEET. Please follow the instructions below.

1. Describe the area surveyed, using the names of streets and roads, when possible. If you have a map, sketch the area on it. It is better to do this after you are through.

2. Make tally marks so that your information can be summarized later. On a separate sheet of paper, enter approximate value of each building surveyed. This should be your best estimate and will probably not be very accurate. Final surveys usually vary substantially from initial reports and this is to be expected.

3. Note that a building can be checked in as many of these items as apply.

4. Tally as to construction and also for basement and floor type.

5. Try to determine water level from high water marks on buildings. This can also indicate presence of sewage materials, oil or other chemicals.

6. Flood insurance is only important if the dwelling is in the 100-year floodplain.

7. It is helpful to indicate how many residents own the building and how many are renters. Information on private roads and bridges is also needed. A brief description of the damage is helpful. Also indicate whether there are alternate ways of reaching the residences.

8. Any other information that you think might be helpful. Note any rumors that you hear officials need to know about them.
TALLY SHEET

Date: ________________  Assessor: __________________

1. Area Assessed (include street/highway boundaries)

<table>
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<tr>
<th>Structure</th>
<th>Destroyed</th>
<th>Major Damage</th>
<th>Minor Damage</th>
<th>Affected Habitable</th>
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<td>Primary Homes</td>
<td></td>
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<td>(App. Value)</td>
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<td>Recreational Dwellings</td>
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2. Make Tally Mark for Each Building

3. Tally of Homes that Have Lost Utilities

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<th>Utility</th>
<th></th>
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<td>Water</td>
<td></td>
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<td>Gas</td>
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<td></td>
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</tr>
<tr>
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<tr>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewage</td>
<td></td>
<td></td>
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<tr>
<td>Septic Tanks</td>
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4. Tally of Homes in Each Category

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<th>Type</th>
<th>Frame</th>
<th>Brick</th>
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<th>Stone</th>
<th>Stucco</th>
<th>Concrete</th>
<th>With Basement</th>
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5. If Flood Damage, Note Following

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<th>Contained Chemicals</th>
<th>Mud</th>
<th>Silt</th>
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<tr>
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6. Tally of Damaged Homes with

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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Check Any of Following that Apply and Explain Below

<table>
<thead>
<tr>
<th>Privately Owned</th>
<th>Large Percentage Of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads</td>
<td>Bridges</td>
</tr>
<tr>
<td>Elderly</td>
<td>Low Income</td>
</tr>
<tr>
<td>Minorities</td>
<td>Renters</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

8. Any Other Information that You Think Might Be Helpful

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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</tbody>
</table>
I. GENERAL INSTRUCTIONS

A. Damage Assessment Teams will usually consist of two (2) or three (3) members, one of whom should be familiar with the area.

B. When defining the area surveyed, it is desirable to trace it on a map. When this is not possible, be sure to use street or road names, along with natural boundaries, such as rivers, hills, etc.

C. Surveys should be made carefully but without spending too much time on any one site. These are merely estimates and are not expected to be exact.

D. If unusual situations prevent you from completing your task, the circumstances should be given to WVDHSEM.

E. Make no comments about whether or not federal assistance will be provided.
## TALLY SHEET

### AREA SURVEYED

<table>
<thead>
<tr>
<th>County:</th>
<th>Assessor:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Col. 1</th>
<th>Col. 2</th>
<th>Col. 3</th>
<th>Col. 4</th>
<th>Col. 5</th>
<th>Col. 6</th>
<th>Col. 7</th>
<th>Col. 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
<td>Emp.</td>
<td>Bldg.</td>
<td>Inv.</td>
<td>Equip.</td>
<td>Total</td>
<td>Damage</td>
<td>Uninsured</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

Enter area surveyed, using streets or roads as boundaries, when possible.

Col. 1 – Enter name of business.
Col. 2 – Number of employees.
Col. 3 – Dollar amount of structural damage.
Col. 4 – Dollar value of lost inventory.
Col. 5 – Dollar value of equipment loss.
Col. 6 – Total loss from all of the above.
Col. 7 – Degree of damage (destroyed, major, minor).
Col. 8 – Amount of loss not covered by insurance.
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3 TO ANNEX I
AGRICULTURE (NATURAL DISASTER) DAMAGE ASSESSMENT

I. COUNTY EMERGENCY BOARD

A. Responsibility

1. When required by the Chairperson of the State Emergency Board, the Chairperson of the County Board will initiate the Damage Assessment Report.

2. The County Emergency Board must formally approve the Damage Report and a copy of the minutes including such approval should be attached to the Damage Report.

B. Natural Disaster Damage Assessment Report

1. Forms may be reproduced, as needed.

2. Use the term “farm” or “farmers” to cover farms, ranches, farmers, ranchers, or aquaculture operations.

3. Enter losses to aquaculture operations separately.

4. Specific entries:
   a. Item 3
      i. Enter total number of farmers in the county.
      ii. Enter the number of farmers who sustained losses as a result of the natural disaster.

   b. Item 4
      i. Indicate type of natural disaster. If a major animal disease outbreak occurs immediately following a natural disaster, state how abnormal weather may have contributed to spread of disease.
      ii. Actual date(s) on which natural disaster occurred, Example: hailstorm August 15, 2004; Drought May 1 through July 15, 2004.
c. Items 5 through 14
   i. List all principal commercial crops, including pastures and timber, in
      the order of their importance to the county’s agricultural economy.
   ii. Crops and Livestock: Use price information furnished by the State
      Emergency Board Chairperson in establishing dollar losses of crops
      (including pastures and timber) and livestock.
   iii. Aquaculture Operations: Use information furnished by the SEB
      Chairperson in estimating unit and dollar losses of aquaculture
      operations.

d. Items 15 through 20
   i. Use the value of farm buildings and equipment as determined by the
      County Emergency Board in estimating dollar losses.

e. Item 21
   i. Include damage and losses to farmland, fences, timberland, drainage
      outlets, irrigation systems, etc.

5. Submit to State Emergency Board Chairperson, with copies to:
   a. OHSEM Director.
   b. County Emergency Board Members.

II. STATE EMERGENCY BOARD

A. Natural Disaster Damage Assessment Report

1. The SEB will edit each county report as necessary and will indicate SEB
   concurrence.

2. Within two (2) working days after receipt from CEB, forward the report to the
   ASCS Regional Director, Attn: Emergency Preparedness Division, with
   copies to:
   a. Governor’s Emergency Coordinator.
   b. State Department of Agriculture.
   c. FEMA Regional Director, on request.
<table>
<thead>
<tr>
<th>USDA-Potential Natural Disaster Damage Assessment Report</th>
<th>1. State</th>
<th>2. County</th>
<th>3. Number of Farmers in County Doing Business as an Owner-Operator or Tenant-Operator</th>
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</thead>
<tbody>
<tr>
<td>US-DA Potential Natural Disaster Damage Assessment Report</td>
<td></td>
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<td>Yes</td>
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</table>

Copies of minutes of Local and State FAC, Emergency Personnel meetings must be attached.

<table>
<thead>
<tr>
<th>Date of Disaster(s)</th>
<th>Brief Description of Disaster</th>
<th>Concurrence with Reported Data:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
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7. Crops

<table>
<thead>
<tr>
<th>Crops</th>
<th>Acres Normally Planted/Growing in County:</th>
<th>Acres Planted/Growing in County in Disaster Year:</th>
<th>Disaster Year Yield Per Acre for Acres Planted/Growing in Disaster Year:</th>
<th>Acres not Planted in the Disaster Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<th>Acres Planted/Growing in County in Disaster Year:</th>
<th>Disaster Year Yield Per Acre for Acres Planted/Growing in Disaster Year:</th>
<th>Acres not Planted in the Disaster Year:</th>
</tr>
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<th>Crops</th>
<th>Acres Normally Planted/Growing in County:</th>
<th>Acres Planted/Growing in County in Disaster Year:</th>
<th>Disaster Year Yield Per Acre for Acres Planted/Growing in Disaster Year:</th>
<th>Acres not Planted in the Disaster Year:</th>
</tr>
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</table>

14. Number of Farmers with Production Losses:

- 100% losses
- 90 to 99% losses
- 80 to 89% losses
- 70 to 79% losses
- 60 to 69% losses
- 50 to 59% losses
- 40 to 49% losses
- 30 to 39% losses
- 20 to 29% losses
- Less than 20% losses

15. Number of Farms with Physical Losses:

- Major
- Minor

16. Livestock and Poultry:

- Number and Kind Destroyed/Damaged: Loss: (Dollars)
- Livestock: Cattle, Sheep, Hogs, Poultry, Aquaculture

17. Farm Facilities:

- Number Destroyed: Number Damaged Loss: (Dollars)
- Farm Facilities: Dwellings & Service Buildings, Structures, Machinery and Equipment, Land Damages (Acres), Other

18. Remarks:
ANNEX J – LAW ENFORCEMENT

I. PURPOSE

This annex defines the roles, assigns responsibilities, and defines the interaction of the law enforcement agencies in Berkeley County during emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During emergencies, law enforcement must expand their operations to provide the increased protection required by disaster conditions.
2. Upon activation of the EOC, coordination of law enforcement activities will be the responsibility of the Law Enforcement Coordinator. This is not a job title, but a descriptive term for the person in the EOC who coordinates law enforcement activities.

B. Assumptions

1. Adequate law enforcement resources and services will often be available through existing verbal mutual aid agreements. If local capabilities are overtaxed, support will be obtained from state and federal law enforcement agencies.
2. On-scene command centers and/or coordination through the EOC may be needed because law enforcement provides a wide variety of functions, and coordination and communication among various agencies may be necessary.

III. CONCEPT OF OPERATIONS

A. General

1. During emergency situations, each law enforcement organization will retain authority within their jurisdiction.
2. On-duty deputies will be notified by radio dispatch in emergencies. Telephones and pagers will be used to notify off-duty deputies.
3. Information concerning damage assessment, evacuation status, and related areas of concern will be forwarded to the Sheriff's Department or jurisdictional law enforcement agency. This information will then be forwarded to the activated Emergency Operations Center (EOC).
4. Law enforcement will be prepared to re-route traffic around damaged areas during emergencies in order to provide a continuous flow to the extent possible.
5. Security will be provided by law enforcement during emergencies in coordination with the Incident Commander (IC) at the scene of the emergency.
6. The relocation and housing of prisoners will be under the direction of the Sheriff of Berkeley County.
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Berkeley County Sheriff

1. Provide overall control of the scene of the emergency to include entrance and egress to the site.
2. Secure the EOC and other restricted areas.
3. Provide a hostage negotiator when needed.
4. Support evacuation efforts, if underway.
5. Provide security around the perimeter of the emergency as directed by the Incident Commander (IC).
6. Collect evidence if the emergency is also designated as a crime scene.
7. Coordinate and prepare mutual aid agreements between local, county, state, and federal law enforcement agencies that will detail the extent of support and under what conditions support will be given (who, when, where, and how it will be paid for).

B. Municipal Police Departments

1. Provide overall control of the scene of the emergency to include entrance and egress to the site if the site is within jurisdictional boundaries.
2. Maintain law and order.
3. Provide mobile units for warning.
4. Secure key facilities.
5. Provide traffic and crowd control.
6. Support other emergency response activities.

C. West Virginia State Police

1. Support the local law enforcement operations, as and when requested.

V. DIRECTION AND CONTROL

A. The Berkeley County Sheriff is responsible for coordinating emergency law enforcement activities within the county outside of municipal jurisdiction boundaries. Police agencies will have the authority and responsibility within their respective jurisdictions. The establishment of priorities and coordination between law enforcement units will be requested through the EOC, but only after local resources have been expended or deployed.

B. The Sheriff or his/her designee will serve as the Law Enforcement Coordinator within the EOC, unless the incident is confined to the city limits of Martinsburg, in this case a representative of the Martinsburg City Police Department will report to the EOC.

C. Local governments are responsible for coordinating law enforcement activities within other jurisdictions.

D. When two (2) or more police agencies are involved, primary service will be provided by the first department on the scene. The jurisdictional department will always take the lead where and when appropriate.

E. Mutual aid forces will function under the supervision of their enforcement coordinator at the EOC in the jurisdiction in which they are operating.

F. Auxiliary and volunteer forces that are not covered by mutual aid agreements will work under the direct supervision of the Sheriff. Military forces not covered by mutual aid agreements will work under the direct supervision of the Sheriff.
VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Law enforcement agencies will maintain current maps and charts and current notification/recall rosters for their respective agencies.
2. Law enforcement agencies will make maximum use of available communications resources. In addition to providing communications from the EOC, the need to augment existing radio communications with Amateur Radio groups and other communications organizations must be given high priority.
3. Law enforcement agencies will develop procedures for the timely submission of required reports and records. Records are required to establish historical data and to substantiate reimbursement requests.

B. Logistics

1. The Berkeley County Sheriff’s Department will provide security for the EOC and all restricted areas.
2. Law enforcement agencies will make maximum use of available communications resources.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the Law Enforcement Coordinator shall be as follows:

   1. Sheriff
   2. Chief Deputy Sheriff

B. Line of succession to all key positions will be established in OGs and approved by the senior elected official of the jurisdiction.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Each law enforcement agency will be responsible for developing and maintaining plans that will reflect the operational capabilities of the respective department or agency. The Sheriff is responsible for ensuring compatibility of the various jurisdictional law enforcement plans and integrating these plans into a cohesive county law enforcement operational plan.

B. All plans will be reviewed at least annually and tested by conducting exercises. Resources will be inventoried at least semi-annually to include personnel, equipment, supplies, and other items.

IX. LIST OF APPENDICES

Appendix 1 – Law Enforcement Agency Listing
X. AUTHENTICATION

Date

Berkeley County Sheriff
<table>
<thead>
<tr>
<th>Brief Description of Change</th>
<th>Date of Change</th>
<th>Page(s) Affected</th>
<th>Change Made By</th>
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<tr>
<td>Section I Purpose – No Change</td>
<td>12/13/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section II Situation and Assumptions – Revised.</td>
<td>12/13/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section IV Organization and Assignment of Responsibilities – Moved County Commission to appropriate annex.</td>
<td>12/13/04</td>
<td>5-7</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>12/13/04</td>
<td>7</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section VI Administration and Logistics – Revised, reordered from existing section VII.</td>
<td>12/13/04</td>
<td>8</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Section VII Continuity of Government – Reordered from existing section VI, revised.</td>
<td>12/13/04</td>
<td>8</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section VIII Plan Development and Maintenance – Revised.</td>
<td>12/13/04</td>
<td>9</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section IX List of Appendices – Added appendix 1</td>
<td>12/13/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section X Authentication – Added an Authentication Section.</td>
<td>12/13/04</td>
<td>N/A</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Moved existing section IX to Basic Plan.</td>
<td>12/13/04</td>
<td>9</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Updated agency listing</td>
<td>2/26/19</td>
<td>5</td>
<td>Randy Lilly BCHSEEM Emergency Manager</td>
</tr>
</tbody>
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## BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
### APPENDIX 1 TO ANNEX J
#### BERKELEY COUNTY LAW ENFORCEMENT AGENCY LISTING

<table>
<thead>
<tr>
<th>Agency</th>
<th>Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Berkeley County Sheriff</td>
<td>510 South Raleigh Street, Martinsburg, WV 25410</td>
<td>(304) 267-7000</td>
</tr>
<tr>
<td>WV State Police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martinsburg</td>
<td>14 Trooper Drive, Martinsburg, WV 25404</td>
<td>(304) 267-0000</td>
</tr>
<tr>
<td>Kearneysville</td>
<td>409 Industrial Blvd. Kearneysville, WV 25430</td>
<td>(304) 725-9779</td>
</tr>
<tr>
<td>Troop 2 Headquarters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Berkeley Springs</td>
<td>1750 Valley Road, Berkeley Springs, WV 25411</td>
<td>(304) 258-0000</td>
</tr>
<tr>
<td>Martinsburg Police Department</td>
<td>232 N Queen Street, Martinsburg, WV 25401</td>
<td>(304) 264-2100</td>
</tr>
<tr>
<td>Charles Town Police Department</td>
<td>114 West Liberty St. Charles Towns, WV 25414</td>
<td>(304) 725-2714</td>
</tr>
<tr>
<td>Shepherdstown Police Department</td>
<td>104 N King Street Shepherdstown, WV 25443</td>
<td>(304) 876-6036</td>
</tr>
<tr>
<td>Ranson Police Department</td>
<td>700 N Preston Street Ranson, WV 25438</td>
<td>(304) 725-2411</td>
</tr>
<tr>
<td>WV Division of Natural Resources</td>
<td>1910 Sleepy Creek Road Hedgesville, WV 25427</td>
<td>1-800-NET-GAME</td>
</tr>
<tr>
<td>Sleepy Creek</td>
<td></td>
<td>(304) 754-3855</td>
</tr>
<tr>
<td>Federal Bureau of Investigation (FBI)</td>
<td>Martinsburg, WV 25401</td>
<td>(304) 263-3421</td>
</tr>
<tr>
<td>Department of Homeland Security</td>
<td>796 North Foxcroft Ave, Martinsburg, WV 25401</td>
<td>(304) 264-2552</td>
</tr>
</tbody>
</table>
ANNEX K – FIRE AND RESCUE

I. PURPOSE

The purpose of this annex is to provide Berkeley County with firefighting capabilities that are able to meet the demands of a disaster situation. In addition to firefighting responsibilities, rescue and warning and hazardous materials operations are addressed.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Fire prevention, control, and rescue operations are daily problems faced by fire service personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection, including conflagrations, nuclear incidents, hazardous materials, and terrorist activities.

2. Firefighting and rescue personnel establish an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to address emergencies.

B. Assumptions

1. Existing fire personnel and equipment will be able to handle most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from neighboring counties and state and federal agencies through the Berkeley County EOC.

2. Disaster operations differ from daily operations in that fire departments may be called upon to perform tasks, but will have to coordinate their operations with other disaster response forces.

III. CONCEPT OF OPERATIONS

A. General

1. The responsibilities of fire service personnel in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with rescue operations and hazardous materials response.

2. There are eight (8) fire departments located within the county; each of which operates within a mutually recognized territory and all have a mutual understanding to assist each other in the time of need

3. In a disaster situation, a fire department representative from either Martinsburg Fire Department, Berkeley Fire or one of Berkeley County Volunteer Fire Departments will allocate a person to staff the EOC to coordinate deployment of fire and rescue personnel and equipment into the county or into other counties or states.

4. The highest-ranking firefighting official on-scene will assume the role of Incident Commander (IC). If the incident involves more than one jurisdiction, the highest-ranking
firefighting official of the affected jurisdiction will assume the role of IC (in accordance with the West Virginia Code, Chapter 29, Article 3A, Section 1).

5. Fire service personnel are responsible for their own knowledge of the Incident Command System (ICS) and the National Incident Management System (NIMS). This knowledge must include cooperation and interaction with law enforcement and EMS.

B. Search and Rescue (SAR)

1. Local fire departments are the primary organization involved with SAR.
2. Law enforcement may help with SAR activities, as they are available.
3. Other organizations such as the Civil Air Patrol (CAP) may become involved if search by aircraft is initiated.

C. Hazardous Materials Response

1. Local fire departments are responsible for initially establishing the scene’s perimeters.
2. Local fire departments will most likely be the first contact to agencies such as CHEMTREC and will most likely request the involvement of the Regional Response Team (RRT) from the local Emergency Communications Center.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. During large-scale emergencies, the fire departments of the county will coordinate response efforts and assist other entities within the county to the extent possible with additional manpower and equipment to protect lives and provide for the safety of all citizens within the county.

B. Responsibilities

1. First Fire Department On-Scene
   a. Activate the Incident Command System (ICS) as required by the National Incident Management System (NIMS).
   b. Designate an Incident Commander (Chief of the first department on-scene).
   c. Direct firefighting and rescue operations.
   d. Prioritize the assignment of personnel and equipment to emergency sites.
   e. Provide fire protection for public shelters.
   f. Designate staging areas for equipment and personnel.
   g. Direct search and rescue operations, as necessary.
   h. Supply initial damage assessment information to the EOC.

2. Other Fire Departments
   a. Support the ICS, as required.
   b. Support firefighting and rescue operations.
   c. Maintain contact with the EOC through the IC.
V. DIRECTION AND CONTROL

A. The appointed Fire Services Coordinator (FSC) is responsible for the overall direction and coordination of the fire companies’ operations from the EOC during an emergency situation. The FSC will maintain coordination with all fire departments concerning manpower, firefighting, and rescue vehicles in the county.

B. The rescue squad(s) participating in these operations will receive mission assignments from the fire department official in overall charge at the primary command post.

C. The release of information concerning detailed local fire control operations at the site(s) will be the responsibility of the department official in charge at the primary command post. Public information releases will be issued by the command staff Public Information Officer (PIO). The county PIO will release this information if the EOC is activated.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Each fire/rescue organization is responsible for providing necessary support to their response personnel for food, water, fuel, and emergency power. Requests for necessary items may be coordinated through the EOC.

2. Reports and records for fire service activities during an emergency/disaster involving activation of the EOC will be collected, maintained, and distributed on a need-to-know basis by the Fire Service Coordinator.

B. Logistics

1. Logistical concerns for each fire department are addressed in departmental Operating Guidelines (OGs).

VII. CONTINUITY OF GOVERNMENT

A. Lines of Succession

1. The alternate position for the Fire Service Coordinator is as follows:
   a. Designee

2. Lines of succession in individual fire departments proceed from the Chief to the Deputy Chief to the Assistant Chief to Captains to Lieutenants and then to senior firefighters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Each fire and rescue agency will be responsible for developing and maintaining OGs that reflect the operational capabilities of the respective department.

B. All plans shall be reviewed annually and tested in periodic exercises. All resources will be inventoried semi-annually to include personnel, equipment, supplies, and other items.
IX. LIST OF APPENDICES

Appendix 1 – Berkeley County Fire and Ambulance Departments
Appendix 2 – State Fire Marshal Listing

X. AUTHENTICATION

___________________________________  ___________________________
Date                                     Fire Service Coordinator
## RECORD OF CHANGES

<table>
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<td>Section I Purpose – Revised, combined existing annex H &amp; K.</td>
<td>12/15/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section II Situation and Assumptions – Revised, incorporated NIMS.</td>
<td>12/15/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section IV Organizations and Assignment of Responsibilities – Revised, added an organization section, combined existing annex H &amp; K.</td>
<td>12/15/04</td>
<td>7, 8</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>12/15/04</td>
<td>8, 9</td>
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<td>12/15/04</td>
<td>9, 10</td>
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<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>12/15/04</td>
<td>10</td>
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<td>Section IX List of Appendices – Removed existing appendix 1 added new appendix 1.</td>
<td>12/15/04</td>
<td>11</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section X Authentication – Added an Authentication Section.</td>
<td>12/15/04</td>
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<td>Moved existing Section IX to Basic Plan.</td>
<td>12/15/04</td>
<td>11</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Updated contact &amp; associated contact information</td>
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<td>All</td>
<td>Randy Lilly Emergency Manager</td>
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### BERKELEY COUNTY FIRE AND EMERGENCY AMBULANCE DEPARTMENTS

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<thead>
<tr>
<th>Department</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martinsburg Fire Department</td>
<td>200 N Raleigh St., Martinsburg, WV 25401</td>
<td>(304) 264-2111</td>
</tr>
<tr>
<td>South Berkeley Volunteer Fire Department</td>
<td>7556 Winchester Ave, Inwood, WV 25428</td>
<td>(304) 229-5377</td>
</tr>
<tr>
<td>Hedgesville Volunteer Fire Department</td>
<td>4217 Hedgesville Rd, Hedgesville, WV 25427</td>
<td>(304) 754-3662</td>
</tr>
<tr>
<td>Baker Heights Volunteer Fire Department</td>
<td>2229 Charles Town Rd, Martinsburg, WV 25405</td>
<td>(304) 263-7755</td>
</tr>
<tr>
<td>Back Creek Valley Volunteer Fire Department</td>
<td>1922 Back Creek Valley, Hedgesville, WV 25427</td>
<td>(304) 299-8992</td>
</tr>
<tr>
<td>Bedington Volunteer Fire Department</td>
<td>775 Bedington Rd, Martinsburg, WV 25401</td>
<td>(304) 263-7755</td>
</tr>
<tr>
<td>VA Medical Center Fire Department</td>
<td>510 Butler Ave, Martinsburg, WV 25405</td>
<td>(304) 263-0811 Ext 4611</td>
</tr>
<tr>
<td>167th Airlift Wing Fire Department</td>
<td>222 Saber Jet Blvd, Martinsburg, WV 25405</td>
<td>(304) 616-5753</td>
</tr>
<tr>
<td>Berkeley County Emergency Ambulance Authority</td>
<td>82 Sue Court, Martinsburg, WV 25405</td>
<td>(304) 299-0200</td>
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BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 2 TO ANNEX K
STATE FIRE MARSHAL LISTING

- **STATE FIRE MARSHAL**
  Kenneth E. Tyree
  (304) 558-2191

- **DEPUTY FIRE MARSHAL**
  Bob Sharp
  (304) 558-2191

- **EMERGENCY ASSISTANCE/ EXPLOSIVE AND ARSON DIVISION**
  1-800-233-FIRE (3473)
ANNEX L – ENGINEERING AND PUBLIC WORKS

I. PURPOSE

The purpose of this annex is to outline the duties and responsibilities of the engineering and public works segments of the county in the event of a major emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. There are several types of emergencies that could occur that would affect the engineering and public works organizations of Berkeley County. Coping with damage from floods, snow/ice, windstorms, tornadoes, utility failures, fire or explosion, and cleaning up following a hazardous materials release could require more personnel and equipment than the most well-equipped engineering and public works departments will have available.
2. Structures affected by a disaster may require reinforcement, demolition, inspection, or isolation to ensure safety. Debris removal and hauling from urban, rural, and industrial sites are common activities following many emergencies.
3. Public utilities may be partially or fully inoperable following a disaster event.
4. Equipment in the immediate danger area may be damaged or inaccessible. Resources may have to be deployed from outside the affected area in order to ensure an effective response.

B. Assumptions

1. All engineering and public works equipment and personnel will be available to cope or deal with any anticipated disaster.
2. Utilities may be increased to serve a hosted population or decreased in an evacuated area.
3. Transportation will be required to expedite an evacuation or transfer resources and supplies.
4. Local contractors have enough resources to supplement engineering and public works recovery efforts in any foreseen disaster.

III. CONCEPT OF OPERATIONS

A. General

1. The Engineering and Public Works Coordinator will coordinate engineering and public works activities under the direction of the Office of Homeland Security Management (OHSEM) Director during disasters.
2. The Berkeley County Engineer will serve as the Engineering and Public Works Coordinator.
3. The Berkeley County Engineer may activate mutual aid with adjacent counties when additional emergency resources are needed.
4. When state, federal, or private organizations arrive in Berkeley County to assist in engineering, public works, and utility response, the Berkeley County Engineer and the municipal engineering departments in Berkeley County will act as their local contacts, depending on the location of the activity.

5. Road closures and the establishment of alternate routes may be employed while emergency crews are removing debris from roadways. Road closures and blockades may be requested by law enforcement agencies to assist in access control or public safety.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Berkeley County Engineer will be the overall coordinator of engineering and public works functions in the event of a major emergency in the county.

B. Responsibilities

1. Berkeley County Engineer
   a. Provide for debris removal.
   b. Remove ice and snow on roadways to provide access for electrical and natural gas crews.
   c. Provide flood and wastewater drainage/removal.
   d. Support heavy equipment rescue needs.
   e. Support traffic control efforts with equipment and personnel.
   f. Identify, prioritize, and coordinate work to repair local roads, bridges, and culverts.
   g. Identify local private contractors who can provide backup support, including engineering experts who can perform structural evaluations and inspections.

2. City Street Departments
   a. Repair and maintain streets.
   b. Perform damage assessments.
   c. Remove debris from streets and roadways.
   d. Provide equipment and operators, as necessary.
   e. Store and provide fuel for emergency vehicles.

3. Water Departments
   a. Test water for potability/contamination.
   b. Provide potable water to the Berkeley County EOC.
   c. Work with the Berkeley County Health Department to coordinate efforts to provide temporary potable water supplies when necessary.

4. Electricity Providers
   a. Restore power following a disaster.
   b. Provide electric inspections before persons affected by the emergency return home.
   c. Assist with fire prevention related to downed power lines.
5. Natural Gas Providers  
   a. Shut off/repair broken natural gas lines.  
   b. Ensure that the emergency site is ventilated to disperse accumulations of natural gas.  
   c. Provide natural gas inspections before persons affected by the disaster return home.

V. DIRECTION AND CONTROL

A. The Engineering and Public Works Coordinator will relocate to the EOC upon its activation. From this location, he/she will provide direction and coordination for all engineering and public works activities in the county and coordinate with other EOC representatives.

B. Each operating department will communicate directly with its own field forces, and in turn will keep the EOC informed of all activities performed, personnel and equipment committed, and additional personnel and equipment needed to maintain adequate recovery efforts, via the Engineering and Public Works Coordinator.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. The local OHSEM Director must give priority to requests by the Engineering and Public Works Coordinator for additional resources and personnel.

2. The local OHSEM Director and the Engineering and Public Works Coordinator must work cooperatively to develop procedures for hiring contractors to assist in response and recovery operations.

3. As part of right-of-way and other agreements with property owners at the time utility systems were installed, utility providers have access to their systems for routine maintenance and emergency repairs. These agreements may be utilized during disaster situations. Use of additional property for access, equipment staging, etc. must be negotiated at the time it is needed.

B. Logistics

1. Reports and Records  
   a. Involved agencies and departments will maintain logs, reports, and records on a routine basis.

2. Tests and Exercises  
   a. Engineering and public works personnel should participate in full-scale disaster response exercises as they are scheduled locally and, in orientation, tabletop and functional exercises as necessary.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the county Engineering and Public Works Coordinator is as follows:

1. Berkeley County Engineer
2. Chief Deputy Engineer  
3. Designated Staff Member  

VIII. PLAN DEVELOPMENT AND MAINTENANCE  

A. All engineering and public works agencies (County Engineer, City Engineer, Street and Utilities Departments) are responsible for reviewing this annex and submitting new/updated information to the county OHSEM Director on an annual basis commencing one (1) year from the approval date of this document or more often as necessary.  

IX. LIST OF APPENDICES  

Appendix 1 – Authorization for Removal of Debris  
Appendix 2 – Right of Entry Agreement  

X. AUTHENTICATION  

________________________________________  
Date  

________________________________________  
Berkeley County Engineer
<table>
<thead>
<tr>
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<th>Date of Change</th>
<th>Page(s) Affected</th>
<th>Change Made By</th>
</tr>
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<tr>
<td>Section I Purpose – Revised.</td>
<td>12/16/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<tr>
<td>Section II Situation and Assumptions – Revised.</td>
<td>12/16/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section III Concept of Operations – Revised, removed Phases of Emergency Management, reordered from existing Direction and Control.</td>
<td>12/16/04</td>
<td>2-5</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section IV Organization and Assignment of Responsibilities – Revised reordered from existing Section V.</td>
<td>12/16/04</td>
<td>5-10</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section V Direction and Control – Reordered from existing section III, revised.</td>
<td>12/16/04</td>
<td>2, 3</td>
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<td>12/16/04</td>
<td>10</td>
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<td>12/16/04</td>
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<td>12/16/04</td>
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BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 1 TO ANNEX L
SAMPLE AUTHORIZATION FOR REMOVAL OF DEBRIS

I (WE) ________________________________ owner(s) of the property

commonly identified at ________________________________, Street (attach legal description, if available)

____________________________, Berkeley County, State of West Virginia,

(City or Town)

Berkeley County or its contractors or subcontractors to conduct the removal of structures or debris, located on the above described property except

_____________________________________________________________________

_____________________________________________________________________

I make this authorization because I desire to volunteer this property without compensation, recognizing that it presents a potential hazard to general safety, health, and welfare.

The undersigned agrees and warrants to hold harmless the County of Berkeley, State of West Virginia, including their agencies, contractors and subcontractors, for any damage of any type, either to the above described property or persons situated thereon. The undersigned agrees to release, discharge, and waive any and all action, either legal or equitable, which might arise out of any use or activities on the above described property.

For the considerations and purposes set forth herein, I hereby set my hand and seal this

_______________ day of ______________________, 20__.

____________________________

WITNESS

(OWNER – OWNERS)

____________________________

(OWNER – OWNERS)
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 2 TO ANNEX L
SAMPLE RIGHT OF ENTRY AGREEMENT

I (WE) _________________________________________________, the owner(s) of the
commonly identified as _________________________________
Street (attach legal description, if available)
_____________________________________, _________________________
(City or Town) __________________________, (County)

State of West Virginia, do hereby grant and give freely and without any coercion whatsoever,
the right of access, entry, and use of and to said property to the Federal Emergency
Management Agency, United States Army Corps of Engineers, State of West Virginia, their
agencies, contractors, and subcontractors, for the purpose of removing and clearing any and all
disaster-generated debris of whatever nature from the above described property as may be
necessary.

IT IS FULLY UNDERSTOOD THAT THIS PERMIT IS NOT AN OBLIGATION TO PERFORM
DEBRIS CLEARANCE.

The undersigned agrees and warrants to hold harmless the County of _________________, West Virginia, Federal Emergency Agency, United States Army
Corps of Engineers, State of West Virginia, their agencies, contractors, and subcontractors, for
any damage of any type either to the above described property or persons situated thereon. The
undersigned agrees to release, discharge, and waive any and all action, either legal or
equitable, which might arise out of any use or activities on the above described property. The
property owner(s) reserves the right to mark all or any storm damaged sewer lines, water lines,
and other utility lines to be used as future reference points.

I (have____ have not____) (will ____ will not____) receive any compensation for debris
removal from any other source, including SBA, ASCS, private insurance, individual and family
grant program or any other public assistance program.

For the considerations and purposes set forth herein, I hereby set my hand and seal this
_______________ day of _________________________, 20__.

WITNESS ____________________________            ___________________________________
(OWNER – OWNERS)

___________________________________
(OWNER – OWNERS)

_________________________________________
(Current Address) (Current Telephone)
ANNEX N – HAZARDOUS MATERIALS

I. PURPOSE

The purpose of this annex is to guide Berkeley County’s resources and better protect the residents and environment of the county during a hazardous materials incident. This annex also identifies the capabilities and limitations of the various emergency response agencies with respect to hazardous materials incidents.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. No single agency within Berkeley County is equipped physically or technologically to cope with a hazardous materials incident and a large-scale event will greatly exceed the capabilities of local emergency responders.

2. The political jurisdiction in which the incident occurs is responsible for initially directing response activities and for notifying other political jurisdictions that may be affected.

3. There are many choices involved in reducing the dangers from hazardous materials, and the appropriate choices will vary with particular materials. The choices include:
   a. Elimination of the hazardous material.
   b. Reducing the quantities generated.
   c. Restricting the area contaminated by containing the waste.
   d. Storing the waste.
   e. Other methods include reusing, recycling, or reclaiming materials and managing distribution.

4. The local fire department will be the primary point of alert and notification of hazardous materials incidents within the community.

5. Local Weather Considerations.
   a. Predominant wind direction is from the Southwest at around 5 mph.

6. There are several classes of hazardous materials which include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, oxidizing or corrosive materials, compressed gases, poisons, etiological agents (hazardous biological materials), irritating materials, and other regulated materials (ORM).

7. There are approximately 83 SARA Title II covered facilities located in Berkeley County according to the West Virginia Division of Homeland Security. The following table illustrates the number of covered facilities located in each municipal address.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Number of Covered Facilities</th>
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<tbody>
<tr>
<td>Martinsburg</td>
<td>52</td>
</tr>
<tr>
<td>Bunker Hill</td>
<td>1</td>
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<tr>
<td>Falling Waters</td>
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</tr>
<tr>
<td>Gerrardstown</td>
<td>6</td>
</tr>
<tr>
<td>Hedgesville</td>
<td>3</td>
</tr>
<tr>
<td>Inwood</td>
<td>7</td>
</tr>
<tr>
<td>Bedington</td>
<td>1</td>
</tr>
<tr>
<td>Kearneysville</td>
<td>4</td>
</tr>
<tr>
<td>North Mountain</td>
<td>2</td>
</tr>
</tbody>
</table>

The above table shows the number of covered facilities in each municipal address.
B. Assumptions

1. Due to the industrialization of our society and the many modes of transportation available, hazardous materials incidents can happen virtually anywhere.
2. The combination of mountainous terrain and a large number of creeks and streams could result in widespread contamination from one (1) hazardous materials incident.
3. The wide variation between different substances classed as hazardous materials creates a situation where information must often be collected from varied sources.
4. The dangers involved in attempting to bring a hazardous materials incident to an end without adequate training, equipment, and logistical support are numerous and obvious. A jurisdiction unable to support an adequate program needs to investigate such options as mutual aid with other jurisdictions or private industry.

III. CONCEPT OF OPERATIONS

A. General

1. When used in a controlled, safe manner, millions of gallons/pounds of hazardous substances are handled daily. It is when these substances escape their controlled condition and impinge on the environment that a hazardous materials incident occurs.
2. Hazardous materials are capable of catastrophic damage to the environment and its inhabitants. There may be complex ramifications when an attempt is made to curtail an incident. This requires that hazardous materials incidents be approached as a “combined response” operation.
3. The Berkeley County Commission and/or Municipal Governments have the overall authority for protecting the life and health of residents and the environment of the county. Unless specifically preempted by either, or both state or federal laws or regulations, this responsibility extends to the accidental or potential release, of hazardous materials which threaten life, health, and the environment of Berkeley County. These responsibilities include:
   a. The allocation of funds to purchase necessary hazardous materials response equipment.
   b. The allocation of funds to provide training to local emergency officials and responders in responding to hazardous materials incidents.
   c. The provision of leadership and interaction with local industry to facilitate understanding and cooperation between the public and private sectors in planning for and responding to hazardous materials incidents.

B. HAZMAT Levels

1. Hazardous materials incidents are separated into categories according to the severity of the incident and the appropriate emergency response.
   a. Level I – This is an incident involving hazardous materials that can be contained, extinguished, and/or abated by the initial emergency responders with little aid or assistance form other local emergency response organizations. The hazardous materials involved in a Level I incident:
      i. Present little immediate risk to either the environment or public health.
      ii. Present a minimal clean-up containment problem.
   b. Level II A – This is an incident involving hazardous materials that is beyond the
capabilities of the initial emergency responders, but which can be controlled by local emergency response organizations with a limited level of assistance from other local elements or state agencies. The hazardous materials involved in a Level II A incident:
  i. Present a potential or long-term threat to life, health, or the environment.
  ii. Present a significant clean-up problem.

c. Level II B – This is an incident that is beyond the emergency response capabilities of local emergency response organizations, and the chief local elected official has relinquished control to the Governor, who will appoint a state agency to lead the emergency response activities. The hazardous materials involved in a Level II B incident pose the same threat as those involved in a Level II A incident.

d. Level III – This is an incident involving hazardous materials that is beyond the control capabilities of local emergency response units, which is of such a magnitude that it requires the support and assistance from state and federal agencies, and which requires Governor to declare a State of Emergency. The hazardous materials involved in a Level III incident:
  i. Present a potential or long-term threat to life, health, or the environment.
  ii. Present a significant clean-up problem.

D. Special Considerations

1. West Virginia State Law mandates that the ranking jurisdictional fire officer on the scene be the Incident Commander (IC). Overall coordination is the responsibility of the county OHSEM Director. Ultimate authority is vested in the County Commission, or City Government, as appropriate.

2. For hazardous waste incidents such as the discovery of a dangerous dumpsite, the jurisdiction’s hazardous materials equipment, plans personnel, and Operating Guidelines (OGs) will be used that are pertinent to the situation. The discovery of a site of any size and danger, however, will almost always result in a response from higher governmental levels, such as state (DNR) or DEP and federal government (EPA).

3. Due to the urban location of the majority of covered facilities, there are many routes of egress from the sites. First responders should delineate evacuation routes based on situational circumstances.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. City
   a. When a community coordinator has been designated, such coordinator and the Mayor will carry out coordination of a hazardous materials incident response with direction and control exercised from the local Incident Command Post. On-scene command will be exercised by the ranking jurisdictional fire officer, or designated assistant.

2. County
   a. At the county level, the County Council and their appointed representative, the OHSEM Director, will carry out overall coordination of a hazardous materials
incident, with direction and control exercised from the county EOC. On-scene command will be exercised, in accordance with State Law, by the ranking jurisdictional fire officer, or designee.

3. State/Federal
   a. Due to the nature of hazardous materials incidents, response organizations at the State and Federal levels may become involved. For this reason, overall coordination may, at times, be escalated to the state or federal level.

B. Responsibilities

1. County/Municipal Government
   a. Appoint an emergency coordinator for the local jurisdiction who will decide when it is necessary and appropriate to implement this plan.
   b. Provide funds for hazardous materials equipment and training.
   c. Interact with local industry to facilitate understanding and cooperation.
   d. Participate in National Incident Management System (NIMS) by fulfilling its role as chief local governing body, such as issuing evacuation orders, negotiating mutual aid, directing policies, coordinating with higher governmental levels, and exercising governmental authority.

2. Berkeley County OHSEM Director
   a. Complete a hazard vulnerability analysis for the jurisdiction pertaining to hazardous materials.
   b. Initiate contacts and coordinate with local industry.
   c. Work with local agencies to develop Operating Guidelines (OGs) to be used if a hazardous materials incident occurs.
   d. Coordinate training for local and county agencies.
   e. Advise county and local governmental officials on hazardous materials issues and incidents.
   f. Act as county coordinator in the event of a hazardous materials incident.
   g. Coordinate mutual aid agreements with governmental and private agencies.
   h. Assist in the development and coordination of hazardous materials exercises.
   i. Develop and maintain telephone rosters for hazardous materials emergencies. This roster will be categorized by response level.
   j. Develop an emergency management system and decision-making criteria for determining when an indoor protection strategy should be used.

3. Local Emergency Planning Committee (LEPC)
   a. Determine, in cooperation with local industry, the facilities using, producing, or storing regulated quantities of hazardous substances listed by EPA.
   b. Suggest to the state committee and the Governor additional facilities which should be added to the list of regulated facilities.
   c. Receive notification from facilities if a Superfund Amendments and Reauthorization Act (SARA) regulated release occurs.
   d. Receive Materials Safety Data Sheets (MSDS) or a list of MSDS chemicals and an emergency/hazardous chemical inventory on the standard inventory forms from participating facilities.
   e. Develop a hazard-specific plan that meets SARA requirements, in cooperation with local government, response agencies, and local industry.
f. Compile information on each regulated facility and the transportation routes for which the plan is intended.
   i. On-site.
   ii. Neighboring population.
   iii. Surrounding terrain.
   iv. Known impediments (tunnels, bridges).
   v. Other areas at risk.

4. Fire Departments
   a. The primary responsibility of each fire department is fire suppression and rescue.
   b. Establishment of a perimeter and staging area.
   c. Establish a command post.
   d. Preliminary contact with outside agencies (through the EOC) such as Chemtrec, the shipper, etc.
   e. Development of plans, SOPs, etc. that will detail their role in a hazardous materials incident.

5. Emergency Medical Services (EMS)
   a. The primary responsibility of the EMS is to triage, stabilize, and transport patients from a triage area to a fixed medical facility. Secondary responsibilities include medical support, evacuation assistance, and warning.
   b. EMS responsibilities also extend to the decontamination and specialized treatment of hazardous materials victims.
   c. EMS personnel will coordinate their activities with the IC at the command post.

6. Public Works Departments
   a. Develop plans for preventing toxic materials runoff from entering sewer or storm drain systems.
   a. Provide heavy equipment, such as front-end loaders, dump trucks, etc. with operators.
   b. Prevent contamination of the water supply.
   c. Assist in traffic control by providing barricades.
   d. Assist with decontamination and cleanup, if requested.

8. Covered Facilities
   a. Appoint a Facility Emergency Coordinator (FEC).
   b. Participate with the LEPC in the development of plans to carry out SARA requirements.
   c. Participate in hazmat exercises.
   d. Establish mutual aid agreements with governmental and private entities.
   e. Integrate facility emergency procedures with community and county plans, OGs, etc.
   f. Develop warning and communication systems that allow rapid warning and communication in critical areas outside the facility.
   g. Provide Materials Safety Data Sheets or a list of MSDS chemicals and Tier II reports, as needed, to the LEPC.
   h. Develop methods for determining the occurrence of a release and the probable occurrence of an additional release and the probable affected area, including population.
V. DIRECTION AND CONTROL

A. Overall coordination will be conducted by the County Commission and/or Municipal Chief Executives, acting with or through the Berkeley County OHSEM Director acting as the Community Emergency Coordinator.
B. The ranking jurisdictional fire officer, or his/her designee, shall be the on-site IC.
C. Facility personnel shall remain under the authority of company/agency officials.
D. The IC will establish an on-scene command post and assume its management. Senior officials of all groups participating will be present or represented at this command post.
E. The Incident Commander will establish communications with the Community Emergency Coordinator, as appropriate.
F. The County OHSEM Director is responsible for coordination between local agencies and those of the state and federal government.
G. Responsibility for monitoring the size, concentration and movement of leaks, spills or releases, lies with the on-scene Incident Command Post.

VI. ADMINISTRATION AND LOGISTICS

A. The County Council will approve a LEPC consisting of elected officials, representatives of the various response agencies, covered facilities, community groups, and the general public. The LEPC will maintain this annex and monitor SARA compliance.
B. All agencies responding to the incident as part of the county Emergency Operations Plan shall follow all local, state, and federal requirements for reporting and documentation of the incident. A copy of all documentation shall be submitted to the county OHSEM within ten (10) days of the incident.
C. A facility is responsible for documentation of an accidental release by preparing:
   1. Their version of the incident, including time, cause of the spill, material and quantity released, and local response action.
   2. A chronological log that details a minute-by-minute account of the spill, release, or discharge; response activities including emergency response notification of off-site authorities, significant changes in situation, and time of recommendation to notify off-site authorities.
D. The County Council and/or Municipal Governments will be responsible for providing equipment required for hazmat incidents and for entering into contracts and mutual aid agreements.

VII. CONTINUITY OF GOVERNMENT

A. The Deputy Director of the OHSEM succeeds the OHSEM Director.
B. The highest-ranking jurisdictional fire chief will remain the IC unless relieved of duty by a higher-ranking official. Lines of succession for local fire departments should be designated in OGs.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Berkeley County LEPC is responsible for the review, revision, and updating of this annex on an as needed basis, and submitting the necessary changes to the Berkeley
IX. AUTHORITIES AND REFERENCES

A. Authorities

1. West Virginia Code Chapter 15, Article 5, as amended.

B. References

2. 2016 Emergency Response Guidebook, DOT

X. LIST OF APPENDICES

Appendix 1 – Emergency Notification Procedures
Appendix 2 – Training and Exercises
Appendix 3 – Hazard Analysis Flowchart
Appendix 4 – Incident Checklist
Appendix 5 – Containment and Clean-up
Appendix 6 – Evacuation
Appendix 7 – Hazardous Materials Incident Report

XI. AUTHENTICATION

Date ___________________ Berkeley County LEPC Chair
## RECORD OF CHANGES

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<td>Section I Purpose – Revised.</td>
<td>12/20/04</td>
<td>2</td>
<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Section II Situation and Assumptions – Revised.</td>
<td>12/20/04</td>
<td>2, 3</td>
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<td>Section IV Organization and Assignment of Responsibilities – Revised.</td>
<td>12/20/04</td>
<td>7-14</td>
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<td>Section VI Administration and Logistics – Revised.</td>
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<td>14, 15</td>
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<td>Section VII Continuity of Government – Reordered from existing section Abbreviations and Definitions, added entire section.</td>
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<td>Section IX Authorities and References – Revised updated.</td>
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<td>18, 19</td>
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<td>Section X List of Appendices – Removed existing appendices 1, 4 added appendices 5, 7, and reordered.</td>
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<td>Moved Abbreviations and Definitions to appendix to Basic Plan.</td>
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<td>Doug Britvec, R.D. Zande &amp; Associates</td>
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<td>Updated verbiage to reflect HSEM instead of OES</td>
<td>1/31/19</td>
<td>All</td>
<td>Randy Lilly Emergency Manager</td>
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I. NOTIFICATION

A. Within the City of Martinsburg Corporation:

1. Releases of identified hazardous materials within the City of Martinsburg should be immediately reported to the Martinsburg Volunteer Fire Department or Martinsburg City Police. When reported to the Martinsburg City Police, the Police Dispatcher will immediately notify the Fire Department and the Berkeley County Emergency Communications Center (ECC) (Central Dispatch).

2. The Martinsburg Fire Department will make such notifications as are required to provide for support services needed to contain and/or mitigate the release.

3. The Berkeley County ECC will complete the notification process, as follows:
   a. Sheriff of Berkeley County.
   b. Berkeley County OHSEM Director, who will then notify the WVDHSEM Operations Division (558-5380). The OHSEM Director will notify other mandatory agencies at the state and federal level.
   c. Department of Environmental Protection (800-642-3074).
   d. The owner/shipper/carrier of the material, if known.

4. In County (Except City of Martinsburg)
   a. Hazmat incidents will be reported to the Berkeley County ECC (Central Dispatch). Berkeley County ECC will complete notification, as follows:
      i. The appropriate fire department.
      ii. Assisting agencies needed by the jurisdictional fire department in dealing with the response.
      iii. The Sheriff.
      iv. Berkeley County OHSEM Director, who will then notify WVDHSEM Operations Division (558-5380). The OHSEM Director will notify other mandatory agencies at the state and federal level.
      v. Department of Environmental Protection (800-642-3074).
      vi. The owner/shipper/carrier of the material, if known.
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 2 TO ANNEX N
TRAINING AND EXERCISES

I. This appendix should contain a schedule of training and exercises for the jurisdiction’s response agencies. These exercises should be as comprehensive as possible to test the jurisdiction’s ability to respond to a hazmat incident.

A. Training

1. The Berkeley County OHSEM and the LEPC, along with private organizations, are responsible for training their personnel to effectively and safely carry out their assignments.
2. The necessary training courses will be provided by the State Fire Commission, the West Virginia Fire Extension Service (WVU), and the West Virginia Public Service Training coordinator. These courses will provide the necessary training criteria for fire service personnel to assure a competency level in hazardous materials handling. Emergency response personnel are encouraged to take advantage of each training opportunity.
3. The Berkeley County Director of Homeland Security & Emergency Management (OHSEM) will notify the West Virginia Division of Homeland Security & Emergency Management (WDDHSEM) Training Coordinator of the training that is being offered within the county, so a centralized field of training can be maintained.
4. In addition, the Berkeley County OHSEM Director will work with the State Emergency Services Training Coordinator to assure that the widest possible use of Federal Emergency Management Agency (FEMA) courses in emergency response are provided.

B. Exercises

1. The Berkeley County OHSEM and the LEPC will be responsible for an annual testing of the plan.
2. The test shall be of such a nature to test the adequacy of all segments of the plan.
3. The testing of the plan will be done according to the prearranged schedule of tests submitted by the WVDHSEM. This is a three (3) year schedule, which includes natural, technological, man-made, and national security exercises.
4. These tests and exercises will be recorded on proper forms and submitted to the state for review and approval. These reports are then submitted to FEMA. This is a requirement for all EMA/CCA jurisdictions. A critique shall be held after each drill or exercise to review adequacy of the plans in their present form.
1. **Hazards Identification** – Provides specific information on situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release.

2. **Vulnerability Analysis** – Identifies areas in the jurisdiction that may be affected or exposed. Identifies individuals who may be injured or suffer death from certain specific hazardous materials, and what facilities, property, or portion of the environment may be susceptible to damage should a hazardous release occur.

3. **Risk Analysis** – An assessment by the jurisdiction of the probability of an accidental release of a hazardous material and the consequences that might occur.
## INCIDENT CHECKLIST

### Date/Time of report: _____________________  Action Officer: _____________________

- [ ] Callers name: ____________________  Title: ____________________  Phone: ______________
- [ ] Date/Time of incident: ______________  [ ] Start time of release: ______________
- [ ] On-Scene Coordinator: ______________  [ ] Stop time of release: ______________
- [ ] Command Post Communications: ________ mhz _______ mhz Phone: __________

- [ ] Location: _____________________  County: _____________________
- [ ] Type of Incident: - highway - rail - aircraft - fixed facility - other -

- [ ] Container Type: - truck - pipeline - drum - RR car - other ______
- [ ] Cause of incident: _____________________

- [ ] Nature of Incident: - leak - spill - explosion - fire - derailment - other ______
- [ ] Product Name: (confirm spelling)

- [ ] Placard Information: _____________________

- [ ] I.D. (4 digit): ____________________
- [ ] Hazardous Waste number (P, K, F or U + 3 digits: ____________________
- [ ] Hazard Class: ____________________

- [ ] Weather Conditions: ____________________
  - Wind Dir./Speed: ____________________
  - Temperature: ____________ Other: ____________________

- [ ] Material Entering: - atmosphere – soil – storm drain - sewer - other ______

- [ ] Mitigation Initiated: Yes/No ______
- [ ] Stream Threatened: Yes/No ______
  - Name of Stream: ____________________

- [ ] Vapor Cloud/Plume: height: ______
  - Odor ____________  Color ____________
  - Movement: ____________________

- [ ] Local terrain: - level - hilly - steep - urban - rural - forest - field - other ______

- [ ] Waybill Number: ____________________
- [ ] Shipping/Manifest papers available Y/N ______
- [ ] Shipper/Manufacturer contacted: Y/N ______

- [ ] Shippers phone: ______________
  - Name: ____________________
  - Address: ____________________

- [ ] Transporter’s Phone: ______________
  - Name: ____________________
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<tr>
<td>[ ] Amount that May be Released:</td>
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<tr>
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<td>[ ] Health Effects: - eye/skin irritant - resp. distress - other:</td>
<td>[ ] Consignee’s Phone:</td>
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<td>[ ] CHEMTREC 1-800-424-9300: Time:</td>
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<td>[ ] Affected Population:</td>
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<td>[ ] Evacuation Area:</td>
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<td>[ ] # Evacuated:</td>
<td>[ ] Other Calls Completed: Time:</td>
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<td>[ ] Agencies On Scene:</td>
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<tr>
<td>[ ] Highways/Roads Blocked:</td>
<td>[ ] Cleanup Started: Y/N Time:</td>
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<tr>
<td>[ ] Where Taken:</td>
<td>[ ] Resources Needed:</td>
</tr>
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</table>
I. PURPOSE
To provide assistance to first responders, fire fighters, law enforcement personnel, and
emergency services personnel in responding to the containment and clean-up requirements
for a hazardous materials incident.

II. CONCEPT OF OPERATIONS

A. Procedure for Stopping and Containing Spills

1. The Incident Commander (IC) has the duty of evaluating the health hazards of the
   contaminants to the containment and clean-up workers. Once the IC has made this
   evaluation, he/she must determine what will be the most appropriate method with
   which to proceed. The incident dictates what approaches should be followed.

2. A suggested procedure to be followed by responding personnel detecting spillage or
   leakage of oil or other hazardous materials is as follows:
   a. Isolate Source – Isolate source of leakage or spillage and shut off flow of
      hazardous material by closing valves, shutting down pumps, installing plugs,
      and/or by any other appropriate method, keeping in mind the safety and training
      of personnel.
   b. Containment of Spills – Contain spilled hazardous material in smallest possible
      area. Containment methods which may be employed in various spill situations
      appear below:
      i. Material spilled into small ditches or streams: In small watercourses, erect
         dams, baffles, or any other barrier in the ditch or stream downstream from the
         hazardous material, the barrier can be constructed utilizing wire fencing with
         absorbent material (hay or straw, earth, timbers, or any other readily available
         material). The barrier should be erected in such a manner as to confine and
         contain the hazardous material in the watercourse. In cases involving floating
         pollutants (oil, etc.), and where substantial flow exists in the watercourse, any
         barrier constructed should contain provisions for allowing flow of
         uncontaminated water under the barrier.
      ii. Material spilled into large flowing watercourses and other water bodies (lakes,
         ponds, etc.): Spill events which result in discharge of pollutants into large
         watercourses or other bodies of water which cannot practicably be dammed
         require different containment techniques. Containment of floating pollutants in
         large water areas may be accomplished through the use of floating booms
         and other suitable equipment. A series of barriers may be required to contain
         the spilled pollutant completely.
      iii. Material spilled onto the ground: For spill events which result in discharge of
         pollutants onto the ground within diked areas surrounding a storage tank,
         immediate containment actions which should be implemented include:
         • Checking the integrity of the dike structure and dike drain piping to ensure
           that the pollutant is being contained within the dike.
         • Taking action to either drain or pump out any accumulated water within
           the diked area so as to prevent the quantity of spilled pollutant from
           exceeding the dike capacity and escaping by cascading over the dike
structure. In the event that draining water from a diked area is necessary, it is imperative that this process be observed continuously so as to ensure that the dike drain valve is shut off immediately when any pollutant appears in the discharge. For spill events that result in discharge of pollutants onto the ground outside of diked areas, immediate containment provisions which should be implemented include:

- Where a pollutant is spilled over a large area and is flowing in more than one direction, take immediate action to construct a barrier surrounding the spillage in order to contain the material in as small an area as possible. Any readily available material (earth, timber, etc.) may be used for barrier construction.
- Where a pollutant is spilled into a confined area and is flowing in one direction, take immediate action to dig sumps in the flow line of the pollutant so as to trap and contain the material in a small area. A sump or series of sumps should be made as large as necessary to contain the total amount of pollutant spilled.

iv. Expedient containment structures: Spill containment structures of an expedient nature are necessary in spill event situations.

v. If the substance is burning: Burning should specifically be allowed if the material consists of hydrocarbons or if the material is located either in a pipe or cylinder under pressure. Often in such instances, the best action will be no action at all, except for monitoring the fire to keep it from spreading.

vi. Common sense measures: Containment measures presented in the foregoing paragraphs outline possible methods which can be utilized to contain pollutant spills. Since spills can occur in an infinite number of situations and circumstances, it is impossible to provide specific instructions for every event. Therefore, emergency responders must exercise good judgment and common sense in immediately implementing appropriate containment measures under the direction of the IC, which will achieve the primary objective of confining the spill as quickly and in as small an area as possible and to prevent spilled pollutant from entering waterways or other natural features which could be damaged. Since the spilled material may be highly toxic, the protection of responders is of the utmost importance. Adequate protection and training must be provided to all responders engaged in containing, sampling, recovering or otherwise coming into contact with the spilled material. One source of information for the containment of a spill is the most recent edition of the U.S. Department of Transportation’s (DOT) Emergency Response Guidebook (ERG). In addition to being readily available, it lists the potential hazards and the emergency actions to take for DOT regulated materials. This guide also includes information on placard recognition and isolation/evacuation distances for certain chemicals.

3. Clean-Up Methods
   a. Emergency responders encountering minor emergency situations should utilize whatever technique is appropriate for the situation. These techniques include, but are not limited to, flushing the area with water, preparing dikes, or gathering the contaminants into DOT permitted drums for proper disposal. If the situation surpasses the emergency responder’s capabilities, private contractors may be contacted. The hazardous material contractor will be responsible for large-scale containment and clean up. After controlling the spill source, containing the spilled material and recovery of as much of the material as possible has been accomplished, clean-up and removal of any remaining trace amounts of spilled material should be initiated. Among the clean-up measures which may be employed are:
i. Use of absorbent material to soak up or remove small amounts of the substance.

ii. Removal and replacement of any pollutant-soaked earth, ballast, or other material on the spill site. Following the removal of all hazardous materials from the clean-up, the affected area must be returned to its original condition when feasible. This should be done in accordance with all applicable laws, rules, and regulations. The IC will obtain the appropriate information concerning waste disposal of materials used in a hazardous materials incident clean-up operation.

4. Criteria for Re-Entry
   a. Incident command will determine whether or not the affected area will or will not cause a threat to human health or the environment before entry is allowed. Incident command will use all resources needed to make this determination. In any incident with soil contamination potential, the owner/operator must determine the soil contamination extent and contaminant concentrations.
   b. Continued Monitoring/Sampling: After all liquids, waste residues, and surrounding contaminated soil have been removed from the site, sampling should be performed for confirmation of complete waste removal. If any residual contamination remains and it is determined that additional removal is not feasible, a site closure plan should be written for review by the applicable state or federal agencies. Such a plan must document that the contaminants left in the soil will not adversely impact any environmental media (ground water, surface water, or atmosphere), and that direct contact through dermal exposure, inhalation, or ingestion will not result as a threat to human health or the environment. The agencies can then determine what additional monitoring will be necessary, such as ground water sampling, so that the site can be left “clean”.

B. Restoration

1. One of the most important issues in site restoration is the determination of the cleanliness of the soil (40 CFR 265.111 and OAC 3745-66-11, Clean Levels for Soil). All site closure plans should state a clean level for soil in the area. In order to establish consistent "clean" levels for hazardous material incident sites, the following alternative standards should be met in all applicable closure plans:

2. Naturally Occurring Elements or Compounds
   a. First Alternative
      i. Soils containing naturally occurring elements or compounds in the area of the hazardous material spill shall be considered to be contaminated if concentrations of the soils exceed the mean of the background samples plus two standard deviations.
   b. All metals analyses must be for total metals.
      i. The background soil should be of the same type of soil as the comparison sample. West Virginia DEP may require the owner/operator to determine and compare soil texture (percent sand, clay, silt), soil pH, and caution exchange capacity. The West Virginia DEP may also request to be notified in advance of the collection of soil samples, and also may request to be consulted on the acceptability of the points of background sample collection.
   c. Second Alternative
      i. Soils containing metals shall be considered to be contaminated if concentrations in the soil exceed the upper limit of the range for West Virginia farm soils. The West Virginia DEP may reject any of the above alternatives, based on site-specific information. Additionally, the DEP may accept alternate
3. Compounds Not Naturally Occurring
   a. Soils that contain compounds or elements not naturally occurring in the soils in
      the area of the hazardous materials incident shall be considered to be
      contaminated if these compounds or elements are present above detection limits,
      Solid Waste, Physical/Chemical Methods".
   b. It is understood that "clean" levels may be difficult to achieve in all situations.
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 6 TO ANNEX N
EVACUATION

I. PURPOSE
Evacuation can be completely effective in protecting the public if it can be accomplished before the arrival of the toxic cloud at a particular location. The effectiveness of an evacuation depends on the time required to evacuate an area compared to the time available before the cloud arrives.

II. RESPONSIBILITY
A. The responsibility for recommending evacuation rests with the On-Scene Incident Commander. Law enforcement agencies will carry out the evacuation assisted by other personnel available. During situations where rapid evacuation is critical to the health and safety of the population, the IC may advise the public in the immediate vicinity to evacuate. The Director of the county Office of Homeland Security & Emergency Management (OHSEM) will coordinate all evacuation procedures, supported by the city, county, and private sector operational departments.

B. Recommended evacuation area distances are available for specific substances in the USDOT ERG. If the jurisdiction has the system, the EIS/C can be used to calculate evacuation areas based on the ALOHA plume dispersion model. If the situation warrants immediate evacuation, law enforcement agencies will evacuate an area 2,000 feet around the incident and evacuate an area downwind based on the plume dispersion model. Routes of evacuation should be predetermined.

C. Routes for incoming personnel must be determined so as not to endanger their lives in the process of reporting to the incident site. Evacuation procedures must be coordinated with the command post to ensure the safety of law enforcement officers and the evacuees.

III. TRAFFIC CONTROL AND DIVERSION
A. Overall control of the evacuation rests upon the law enforcement agencies functioning at the incident. Traffic control will follow established procedures. Any necessary changes due to the incident will be made in cooperation with the Incident Commander, the commander of the law enforcement agencies, and the county OHSEM Director.

IV. SECURITY
A. It shall be the responsibility of the law enforcement commander to maintain control of the traffic patterns in the evacuation area until the situation is under control and the command is issued by the Incident Commander to allow the public to return to their homes. Prior to their return, no one shall be permitted into
the evacuation area without consent of the law enforcement commander and the Incident Commander.

V. IN-PLACE EVACUATION

A. A “shelter in-place” evacuation is a viable option for incidents involving particle releases, which are only harmful if people come in direct contact with or breath the particles.

B. In cases where such releases will only last a few hours, the public may be advised to remain in doors and take the following actions:
   1. Close all windows and doors.
   2. Turn off ventilation systems.
   3. Turn radios to an EAS station.
   4. Monitor local radio station.
   5. Monitor Alert Berkeley (Swift911), Berkeley County’s mass notification solution.
BERKELEY COUNTY EMERGENCY OPERATIONS PLAN  
APPENDIX 7 TO ANNEX N  
HAZARDOUS MATERIALS INCIDENT REPORT

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**HAZARDOUS MATERIALS INCIDENT REPORT**  

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EASTERN PANHANDLE

Animals in Disaster Plan
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

SPONSORED BY THE EMERGENCY MANAGERS OF BERKELEY, GRANT, HAMPSHIRE, HARDY, JEFFERSON, MINERAL, AND MORGAN COUNTIES
RELEASED NOVEMBER, 2011
# EASTERN PANHANDLE ANIMALS IN DISASTER PLAN
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EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

FORWARD

Emergency situations can occur at any time. Protection of human life is the highest priority in emergency response. Recent disasters, however, show that the proper preparation and effective coordination of animal issues enhances the ability of emergency personnel to protect both human and animal health and safety. It is much more efficient and effective to develop plans to address animal issues during pre-emergency conditions rather than “on-the-fly” during emergency operations.

Animals are an important part of the Eastern Panhandle’s population. Companion animals, traditional pets, and livestock are all at risk during a disaster. Emergency planners and even the general public often neglect to address the needs of these animals. Since the introduction of the Pet Evacuation and Transportation Standards (PETS) Act of 2006, however, plans are now taking into account these needs. Further, emergency managers must continue to address the needs of special needs populations that utilize service animals.

There are many natural and man-made threats to animals. Animals themselves can become a threat to public health during a large scale emergency. The human population often places itself in danger because of the pet population by refusing to evacuate without pets, thus causing hindrances to responders while looking for pets, etc. The many lessons learned from the Hurricane Katrina disaster exemplify the need to address animal concerns.

The design of this plan is to aid response agencies in handling emergency situations involving animals. Issues discussed in this document make planning a priority to help reduce the severity of the impact a disaster may potentially have on animals and, indirectly, the human population. The plan has been designed such that it attempts to identify resources in a general fashion (i.e., resources that can be used for any situation, not just certain ones) throughout the Eastern Panhandle and surrounding counties. It suggests not only a framework for emergency management and response, but also a number of items for future planning.
The following agencies, departments, and organizations are recipients of electronic copies of this plan. When revisions are made, the appropriate local emergency manager can utilize this list to distribute the changes.

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# EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

## RECORD OF CHANGES

In order for any plan to remain viable and effective, frequent revisions and updates are necessary. This document serves as a record of the changes made to the *Eastern Panhandle Animals in Disaster Plan*. All significant revisions should be logged in this section (with the exception of the correction of typographical errors).

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<tr>
<th>Date</th>
<th>Description of Change</th>
<th>Change Made By:</th>
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<tr>
<td>Nov. 2011</td>
<td>• Complete plan development.</td>
<td>BCOHSEM, GCOES, HCOEM, HCOES, JCHSEM, MCOEM, MCOES, JH Consulting, LLC</td>
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<td></td>
<td>• Review and approval by local emergency managers.</td>
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# EASTERN PANHANDLE ANIMALS IN DISASTER PLAN
## BASIC PLAN

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<td>Pet Sheltering: Local Humane Societies</td>
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<td>United States Department of Agriculture (USDA) Farm Service Agency (FSA)</td>
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<td>United States Department of Health and Human Services (USHHS)</td>
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<td></td>
<td>United States Department of Homeland Security (USDHS)</td>
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<td>Sections 403 and 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 USC. 5170b, 42 USC. 5192</td>
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<td>44 CFR § 206.223(a), 206.225(a)</td>
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## References

PURPOSE

This plan is designed to address animal care in the event of a natural or man-made disaster. Issues discussed in this document make planning a priority to help reduce the severity of the impact a disaster may potentially have on animals and, indirectly, the human population of the counties comprising the Eastern Panhandle of West Virginia. The intent of this plan is to protect the public health, the public food supply, domesticated and wild animal resources, the environment, the agricultural economy, and to ensure the humane care and treatment of animals in case of an emergency.

SCOPE

As defined by the Federal Emergency Management Agency (FEMA), animals that are classified as “household pets” are domesticated animals such as dogs, cats, birds, rabbits, rodents, or turtles kept in the home for pleasure and not commercial purposes. These animals will be referred to as “pets” throughout this plan. Animals not included in the FEMA definition of pets include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals, and animals raised for racing. “Pet shelters” will refer to shelters specifically for the animals included in the FEMA definition of household pets. “Animal care facilities” will generally refer to facilities designed to accommodate larger animals such as horses or cattle. It should be noted that the local responsibility only extends to attempted care for domestic animals.

This document is applicable throughout the governmental jurisdiction of the following counties as well as to the agencies and jurisdictions that participated in the planning process (and, thus, provided a signature in Appendix 1: Authentication):

- Berkeley County,
- Grant County,
- Hampshire County,
- Hardy County,
- Jefferson County,
- Mineral County, and
- Morgan County.
As response guidance, it primarily addresses those responsibilities relating to animals in disaster “created” by an emergency rather than maintaining regular animal control operations, agricultural operations, etc. The presiding assumption is that the guidance described herein would be in addition to daily responsibilities.
I. SITUATION AND ASSUMPTIONS

A. Situation

1. The animal populations within the eastern panhandle counties include:

   service animals, pets, livestock/agriculture, wildlife, and animals for retail.

   Table 1 lists estimates of the animal population.

   a. Developing and maintaining a census of animals is a difficult and
      seemingly endless task. Local officials should continually seek additional
      ways to validate and supplement the above list. One (1) suggestion for
      doing so include an annual survey of veterinary clinics regarding the
      number of rabies tags issued.

   b. See Appendix 2 below for preparedness information specific to types of
      animals.

2. Housing is normally provided by individual households, veterinary facilities,
   boarding facilities, and other congregate care facilities. In these
   circumstances, animals may roam freely or be leashed or caged for climatic
   and/or security purposes.

3. Animals may also be found in transit. They may be moved individually, intra-
   county, or interstate for commercial purposes.

4. Emergency service animals (i.e., for such purposes as Search and Rescue
   [SAR], drug and bomb searches, etc.) are an integral component of the public
   safety infrastructure and should be covered by this document.

---

Table 1

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<thead>
<tr>
<th>County</th>
<th>Dogs</th>
<th>Cats</th>
<th>Birds</th>
<th>Cattle</th>
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<td>423</td>
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* Dog, cat, and bird estimates are taken from American Veterinary Medical Association (AVMA) data, which
  states that 37.2% of US households own dogs, 32.4% own cats, and 3.9% own birds. Further, each
  household owns an average of 1.7 dogs, 2.2 cats, and 2.5 birds. These percentages were applied to
  the number of households in each county as taken from 2010 Census data. (Source:
  http://www.avma.org/reference/marketstats/ownership.asp)
5. Animals also have an economic value; they are a commodity in agriculture, appear in retail markets, and are in the wholesale market as consumables.

6. Animal possession and care is often regulated by local, state, and federal laws. They may be subject to licensing, registration, and/or inspection by government agents.

7. Animals can affect public health. They can be disease vectors for other animals and they can infect humans.

8. Animals can generate emergency conditions within the region, e.g., carrying a disease which prompts emergency activity through the West Virginia Emergency Operations Plan.

B. Assumptions
1. Emergency conditions may impose hardships on animal populations as well as the human population throughout the area.
2. During an emergency, animal owners will take reasonable steps to shelter and provide care for their animals.
3. Animal owners will comply with applicable regulations concerning their animals.
4. Community assets with significant animal concerns will prepare for the safety and welfare of their animals during emergencies to the extent their capabilities allow.
5. Resources for such functions as rescue, emergency medical treatment, temporary housing or shelter, and mass care and feeding may be necessary for animals.
6. Animals may need specialty resources that are not readily available within any county.
II. CONCEPT OF OPERATIONS

A. General

The ultimate responsibility for the care and sheltering of displaced animals rests with animal owners. Responsibility for providing owners with options for animal care rests with the local government.

1. Generalized Responsibilities
   a. The local responsibility is for domestic animals only.
   b. Livestock concerns would be coordinated first by the West Virginia Department of Agriculture (WVDA) and second, if assistance is necessary, by the United States Department of Agriculture (USDA) Farm Service Agency (FSA). See Section VII.C.3 below.

2. Designation of a Coordinating Agency
   a. Animal Law Enforcement: Local Animal Control Departments/Officers
   b. Planning: Local Emergency Managers
   c. Pet Sheltering: Local Humane Societies (where available)
   d. Livestock Emergencies: WVDA

Designation as a “coordinating” agency does not imply the complete responsibility for the designated animals in disaster functions (hence avoiding a designation of “primary” agency). In many cases, such a role would involve the identification of volunteers, Subject Matter Experts (SMEs), etc. to assist in the role. The identification of volunteers for pet sheltering, for example, is an example of a collaborative effort between the planning and pet sheltering functions.

3. Partner Agencies
   a. This document would be implemented by a number of agencies. Each of these agencies would likely provide a service similar to those they regularly provide. As such, all applicable partner agencies are listed below with a brief overview of the type of role they might plan during emergencies with significant animal-related concerns.
b. Table 2 lists the types of partner agencies and their potential role.

**Table 2**

<table>
<thead>
<tr>
<th>Eastern Panhandle Animals in Disaster Partner Agencies</th>
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</thead>
<tbody>
<tr>
<td><strong>Agency Name</strong></td>
</tr>
<tr>
<td>American Red Cross</td>
</tr>
</tbody>
</table>
| Animal Control Agencies                              | • Supports pre-emergency animals in disaster planning efforts in their counties  
|                                                       | • Enforces local laws/ordinances with respect to pet/animal registering, care, health, etc.  
|                                                       | • Supports operations during the response phase with respect to animal rescue and sheltering to the extent possible  |
| Emergency Managers                                   | • Coordinates pre-emergency animals in disaster planning efforts in their counties  
|                                                       | • Supports the response phase via resource management                     |
| Humane Societies                                     | • Supports pre-emergency animals in disaster planning efforts in their coverage areas  |
| USDA FSA County Executive Directors                  | • Facilitate federal-level animal response activities                     
|                                                       | • Represent elements of the *National Response Framework* in the planning process |
| WVDA                                                  | • Facilitate state-level animal response activities                       
|                                                       | • Represent elements of the *West Virginia Emergency Operations Plan* in the planning process |

c. The current list of partner agencies is as follows.

- American Red Cross – Eastern Panhandle Chapter
- Berkeley County Office of Homeland Security and Emergency Management (BCOHSEM)
- Berkeley County Health Department
- Berkeley County Humane Society
- Grant County Office of Emergency Services (GCOES)
- Jefferson County Animal Control
- Jefferson County Animal Welfare Society
- Mineral County Office of Emergency Management (MCOEM)
- Mineral County Human Society
- Morgan County Office of Emergency Services (MCOES)
- USDA FSA – Berkeley / Morgan Counties
• Hampshire County Office of Emergency Management (OEM)
• Hardy County OEM
• Jefferson County Homeland Security and Emergency Management (JCHSEM)
• USDA FSA – Grant County
• USDA FSA – Hampshire and Mineral Counties
• USDA FSA – Hardy County
• USDA FSA – Jefferson County
• WVDA

d. This document was originally developed via the discussions had by a planning committee (comprised of each participating county's emergency manager). Members of that committee should continue to serve as a sort of steering committee guiding on-going plan maintenance.

4. The American Red Cross (ARC) does not have a role in pet shelter or animal care facility operations. If a pet shelter is established near or on the same site as an ARC shelter, it should be noted that the ARC is responsible for returning the site back to normal or pre-emergency conditions. The agency coordinating operations of any pet or animal shelters should ensure that the pet shelter portion of the site is also reclaimed. Requests for materials and/or personnel to help with site reclamation should be made through the appropriate county's emergency management organization.

B. Activation Levels

1. Activation levels are provided to loosely describe the framework that would be necessary for a successful response. As such, it is not necessary to pre-identify and pre-deploy all resources identified by this plan for every animal in disaster response.

2. The following activation levels should be used to describe operations under this plan.

a. **Level 1** should be the “highest” activation level. It corresponds to a situation that would necessitate all regional animals in disaster capabilities and would likely require significant support from other jurisdictions.
b. **Level 2** serves as the intermediate activation level. It corresponds to situations that exceed local (i.e., individual county) resources but could be adequately managed with the resources identified from throughout the region.

c. **Level 3** activations could be entirely handled by local (i.e., individual county) resources.

C. Role of County Animal Control Departments/Officers

1. Generally, the “emergency” or “disaster” role of county animal control departments or officers mirrors that of routine operations. Such an approach makes best use of existing skill sets.

2. Routine Responsibilities to Extend into Emergency Situations

   a. Enforcement of local pet/animal ordinances
   b. Coordination of investigations into animal treatment/cruelty cases
   c. Maintenance of contacts with individuals in the local animal community (e.g., veterinarians, humane societies, shelters, pet rescue associations, etc.)

3. Animal control personnel should ensure completion of, at a minimum, introductory Incident Command System (ICS) courses (e.g., Independent Study [IS]-100 and IS-200) so as to most effectively integrate their efforts into an overall emergency response.

B. Implementing an Animals in Disaster Response

1. Field-Related Response

   a. The following animal-related concerns could arise during emergency responses.

      i. Contamination of a water source
      ii. Animals running loose
      iii. Animals in need of corraling and shelter
      iv. Pets in need of evacuation
      v. Service animals in need of evacuation
      vi. Lost pets or service animals
      vii. Considerations for injured animals
viii. Isolation facilities for injured/diseased animals
ix. Control of animal medications
x. Farm animals threatened by an emergency such as a flood or winter storm

2. Pet shelters and animal care facilities are addressed in more detail below. There are, however, several characteristics that are common to the facilities, including the following.

a. The notification of the need for pet shelters and/or animal care facilities would likely come to the appropriate Emergency Operations Center (EOC) from the field ICS structure.

b. Each facility should designate a Site Manager to serve as a Point of Contact (POC) for the facility.

   i. A manager should be in place for each operational period. The decision of naming a Site Manager should be made by the agency staffing and operating the facility.

   ii. Site managers with some background in an animal-related field are preferable (e.g., veterinarians, stockyard supervisors, pet supply store managers, etc.), but not required.

c. Site managers should ensure that animals are registered and tagged so that they can be returned to their owners following the emergency.

   i. Tagging records should provide the owner with a document/tag that matches a marker on the animal’s collar or harness. A sample tag is shown in Appendix 5.

   ii. The registration process should include:

      • Obtaining any medical records (including vaccination records) that the owner may be carrying,
      • Determining if the animal has any special needs, and
      • Obtaining any food or medication the owner may have brought.

   iii. Some animal owners may have installed chips in their pets/animals for tracking, identification, and other documentation. After installation of the chip, an identification number is input into a database to further...
list animal/owner information. Chips can be identified and “read” with a universal wand. The majority of veterinarians throughout the region indicated that they have at least one (1) wand available. See Appendix 3 for additional information.

3. Flow of Operations
   a. Upon identifying staff to operate a facility, a location should be chosen and initial resources procured. The resource list in Appendix 3 may include potential sources of such items as pet food, crates, leashes, muzzles, tarps, etc.
   b. Prior to allowing any animal to be housed at a pet shelter or animal care facility, a “vet check” should be done.
      i. Vet checks should be done by licensed and trained veterinarians.
      ii. Vet checks are general assessments of an animal’s condition to ensure that it does not contaminate other animals housed at a facility.

C. Pet Shelters
   1. In theory, each county in the Eastern Panhandle intends to establish “pet shelters” at or near human shelters. It is significant to note that these shelters are not a part of any American Red Cross shelters. Generally, establishment of such a pet shelter would be facilitated by a trailer of supplies. There are currently no pet trailers in the Eastern Panhandle homeland security region; to facilitate this service, resource support would be needed from neighboring jurisdictions.
      a. Pet trailers from other jurisdictions should be requested by the appropriate county EOC.
         i. **Transportation:** The jurisdiction providing the resource should provide transportation.
         ii. **Staffing:** Local volunteers should provide staffing.
      b. If an on-scene resource feels that an emergency has an animal component, the on-scene ICS structure can request a trailer as it does any other resource.
c. Emergency managers may choose to request trailers proactively, especially during such incidents as an evacuation or when human shelters are activated.

d. As mentioned, there are currently no pet shelter trailers in the Eastern Panhandle region's member counties. Units should thus be requested as early as possible when it appears that pet sheltering may be necessary.

i. The counties to the west of the Eastern Panhandle (sometimes referred to as “West Virginia Homeland Security Region 4”) have a number of pet shelter trailers. These counties include Gilmer, Lewis, Pendleton, Tucker, and Upshur.

ii. Three (3) counties in North Central West Virginia (sometimes referred to as “West Virginia Homeland Security Region 2”) have pet shelter trailers. They are Brooke, Monongalia, and Preston.

iii. Time Considerations for Pet Shelter Trailer Deployment

- Resources Available Same Day as Request
  - The Berkeley County Humane Society is in the process of creating an animal sheltering response trailer with cages, pens, etc. While some supplies are available, as a complete unit, it is currently not ready for deployment.
  - The Agricultural Department at Hampshire County High School has purchased a number of cages. See Appendix 3 for contact information.
  - Country Mile Pet Resort (Mineral County) has three (3) portable pens.
  - Mineral County Humane Society (Mineral County) has (24) 10’ x 10’ x 16’ portable pens.

- Units Available Day After Request
  - Preston County unit (call Preston EOC – 304-329-1855)
  - Pendleton County unit (call Pendleton EOC – 304-358-3889)
  - Tucker County unit (call Tucker 911 – 304-478-2187)
- Units Available within Two (2) Days of Request
  - Brooke County unit (call Brooke Emergency Management Agency [EMA] – 304-737-5002)
  - Gilmer County unit (call Gilmer Office of Emergency Services [OES] – 304-462-0400)
  - Lewis County unit (call Lewis EOC – 304-269-8200)
  - Monongalia County unit (call Monongalia EOC – 304-598-0301)
  - Upshur County unit (call Upshur 911 to page Upshur OEM Director – 304-472-9550)

3. Pet shelters can be assembled quickly in available spaces, if possible, nearby to ARC shelters for human populations, thus making it easier for owners to assist in the care and feeding of pets (as well as reducing instances of abandonment). The ARC and the EOC should attempt – when time and circumstances allow – to select a human shelter location with available and appropriate nearby space for a pet shelter.
   a. Pet shelters can consist of covered areas (i.e., tarps, pavilions, or portable canopies) and small animal cages to house pets individually.
   b. Pet shelter requirements include operational water and power, adequate lighting, proper ingress and egress, emergency exits, functional restrooms, and non-carpeted floors. If possible, pet shelters should be erected on paved areas to aid in clean-up during the recovery phase.
   c. Fenced space for animals to maintain some physical activity is also important.
   d. Schedules should be maintained for feeding and daily exercise to help minimize distress on the animals.

4. Staffing for pet shelters should come from a cadre of volunteers and chosen at the time of an emergency. The first available volunteers would be deployed. Sources of volunteers differ from county to county.

5. Appendix 3 contains a list of sites that currently shelter, or could be used to shelter pets.
6. Primary Staffing at Pet Shelters
   a. Primary staffing is comprised of a Site Manager and an on-call Veterinarian, at a minimum.
   b. The “Site Manager” should be the first available volunteer to commit to providing assistance.
   c. Once Site Managers are designated, support staff may be selected from the remaining volunteers.
   d. The appropriate EOC should be the entity that requests and coordinates the deployment of volunteers for shelter staffing.

7. Support Staffing at Pet Shelters
   a. Administrative
      i. Responsibilities include tagging, registering, and interface with pet owners.
      ii. Pet shelter volunteers could be assigned to administrative support tasks.
   b. Maintenance
      i. Maintenance tasks include feeding, cleaning crates, etc.
      ii. Pet shelter volunteers could be assigned to maintenance support tasks.
   c. Medical
      i. Medical tasks include vet checks, triage, distribution of medication, etc.
      ii. Veterinary and other resources would be necessary to perform these tasks.

8. At least one (1) staff person should remain at shelters on a 24-hour basis. This staff person should only be expected to perform administrative and maintenance support tasks; medical support tasks should be accomplished via calls for assistance and/or on-call arrangements with appropriately-trained individuals.
9. If established near ARC shelters, sheltered populations should be able to
shelter their pet at the pet shelter for the duration in which they themselves
are in the ARC shelter. Pet shelters are ideally for these situations, not
temporary shelters to which people would return (i.e., a place to leave pets
while they leave the county). Clinics and kennels should be utilized for those
populations.

10. Volunteers from groups such as 4-H and Future Farmers of America (FFA)
can assist, when possible, in the operations of pet shelters and animal care
facilities. Local officials would gain access to these resources through the
West Virginia University (WVU) Extension Service.

11. General supplies that may be needed in pet shelters are listed above. If
supplies are needed for the establishment of an ad hoc pet shelter, they
should be procured through the appropriate EOC per regular resource
procurement guidelines.

12. Only after the entire shelter is fully set-up should the public be encouraged to
take pets to the facility.

D. Animal Care Facilities

1. Animal care facilities may be defined as public or private facilities and/or
properties used to lodge and care for displaced animals. Appendix 3 contains
a list of possible animal care facility locations.

a. The evacuated animals should receive food, water, bedding, and
sanitation to the extent possible. Animal care facility Site Managers
receive direction from a number of sources.

i. Direction regarding resources and the overall incident should be
received from the coordinating representative in the EOC (see Section
IV.B below).

ii. Direction regarding medical care of animals should come from
licensed and trained veterinarians (ideally with a specialty in large
animals, livestock, etc.).

iii. Direction as to facility matters may come from the facility owner.
b. As discussed above, animal care facilities are typically established for larger animals (i.e., those larger than household pets). The WVU Extension Service may also provide assistance to these animal care facilities (to include producers with livestock trailers, etc.). The Extension Service as well as the USDA FSA may also be able to identify local and/or regional locations to set up a facility, farmers/producers that can assist in staffing a facility, those with trailers to help tow the trailer, etc.

E. Additional Animal Concerns in the Region

1. There are a number of significant animals in disaster issues throughout the Eastern Panhandle region that are unique to the Eastern Panhandle region.

2. In some instances, these animal-related assets represent large segments of the local economy (particularly in Hardy and Jefferson Counties). Additionally, some assets are animal “rescue” operations, the sheer numbers of animals at which create difficult response obstacles.

3. Due to a number of legal issues, specific facilities are not mentioned in this document. To ensure these assets are addressed during emergencies, the following assumptions are made.
   a. Each facility should complete its own in-house emergency operations plan, which would include animals in disaster considerations.
   b. Each facility should share its plan with the appropriate county emergency manager.
   c. The facilities and appropriate emergency managers should discuss the types of assistance that the facility could request and what levels of assistance the public sector could provide. Resource identification comprises the final step.

F. Resource Management

1. A significant contributing factor to the success of an animals in disaster operation is resource management. Due to the specialty nature of pet and livestock needs, the identification of resources could be more difficult (i.e., specialty resources could be more difficult to locate and in smaller numbers than such resources as heavy equipment). As such, pre-emergency resource
identification and the development and execution of Mutual Aid Agreements (MAAs) become even more important.

2. As per the all-hazards approach to emergency preparedness – to which all participating counties in the Eastern Panhandle subscribe – resource management operations for animals in disaster situations are the same as in other emergency situations.

3. Generally, resource management is accomplished (first) at the MAA/Memorandum of Understanding (MOU) level between response agencies. If initial MAAs and MOUs provide insufficient, requests for external resources can be made by the local EOC.

4. All counties in the Eastern Panhandle region maintain resource lists and/or databases. As part of this project (see Appendix 3), resources specific to animals in disaster have been identified and listed for inclusion into those lists and databases.

5. See the “resource management” annex of each county’s emergency operations plan for additional information.
III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. As detailed below, emergency responses throughout the region should be managed by the Incident Command System (ICS) (see Section IV. Direction and Control below).

2. Any resources that report directly to a staging area and receive a direct “response” assignment should integrate appropriately into the on-scene ICS, as directed by the Operations Section Chief.

3. As external resources, pet shelters and animal care facilities would not have a formal “place” in an on-scene ICS structure, but should be accounted for in the overall incident management framework. This framework should be supported by the Emergency Operations Center (EOC) as part of the Multi-Agency Coordination System (MACS). To ensure compatibility with the ICS, pet shelters and animal care facilities should have Site Managers to serve as Points of Contact (POCs).

B. Assignment of Responsibilities

1. Coordinating Agencies
   a. Local Animal Control Departments/Officers
      i. Enforce local animal ordinances and laws.
      ii. Arrange for short-term sheltering of stray and/or abandoned animals.
      iii. Investigate animal treatment/cruelty cases.
      iv. Maintain contacts with the local animal community.
      v. Ensure completion of basic training aimed at building an understanding of the ICS.
   b. Local Emergency Managers
      i. Coordinate with local volunteers to select and open pet shelters and animal care facilities in a county.
      ii. Ensure coordination between the ARC and pet shelter managers if shelters are to be set up near human shelters.
      iii. Update status of pet shelter and animal care facility operations as a part of the overall incident via Eteam.
      iv. Relay resource requests to the State EOC (SEOC).
v. Periodically relay appropriate Situation Reports (SITREPS) to higher levels of government.

vi. Identify local pet shelters and animal care facilities, as needed, prior to hazard events as part of the planning process.

vii. Maintain facility staffing rosters to ensure proper care can be given to displaced animals. (Staffing rosters may indicate a need for volunteer resources.)

viii. Provide pet shelter and animal care facility supply guidelines.

c. Local Humane Societies

i. Support pet rescue and sheltering operations, as per normal protocols.

ii. Coordinate with local volunteers to select and open pet shelters facilities in a county.

iii. Assist in the identification of volunteers that could potentially assist pet shelter operations.

iv. Maintain facility staffing rosters to ensure proper care can be given to displaced animals. (Staffing rosters may indicate a need for volunteer resources).

v. Ensure completion of basic training aimed at building an understanding of the ICS.

d. West Virginia Department of Agriculture

i. Coordinates with agencies at the local level to help maintain emergency operations.

ii. Provides state assistance regarding the identification of animal disease.

iii. Provides state assistance regarding the euthanasia of animals based on disease findings.

iv. Assists the county during clean-up, if appropriate.
2. Support Agencies
   a. Local Veterinarians
      i. Establishes and maintains animal medical care (that is beyond daily
         or routine care), when requested, in pet shelters and animal care
         facilities.
      ii. Supervises the dispensing of basic medical and drug supplies at pet
         shelters and animal care facilities.
      iii. Recommends the euthanasia of sick/injured animals.
      iv. Provides additional resource support in the form of veterinary
         technicians (as they are available).
   b. Local Law Enforcement
      i. Provides security and law enforcement at pet shelters and animal
         care facilities, as necessary.
      ii. Assists in the provision of security, as required, for agencies that
         transport quarantined livestock, equipment, and supplies.
      iii. Provides general crowd control at the local level.
   c. West Virginia University (WVU) Extension Service
      i. Provides support to the agricultural populations of the Eastern
         Panhandle counties.
      ii. Serves as liaison with such groups as 4-H, Community Education
          Outreach Service Organizations (CEOS), livestock groups, and the
          Farm Bureau.
      iii. Serves as a POC to its network of farmers and producers, which
          could provide assistance and other material resources to the animals
          in disaster effort.
   d. West Virginia Division of Homeland Security and Emergency
      Management
      i. Receives local requests for state resources.
      ii. Serves as a conduit to assistance from other state agencies.
      iii. Serves as a conduit to resources from higher levels of government.
e. United States Department of Agriculture
   i. Deploys Animal and Plant Health Inspection Service (APHIS) resources, if necessary.
   ii. Assists, as necessary and contingent upon availability, during operations dealing with an outbreak of a contagious animal or zoonotic disease.
   iii. Supports animal/veterinary issues during natural disasters.
   iv. Coordinates with other federal assets as well as state and local assets responding to the incident as necessary.

f. United States Department of Health and Human Services
   i. Assists in the provision of emergency veterinary care for sheltered and rescued animals.
   ii. Assists in the performance of epidemiological monitoring and reporting of emergency-related animal health issues.
   iii. Manages human bite/injury cases, as appropriate and in coordination with appropriate state and local authorities.

g. United States Department of Homeland Security
   i. Coordinates, with state and local authorities, pet owner identification, tracking, reunification, and social support.
   ii. Coordinates pet issues, including pet evacuation, care, and sheltering with the appropriate state and local government and non-governmental agencies.
   iii. Coordinates with state and local authorities to ensure that animal evacuation and response instructions and status updates are communicated appropriately and in a timely fashion.
   iv. Coordinates the federal response from the Joint Field Office (JFO) in accordance with Emergency Support Function (ESF) #5.
   v. Integrates, to the extent necessary and practical, state and local representatives in JFO operations.
   vi. Coordinates the efforts of federal assets responding under ESFs 6, 8, 9, and 14.
h. American Red Cross
   i. Supports shelter operations for displaced human populations.
   ii. Notifies the EOC if space would allow for a nearby pet shelter.

i. Voluntary Organizations Active in Disaster
   i. Coordinates with organizations involved in animals in disaster operations to lend support, when necessary and appropriate. Support could include the following:
      • Pet shelter and animal care facility staffing,
      • Tagging and tracking pets and animals housed at facilities,
      • Picking up and transporting resources (e.g., food, litter, cleaning supplies, etc.) to pet shelters and/or animal care facilities, and
   
   ii. Provides credentialing information, as necessary, to emergency management officials.
IV. DIRECTION, CONTROL, AND COORDINATION

A. Incident Command System (ICS) Considerations
   1. An on-scene Incident Commander (IC) utilizes the initial incident assessment
gathered by first responders to determine if an evacuation and subsequent
opening of American Red Cross (ARC) shelters for potentially-displaced
human populations is necessary.
   2. If shelters are necessary, the IC should notify the appropriate county’s
Emergency Operations Center (EOC) so that appropriate agencies can be
contacted to establish pet shelters and animal care facilities.
   3. Pet shelter and animal care facility managers should assume an appropriate
role within the overall ICS managing the response. Such a role may be
satisfied through active participation in the EOC.

B. Emergency Operations Center Considerations
   1. It is assumed that during emergencies necessitating shelter operations, the
affected county’s EOC would be operable at some level. It is further assumed
that those incidents for which pet sheltering would be necessary, human
sheltering operations would also be activated. As such, the affected county’s
EOC would be active during large-scale activations (i.e., Levels 1 or 2) of this
plan.
2. EOC operations would primarily consist of the following.
   a. Coordinating with other EOC staff regarding any animal needs in the jurisdiction.
   b. Releasing Emergency Public Information (EPI) to guide the public as to steps to take to care for their pets, services provided, service limitations, shelter/care facility locations, etc.
   c. Maintaining contact with pet shelter and/or animal care facilities to determine resource needs, problems encountered, etc.
   d. Tracking the numbers of animals being sheltered throughout the jurisdiction.
   e. Facilitating active resource management.

3. There are two (2) primary ways to address animal concerns within the EOC structure: as a separate, individual EOC staff position and as a function of the mass care EOC staff position. The selected option to implement is a local decision.

4. County-Specific EOC Considerations
   a. **Berkeley County:** The decision to create an animal-specific EOC staff position is incident-contingent in Berkeley County. If the emergency has a significant animal sheltering or evacuation component, then a position would likely be designated. Staffing would come from the local humane society. It is also significant to note that local animal control personnel could report to the Sheriff in the EOC.
   b. **Grant County:** Animal concerns would likely be addressed collectively by existing EOC staff positions to take maximum advantage of available personnel.
   c. **Hampshire County:** The decision to create an animal-specific position would be incident-specific. Most likely, animal concerns would be addressed collectively by existing EOC staff, such as law enforcement and mass care representatives.
   d. **Hardy County:** Animal concerns would be addressed collectively by EOC staff rather than creating an animal-specific position.
e. **Jefferson County**: Jefferson County Animal Control, the Jefferson County Animal Welfare Society, and the Jefferson County Health Department would coordinate situation assessment and determination of needs with respect to animals in disaster.

f. **Mineral County**: Mineral County has designated an “Animal Management Unit Leader” within the Logistics Section of its EOC structure. Staffing for this position comes from the local humane society and/or local boarding facilities.

g. **Morgan County**: Morgan County would likely combine animal concerns into its mass care position.

5. If an evacuation is necessary, the EOC is notified and the movement of people begins (per the guidance discussed in the appropriate county’s evacuation plan/annex). The IC would then be responsible for maintaining contact with appropriate EOC representatives to coordinate the opening of a pet shelter or an animal care facility for the purposes of notifying evacuees as to where they can take their pets, if necessary.
V. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

A. Reporting
1. As during all emergency responses, those involving an animal response of any kind will create the need for status reports as a mechanism for sharing information with other participating agencies, jurisdictions, etc.
2. Pet shelter and animal care facility managers should update the Emergency Operations Center (EOC) as to status at the start of each operational period (or as otherwise requested).
3. Emergency managers update status regarding the overall operation in their county – including an animal response – in the Eteam program. This plan assumes that that reporting would be done as planned elsewhere and does not create additional Eteam reporting requirements.

B. Emergency Public Information
1. Much Emergency Public Information (EPI) can be made available to the local population before disasters strike. Such information includes the following.
   a. The importance of labeling homes to indicate pet occupancy.
   b. Items to take with pets if an evacuation is necessary.
   c. General support for regular vaccinations and the maintenance of medical records for pets.
   d. General pet safety information.
2. Outreach efforts are most effective when combined with existing, “compatible” programs. Such programs include (but are not limited to):
   a. Rabies and vaccination clinics,
   b. General family preparedness outreach efforts,
   c. Fire department/law enforcement presentations in schools, and
   d. As displays/brochures in veterinary offices.
3. Types of EPI Necessary During Disaster Situations
   a. Owners of large animals need to know where to take their animals, what to bring with them, and how animal care facilities are organized.
   b. Owners of pets need to know where to take their animals, what to bring with them, and how pet shelters are organized.
3. Sample EPI materials are available in Appendix 4. These materials contain bullet lists of items that pet owners should consider and/or may need.
VI. COMMUNICATIONS

A. Establishing communications with any active pet shelters and animal care facilities is as important as maintaining communications with human shelters. The preference for doing so is, by and large, a county decision.

1. **Berkeley County:** Communications with animal sheltering facilities could be facilitated by amateur radio personnel in Berkeley County. It should be noted, however, that with the intention of establishing pet shelters at or near the same facilities as human (i.e., Red Cross) shelters, communications may be able to be established via radios possessed by Red Cross personnel at the human shelter.

2. **Grant County:** Preferred communication would be facilitated with landline or cellular phones (where service is available).

3. **Hampshire County:** Preferred communications with animal facilities would be via landline or cellular telephone.

4. **Hardy County:** Preferred communications would be facilitated via landline and cellular telephone.

5. **Jefferson County:** Preferred communications with animal facilities would be facilitated via landline or cellular telephone. Supplemental communications could be considered through a local radio cache (contingent on availability of radios and priority of need).

6. **Mineral County:** Preferred communication with emergency animal facilities would be via cellular telephones in areas where coverage permits. If portable radio supplies are available, said supplies could be used to supplement cell capabilities.

7. **Morgan County:** Primary communications should be established via cellular phone. (*NOTE: Cell coverage is spotty in the western portions of the county.)

B. Each pet shelter and animal care facility should provide a status update to the Emergency Operations Center (EOC) once per operational period and/or upon EOC request.
C. Communications with on-scene personnel generally follows the hierarchy below throughout the region. Communications, of course, is a dynamic, often incident-specific consideration, and deviation from the following hierarchy is highly possible.

1. 911 serves as a primary liaison to field responders until and if the incident becomes too involved and pulls too many dispatch resources away from sustaining the provision of 911 service in the jurisdiction.

2. If necessary, EOCs may be activated to coordinate incident-specific communications.

3. If necessary, field interoperable resources (e.g., communications buses, gateway devices, etc.) may be deployed to support incident-specific communications.

D. Communications with external resource agencies should be via telephone and/or email/Internet. (Communicative means should be detailed in any Mutual Aid Agreements [MAAs].)

E. Communication with the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM) should be by Eteam, telephone, email, or facsimile. The WVDHSEM should serve as an initial liaison between local authorities and other state agencies.
VII. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Administration

1. Collection of the dog tax could be an important planning consideration when preparing for animals in disaster. One of the primary challenges facing emergency planners is the creation of an accurate animal census for their jurisdiction. While only for dogs, such a source could serve as one of many potential sources of data.

2. Records
   
a. Accurate records should be maintained regarding all animals housed in pet shelters and animal care facilities. Logs should be kept of owner visits for liability purposes.

b. Accurate records should also be kept of all pet shelter and animal care facility supplies and equipment requisitioned, delivered, used, and returned after the disaster. Generally, those agencies requesting reimbursement would do so individually through the Federal Emergency Management Agency (FEMA). The emergency managers throughout the region, however, would be responsible for coordinating FEMA’s access to their counties. As such, courtesy copies of these records should be provided to the appropriate emergency manager within ten (10) days of the conclusion of response operations.

3. Continuity of Operations (COOP): Backups to pet shelter and animal care facility Site Managers are determined as and if needed (i.e., the manager title itself is assigned as a pet shelter or animal care facility is opened).

B. Finance

1. Sample Financial Considerations
   
a. Emergency procurement approvals

b. Payment for external resources

c. Reimbursement of personnel time (and overtime)

d. Tracking of personnel time expended

e. Tracking of insurance issues and potential claims
2. Any pre-negotiated Mutual Aid Agreements (MAAs) should include terms related to costs for equipment and/or services.

3. Each county should review its MAAs relative to animals in disaster on an annual basis to ensure continued viability (and as an effort to continually catalog available resources).

4. If a MAA is not in place, the appropriate Emergency Operations Center (EOC) should negotiate costs while procuring the resource rather than upon the conclusion of the response.

C. Logistics

1. Resource Procurement
   a. During the pre-disaster planning for animals in disaster operations, emergency managers, Voluntary Organizations Active in Disaster (VOAD) personnel, and other emergency preparedness partners may compile a list of resources available. Appropriate agencies should create MAAs with these potential resource providers.
   b. The procurement of resources during pet shelter and animal care facility operations should be governed by the terms of these MAAs.
   c. Should resources be necessary that are beyond the scope of any pre-negotiated agreements, pet shelter and animal care facility managers should channel those requests through the EOC.

2. Sheltering Resources
   a. Potential sheltering facilities both in and around the Eastern Panhandle region are listed in Appendix 3. The list is not prioritized; as such, local officials should select sheltering locations based on incident conditions, the types of animals affected, physical locations of facilities, etc.
   b. Further, it should be noted that an on-going implementation measure following the development (and concurrent with the updating) of this plan is the development and execution of MAAs with owners of these facilities to ensure access during emergencies.
   c. It should be noted that the sheltering capacities listed in Appendix 3 are estimates made for planning purposes.
d. Priority out-of-region resources should be facilities large enough to hold a significant number of pets and/or other animals. Small facilities, such as animal shelters, should be considered as a last resort. A number of resources would be needed to utilize the out-of-county sheltering capabilities, such as personnel, cages, vehicles, leashes, etc. As such, it may be more beneficial to consider establishing a local pet shelter versus utilizing neighboring county capabilities.

3. State and Federal Support

a. State Support
   i. State resources can only be requested following the declaration of a local “state of emergency”.
   ii. State resources are requested through the EOC of the affected/appropriate county.
   iii. State resources may be available should a large number of animals be at risk during an incident of state significance.
   iv. State authorities may also assist local representatives in the identification of animal diseases and may assist in determining if euthanasia is appropriate. (Such assistance is usually provided by the West Virginia Department of Agriculture. Rabies surveillance, management, and control are coordinated by the West Virginia Department of Health and Human Resources.)

   - Throughout incidents in which a contagious animal disease is present, the state works closely with federal resources.
   - If federal support is necessary, appropriate state authorities should request it.

b. Federal Support

   i. Locally, a number of the United States Department of Agriculture (USDA) Farm Service Agency “County Executive Directors” (CEDs) maintain data and share it with local emergency services agencies. For example, in Berkeley, Grant, and Morgan Counties, the CEDs maintain lists of livestock owners and potential resources such as food, feed, and fertilizer to share with local agencies.
ii. As with all emergency situations, federal support is requested by the state if, after the county requests state assistance, state capabilities in a particular function are exhausted.

iii. The United States Department of Health and Human Services (USHHS) may assist in providing emergency veterinary care for sheltered and/or rescued animals, epidemiological monitoring and reporting of emergency-related animal health issues, and manage of human bite/injury cases.

iv. Under Emergency Support Function (ESF) #11, the USDA can provide assistance regarding any highly contagious animal/zoonotic disease.
   - Efforts are coordinated by the USDA’s Animal and Plant Health Inspection Service (APHIS).
   - Animal/veterinary issues are supported in coordination with ESF #8 (Public Health and Medical Services).
   - All animal depopulation activities are conducted as humanely as possible while stopping pathogen spread and limiting the number of animals that must be euthanized.

v. The USDA can also, under ESF #11, provide support for the safety and well-being of household pets during an emergency response or evacuation situation.
   - Support is provide in accordance with federal ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Services), ESF #8 (Search and Rescue), and ESF #14 (Long-Term Community Recovery).
   - The USDA supports state and local efforts to the extent necessary.
vi. The United States Department of Homeland Security (USDHS) can provide a myriad of services during emergencies affecting animals.

- Through ESF #15 (External Affairs), USDHS can work with state and local authorities to ensure that animal evacuation and response instructions and status updates are communicated appropriately and in a timely manner.

- Through ESF #6, USDHS may coordinate animal owner identification, tracking, reunification, and social support. ESF #6, as it does with human evacuations, may also coordinate pet evacuation, care, and sheltering (with appropriate state and local government and non-government agencies).

- Through ESF #5, USDHS may serve as a coordinator of federal assets through the Joint Field Office (JFO) and/or Regional Response Coordination Center (RRCC).
VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

1. Each county’s emergency manager should work to ensure that emergency responders are aware of the capabilities that are available locally and that they can request those resources. Dissemination of this plan would be a first step in that process.

2. Periodic training should be held to ensure that volunteer and other resources tasked by this plan are familiar with its contents and are periodically refreshed as to “how” to do these tasks. Such training could include:
   a. Attending independent study courses, if available and appropriate to an animals in disaster response.
   b. Training Opportunities
      i. Independent Study (IS)-10, Animals in Disaster: Awareness and Preparedness (http://training.fema.gov/EMIWeb/IS/is10a.asp)
      ii. IS-11, Animals in Disaster: Community Planning (http://training.fema.gov/EMIWeb/IS/IS11a.asp)
      iii. IS-111, Livestock in Disasters (http://training.fema.gov/EMIWeb/IS/is111.asp)
      iv. Emergency Animal Sheltering: Prepare volunteers to serve at emergency shelters for pets and animals evacuated or displaced from their homes because of a disaster. Types of shelters covered include pet-friendly shelters (people and their pets), alternate animal shelters (for the pets of displaced people), and evacuated animal shelters (where existing animal shelter must be moved). The skills learned are also useful in dealing with any large-scale animal sheltering operation. Course delivery includes one (1) day of classroom instruction and a half-day hands-on emergency sheltering scenario. Taught by The Humane Society of the United States, Disaster Services, 700 Professional Drive, Gaithersburg, MD 20879. For more information, call 301-258-3063. Costs usually range between $90 and $110.
   v. Pet First Aid Class (American Red Cross): This course is a handy reference guide for cat and dog emergencies. Created by the American Red Cross (ARC) and the Humane Society of the United States (HSUS), “pet first aid” provides assistance to people whose
pets are ill or injured until professional veterinarian help can be obtained. Participants will learn how to set an injured leg or paw, safely handle injured or ill pets, learn to perform CPR on pets, control bleeding, and deal with breathing emergencies. The course length is eight (8) hours; costs range from $25 to $50.

vi. **Volunteer Training from Noah’s Wish:** National disaster response team solely dedicated to rescuing and sheltering animals in both natural and man-made disasters. A comprehensive three (3)-day in-field exercise will involve setting up a temporary animal shelter, similar to one that would be created during an actual disaster. To further authenticate the training, animals will be on-site periodically to help teach volunteers the animal intake process. Class is a combination of instructional teaching and hands-on experiences. Cost is $125 for new recruits. Contact 405-621-9616 for training schedules.

3. As with other plans, this document should be tested by periodic exercises. Exercises should be consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). As such, an After-Action Report and Improvement Plan (AAR/IP) should be compiled following any exercise.

4. Following a disaster, critique sessions may be scheduled to assess each agency’s response for planning purposes. If animal care operations were active, representatives should participate in these critiques. Weaknesses in this plan should be identified and adjustments made to better handle future disaster situations.

B. Maintenance

1. As with all other emergency preparedness and emergency management efforts, the coordination of an animals in disaster response at the local level should be done at the “lowest” jurisdictional level possible.

2. Regarding this document, the “lowest” jurisdictional level possible is the county or municipal level.

   a. As such, each county emergency manager should be responsible for reviewing this document’s relevance to their county and their operation on an annual basis.
b. If changes are necessary, they should be made collectively with the other emergency managers in the Eastern Panhandle region.

3. Animal care and related resources should be inventoried annually. In order to ensure compatibility with the resource management program detailed in the emergency operations plans maintained by each county, animals in disaster resources should also be inventoried in Eteam, just as other emergency preparedness resources are documented.

4. Primary copies of this plan should be kept at each county’s Emergency Operations Center (EOC), with each county’s animal control department/officer, and with humane societies serving the area. Other copies may be distributed as the counties see fit, but these would be considered secondary copies.
IX. LIST OF APPENDICES

Appendix 1: Authentication
Appendix 2: Animal-Specific Information
Appendix 3: List of Possible Resources
Appendix 4: Pre-Disaster Information
Appendix 5: Forms
  Attachment 1: Resource Data Collection Form
  Attachment 2: Potential Layout of Pet Shelters
  Attachment 3: Sample Tag
  Attachment 4: Veterinary Clinic Survey Form
  Attachment 5: Potential Animal Shelter Survey Form
  Attachment 6: Farmers’ Special Needs Card
  Attachment 7: Memorandum of Understanding (MOU) Template

Appendix 6: Gap Analysis
Appendix 7: Glossary
This plan was prepared by the seven (7) county emergency management agencies in the Eastern Panhandle of West Virginia in cooperation with a consultant to develop, implement, and maintain viable response capability for animal considerations. This document should be distributed to the agencies that are tasked by it and to those that assisted in its development. By signing below, each participating local agency acknowledges that it has received its copy and that it has read and understands its responsibilities as presented in the document.

Berkeley County Council  Date

Grant County Commission  Date

Hampshire County Commission  Date

Hardy County Commission  Date

Jefferson County Commission  Date

Mineral County Commission  Date

Morgan County Commission  Date

Berkeley County Office of Homeland Security & Emergency Management  Date

Grant County Office of Emergency Services  Date

Hampshire County Office of Emergency Management  Date
Hardy County Office of Emergency Services  
Jefferson County Homeland Security and Emergency Management  
Mineral County Office of Emergency Management  
Morgan County Office of Emergency Management  
Berkeley County Sheriff (Animal Control)  
Berkeley County Humane Society  
Grant County Animal Control  
Hampshire County Animal Control  
Hardy County Animal Control  
Jefferson County Animal Control  
Jefferson County Animal Welfare Society  
Mineral County Humane Society  
Morgan County Animal Control  
The Humane Society of Morgan County  
Berkeley County Sheriff’s Department  
Martinsburg Police Department  
Grant County Sheriff’s Department
### Eastern Panhandle Animals in Disaster Plan  
#### Appendix 1: Authentication

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WVU Extension Service – Berkeley County

WVU Extension Service – Grant County

WVU Extension Service – Hampshire County

WVU Extension Service – Hardy County

WVU Extension Service – Jefferson County

WVU Extension Service – Mineral County

WVU Extension Service – Morgan County

USDA FSA – Berkeley/Morgan Counties

USDA FSA – Grant County

USDA FSA – Hampshire/Mineral Counties

USDA FSA – Hardy County

USDA FSA – Jefferson County
This appendix contains information specific to various types of animals. The purpose of this information is to be included in public outreach materials in an effort to inform individual preparedness.
CONSIDERATIONS FOR BIRDS

SOURCE: *Emergency Preparedness and Response*, American Veterinary Medical Association

It is best to keep these animals in their repaired cages, or in temporary enclosures. Filtered light or covered housing areas will help to keep these creatures calm. In some cases, caging should be kept covered and the animals isolated from noise and high traffic. Avian species should have housing at some distance away from predator animals. Perching and wire cages are important for many species. Some of the more delicate animals will suffer from stress if they remain on the caging floor without perching options. Ratites will require pens and extra caution should be taken when working in close proximity. Shields or barriers are advised as a precaution. Care should be taken with parrot types since they have a tendency to chew and escape by opening latches.

Food options will vary greatly according to species. Pelleted foods, seeds, nectar, and insectivorous or carnivorous dietary needs should be addressed. Both food and potable water need to be changed and provided fresh daily. A thorough needs assessment is advised for each collection since each species may require a different diet; mixed seed diets, pellets, commercial chow, canned substitutes for protein, vegetables, fruit and other related products should also be considered as emergency provisions.

Seed should be stored in water and airtight containers to prevent mold and contamination. Food and water dishes should be changed daily. If available, fresh fruits and vegetables are recommended for applicable species however they must be properly cleaned since insecticides can pose serious health risks.

**Health Risks for Birds after a Disaster**

No specific recommendations. Stress related complications are the biggest risk. Care should be taken to splint broken wings or other appendages. A bird specific coagulant should be included for blood feathers, broken toenails, or related use.

Risks can include enteropathogens, Aspergillosis, and sometimes Salmonella, or Psittacosis. Other dangers include conjunctivitis or the ingestion of strange objects. When housing avian species, separate quarters away from mammals are recommended.
Avian diversity is a challenge. Tropical birds require warm temperatures so keeping cages out of drafts and other adjustments may be essential to survival. Waterfowl, highly aquatic species such as penguins, and flamingos will require additional adaptations in housing and care.

As a general notation, if a bird is traumatized or ill, lower perches (if applicable) and put food and water dishes on floor of caging for easy access. Cage bottoms, food and water dishes should be cleaned daily to minimize vectors and disease. Newspaper or scrap paper is highly suggested to monitor droppings.

Toxicity in the environment is a hazard to avian species. Care should be taken with cleaning solutions since their fumes can be toxic to birds. Floor substrates should be used with caution since some print inks are toxic; other items could pose a threat if ingested. Galvanized wire, bowls, or other articles containing lead can be fatal to this group.

**Disaster Kits & Transport Housing Ideas**

You can obtain a kit already made or devise one yourself. For birds there are several important items that can be included (See Bird Collection Checklist). Check with your Avian Veterinarian to see if there may be anything else to add.

One of the biggest concerns if you have a large collection is how do you move them and where do you find the space to store the supplies you’ll need? Holding crates and vehicles are big priorities. Try buying some of the collapsible wire dog crates and lining them with mesh (on the outside) attached with wire crimps. They can be stored without taking up lots of space and will have ample ventilation and room for several birds. If you are creative you could probably think of how to design partitions.

For softbills, try some of the collapsible cardboard cat carriers. The vents can be adapted or you can obtain the carriers without the holes and design them yourself. The new portable kennels for cats and dogs that make mobile tents with mesh for air are great. They require little storage space, weigh very little, and spring into shape without fuss providing tremendous space once they are expanded. They are light, compact, and easily cleaned. Brainstorm with other groups and see what you come up with.
Disaster Preparation Checklist
1. Evacuation plan designed. Posted in various visible locations. Practice drills held with employees and volunteers for different scenarios. Time them.
2. Emergency numbers on disaster plan. Activation procedures if communication lines are down. Also include procedures for road closures.
3. Emergency supply cache. Emergency equipment and supplies need to be compiled into an easily accessible location.
4. Human kits with supplies for employees and volunteers. Invest in a good prepackaged kit and add to it for your own needs. This will save space.
5. Other items to consider: light sticks, flashlights with batteries/solar chargers, extension cords, three prong adapters, rope medications, extra glasses, solar charged/crank power radio, hand-held CB, cellular phone, sunglasses, hats or visors, Avon Skin So Soft® products: lotion, suntan lotion, dry mist (great for bug repellent).
6. Vehicle needs. Include 4X4’s and trailers, boats, etc.

Bird Collection Kit Checklist
- Penlight/Small flashlight
- Q-tips®/Swabs
- Hot Water Bottle
- KY Jelly® (not oily)
- Nail Trimmers/Clippers
- Hydrogen Peroxide
- Gauze
- Panty Hose (restraint)
- Ice Cream Sticks (Splints)
- Ophthalmic Drops/Ointment
- Antibiotics (Oral/Injectable)
- Syringes (1, 3, 6, 12 cc.)
- Pedialite®
- Lactated Ringers Solution
- Towels (Restraint/Other)
- Scissors
- Iodine Scrub (can stain)
• Nolvasan® (will not stain)
• Needle Nose Pliers (Blood Feathers)
• Care Fresh® or Flooring Material
• Topical Ointment (Burns/Injury)
• Dexamethazone®
• Sheets or other cage covers (smoke/visual barrier/heat/conservation/calming)
• Saline Solution (Flushing Wounds)
• Alcohol (Used to wet feather to inspect injuries, dries with feathers left clean and in good shape)
• Styptic Powder (Cornstarch/Flower to stop bleeding)
• Transparent Tape/Masking Tape (to hold back feather)
• Plastic bags (for soiled flooring material)
• Emergency Food/Water Bowls (Paper for daily disposal/Hygiene)
• Copies of Important Records (Veterinary/ID/Breeding/Etc.); Update Monthly

**Tips for Injured Birds**

• Keep Warm (85-90 degrees F)
• Lower perches (to prevent further injury by falls)
• Lower food and water for easy access
• Monitor droppings
• Remove grit
• Isolate from others
• Place in quiet environment
• Avoid drafts

**Veterinary Transport**

If you have to transport to the veterinarian remember to:

• Leave the food and water dish in the cage or bring them.
• Empty the water dish before transport, so splashing does not ruin a droppings assessment.
• Remove grit to prevent over use and impaction under stress.
• Bring any medications given for the veterinarian to see.
- Bring the bird in its own cage if possible. If not, bag the flooring for the veterinarian to check.
- Do not clean the cage before visiting the veterinarian since it is important to the assessment, especially the droppings.

Other Considerations
1. Plastic and fiberglass in your facility can give off toxic fumes in a fire situation. Replace them with metal.
2. Super glue, styptic sticks, and commercial heat/cold packs can be toxic to birds.
3. Most ointments are too oily for feathers.
4. Birds should have identification bands, tattoos, microchips, or DNA fingerprinting to help identify them if they escape.
5. Include equipment for tube (gavage) feeding in your kit in case you have babies.
6. Generators are critical if you have incubators, brooders, or isolettes. Don't forget the gas/fuel for the generator.
7. Include dried fruit/baby food in the bird kit. Don’t forget the scoops and stress vitamins.
CONSIDERATIONS FOR CATS

1. Food
   a. Have at least a two-week supply of cat food at all times. Use the brand of food that your cat is currently eating. If your cat eats canned cat food, buy pop-top cans of food small enough to be used at one feeding. Rotate food at least once every 3 months.
   b. Store dry cat food in an airtight, waterproof container. Include supplies for feeding. Have an extra feeding dish, spoon, and a manual can opener in your disaster supplies.

2. Water
   a. Have at least a two-week supply of water at all times. Remember that if tap water is not suitable for human consumption, it is also not suitable for animal consumption.
   b. Store water in plastic containers and keep in a cool, dark place. Rotate water at least once every two months.

3. Sanitation: Have a small litter box and scoop in your disaster supplies. Have a two-week supply of litter. Also have plastic bags for waste disposal.

4. Cleaning Supplies: Have a small container of dish soap for cleaning purposes. Have paper towels for drying the animal dishes and for other cleanup.

5. Collar and Tag
   a. Have a proper fitting break-away collar and tag on your cat at all times, and keep an extra collar in your disaster supplies in case the permanent one gets lost.
   b. Have a spare temporary tag that you can write on if you are going to be living somewhere else temporarily.
   c. You may also want to consider microchipping your cat as a more permanent form of identification.

6. Harness and Leash: You should have a proper fitting harness and leash in your disaster supplies so if you have to keep your cat confined in its carrier for an extended period of time, you have a secure way to take the cat out of the cage and get some exercise.

7. Confining Your Cat
   a. You should have a travel carrier or cage to transport your cat if you should have to evacuate and/or if you should have to confine your cat following the disaster. Be sure the
cage is large enough to give the cat room to spread out and have room for a food dish, water dish and possibly a small litter pan.
b. If your cat plays with toys, include a few to keep it entertained.

8. Pictures
a. You should have in your disaster supplies some current photographs of your cat to use in case your cat gets lost during or after the disaster. Take pictures that show different sides of the cat, because many cats look alike.
b. Be sure to include yourself in some of the pictures in case you have to show proof of ownership.

9. Medical Records
a. You should have a copy of your cat’s most recent medical records, including your vet’s contact information, rabies tag number and other inoculations. Keep this with your pet’s disaster supplies.
b. If your cat is on long-term medication, always have a two (2)-week supply on-hand.

10. First Aid Kit and Book: You should have a basic first aid kit and first aid book for cats in your disaster supplies. Here are the basics:
a. Conforming bandages (3 X 5)
b. Absorbent gauze pads (4 X 4)
c. Absorbent gauze pad (3 X 1 yard)
d. Q-Tips (1 Box)
e. Antiseptic Wipes
f. Emollient Cream
g. Tweezers
h. Scissors
i. Instant Cold Pack
j. Latex Disposable Gloves
k. General things to add:
l. A towel or soft blanket that your cat is used to sleeping on or with Familiar Cat toys
m. Brush or comb
n. Flea medication
CONSIDERATIONS FOR DOGS

1. Food
   a. Have at least a two-week supply of dog food at all times. Use the brand that your dog is currently eating. If your dog eats canned dog food, buy pop-top cans of food small enough to be used at one feeding. Rotate food at least once every 3 months.
   b. Store dry food in an airtight, waterproof container and include supplies for feeding. Have an extra feeding dish, spoon, and manual can opener.

2. Water
   a. Have at least a two-week supply of water at all times. Remember that if tap water is not suitable for human consumption, it is also not suitable for animal consumption.
   b. Store water in plastic containers and keep in a cool, dark place. Rotate water at least once every two months.

3. Sanitation
   a. Have a pooper scooper or disposable pooper scooper bags in your disaster supply kit.
   b. Have some sealable plastic bags for disposing of your dog’s waste.

4. Cleaning Supplies: Have a small container of dish soap for cleaning purposes. Have paper towels for drying the animal dishes and for other cleanup. You will also need a disinfectant to clean your dog’s cage.

5. Collar and Tag
   a. Have a proper fitting break-away collar and tag on your dog at all times, and keep an extra collar in your disaster supplies in case the permanent one gets lost. Have a spare temporary tag that you can write on if you are going to be living somewhere else temporarily.
   b. Also, keep a proper fitting dog harness and at least a 6-foot leash with your disaster supplies to walk your dog. A dog can pull out of a collar, but not from a harness. You may also want to consider micro-chipping your dog as a more permanent form of identification.
6. **Harness and Leash:** You should have a proper fitting harness and leash in your disaster supplies so if you have to keep your dog confined in its carrier for an extended period of time, you have a secure way to take the dog out of the cage and get some exercise.

7. **Confining Your Dog**
   a. You should have a travel carrier or cage to transport your dog if you should have to evacuate and/or if you should have to confine your dog following the disaster. Be sure the cage is large enough to give the dog room to spread out and have room for a food dish, and water dish.
   b. A tie-out stake and chain is also good to let your dog get some exercise. Be sure that the stake is placed somewhere that the dog is protected from the elements and other aggressive animals. If your dog plays with toys, include a few to keep him entertained.

8. **Pictures**
   a. You should have in your disaster supplies some current photographs of your dog to use in case your dog gets lost during or after the disaster. Take pictures of your dog from all sides since many dogs look alike.
   b. Be sure to include yourself in some of the pictures in case you have to show proof of ownership.

9. **Medical Records**
   a. You should have a copy of your dog’s most recent medical records, including your vet’s contact information, rabies tag number and other inoculations.
   b. Keep this with your pet’s disaster supplies.
   c. If your dog is on long-term medication, always have a 2-week supply on-hand.

10. **First Aid Kit and Book:** You should have a basic first aid kit and a first aid book for dogs in your disaster supplies. Here are the basics:
    a. Conforming bandages (3 X 5)
    b. Absorbent gauze pads (4 X 4)
    c. Absorbent gauze pad (3 X 1 yard)
    d. Q-Tips (1 Box)
    e. Antiseptic Wipes
    f. Emollient Cream
    g. Tweezers
h. Scissors
i. Instant Cold Pack
j. Latex Disposable Gloves
k. A proper fitting muzzle
CONSIDERATIONS FOR EXOTIC PETS

1. Birds
   a. Birds should be transported in a secure travel cage or carrier.
   b. In cold weather, wrap a blanket over the carrier and warm up the car before placing birds inside.
   c. During warm weather, carry a plant mister to mist the birds’ feathers periodically. Do not put water inside the carrier during transport.
   d. Provide a few slices of fresh fruits and vegetables with high water content. Have a photo for identification and leg bands.
   e. If the carrier does not have a perch, line it with paper towels and change them frequently.
   f. Try to keep the carrier in a quiet area.
   g. Do not let the birds out of the cage or carrier.

2. Reptiles
   a. Snakes can be transported in a pillowcase but they must be transferred to more secure housing when they reach the evacuation site.
   b. If your snakes require frequent feedings, carry food with you.
   c. Take a water bowl large enough for soaking as well as a heating pad.
   d. When transporting house lizards, follow the same directions for birds.

3. Pocket Pets: Small mammals (hamsters, gerbils, etc.) should be transported in secure carriers suitable for maintaining the animals while sheltered. Take bedding materials, food bowls, and water bottles.
CONSIDERATIONS FOR HORSES

1. Why Horse Owners Need to Be Prepared
   a. Disaster preparedness is important for all animals, but it takes extra consideration for horses because of their size and their transportation needs. If you think disasters happen only if you live in a flood plain, near an earthquake fault line or in a coastal area, you may be tragically mistaken. Disasters can happen anywhere and can take many different forms, from barn fires to hazardous materials spills to propane line explosions, and train derailments—all of which may necessitate evacuation. It is imperative that you are prepared to move your horses to a safe area.
   b. During an emergency, the time you have to evacuate your horses will be limited. With an effective emergency plan, you may have enough time to move your horses to safety. If you are unprepared or wait until the last minute to evacuate, you could be told by emergency management officials that you must leave your horses behind. Once you leave your property, you have no way of knowing how long you will be kept out of the area. If left behind, your horses could be unattended for days without care, food, or water. To help avoid this situation, we have prepared information and suggestions to help you plan for emergencies.

2. Barn Fires (The Leading Disaster for Horse Owners): Preventing barn fires and being prepared in the event of a fire can mean the difference between life and death for your horses. Knowledge of the danger of fires and how to deal with them are of the greatest importance and should be an ongoing concern to horse owners.
   a. Fire Prevention Is Key
      i. Prohibit smoking in or around the barn. A discarded cigarette can ignite dry bedding or hay in seconds.
      ii. Avoid parking tractors and vehicles in or near the barn. Engine heat and backfires can spark a flame.
      iii. Also store other machinery and flammable materials outside the barn.
      iv. Inspect electrical systems regularly and immediately correct any problems.
      v. Rodents can chew on electrical wiring and cause damage that quickly becomes a fire hazard.
      vi. Keep appliances to a minimum in the barn. Use stall fans, space heaters, and radios only when someone is in the barn.
vii. Be sure hay is dry before storing it. Hay that is too moist may spontaneously combust. Store hay outside the barn in a dry, covered area when possible.

b. Be Prepared for a Barn Fire
   i. Keep aisles, stall doors, and barn doors free of debris and equipment.
   ii. Mount fire extinguishers around the stable, especially at all entrances.
   iii. Have a planned evacuation route for every stall in the barn.
   iv. Familiarize employees and horse handlers with your evacuation plans.
   v. Post emergency telephone numbers at each telephone and at each entrance.
   vi. Emergency telephone numbers should include those of the barn manager, veterinarian, emergency response, and other qualified horse handlers.
   vii. Also keep your barn's street address clearly posted to relay to the 911 operator or your community's emergency services.
   viii. Be sure your address and the entrance to your property are clearly visible from the main road.
   ix. Consider installing smoke alarms and heat detectors throughout the barn. New heat sensors can detect rapidly changing temperatures in your barn. The heat sensors should be hooked up to sirens that will quickly alert you and your neighbors to a possible barn fire.
   x. Host an open house for emergency services personnel in your area to familiarize them with the layout of your property. Provide them with tips on horse handling or present a “mini-seminar” with hands-on training for horse handling.
   xi. Familiarize your horses with emergency procedures and common activities they would encounter during a disaster. Try to desensitize them to flashlights and flashing lights.

c. In the Event of a Barn Fire
   i. Immediately call 911 or your local emergency services.
   ii. Do not enter the barn if it is already engulfed in flames.
   iii. If it is safe for you to enter the barn, evacuate horses one at a time starting with the most accessible horses. Be sure to put a halter and lead rope on each horse when you open the stall door. Be aware that horses tend to run back into burning barns out of fear and confusion.
iv. Blindfold horses only if absolutely necessary. Many horses will balk at a blindfold, making evacuation more difficult and time consuming.

v. Move your horses to paddocks close enough to reach quickly but far enough from the barn that the horses will not be affected by the fire and smoke. Never let horses loose in an area where they are able to return to the barn.

vi. After the fire, be sure to have all your horses checked by a veterinarian. Smoke inhalation can cause serious lung damage and respiratory complications. Horses are prone to stress and may experience colic after a fire.

3. Horse Evacuation Tips
   a. Make arrangements in advance to have your horse trailered in case of an emergency. If you do not have your own trailer or do not have enough trailer space for all of your horses, be sure you have several people on standby to help evacuate your horses.
   b. Know where you can take your horses in an emergency evacuation. Make arrangements with a friend or another horse owner to stable your horses if needed.
   c. Contact your local animal care and control agency, agricultural extension agent, or local emergency management authorities for information about shelters in your area.
   d. Inform friends and neighbors of your evacuation plans. Post detailed instructions in several places—including the barn office or tack room, the horse trailer, and barn entrances—to ensure they are accessible to emergency workers in case you are not able to evacuate your horses yourself.
   e. Place your horses' Coggins' tests, veterinary papers, identification photographs, and vital information—such as medical history, allergies, and emergency telephone numbers (veterinarian, family members, etc.)—in a watertight envelope. Store the envelope with your other important papers in a safe place that can be quickly reached.
   f. Keep halters ready for your horses. Each halter should include the following information: the horse's name, your name, your telephone number, and another emergency telephone number where someone can be reached.
   g. Prepare a basic first aid kit that is portable and easily accessible.
   h. Be sure to have on hand a supply of water, hay, feed, and medications for several days for each horse you are evacuating.
   i. It is important that your horses are comfortable being loaded onto a trailer. If your horses are unaccustomed to being loaded onto a trailer, practice the procedure so they become used to it.
j. There may be times when taking your horses with you is impossible during an emergency. So you must consider different types of disasters and whether your horses would be better off in a barn or loose in a field.
CONSIDERATIONS FOR LIVESTOCK

1. Preparing for disasters is important for all animals, but it is particularly important for livestock because of the animals’ size and their shelter and transportation needs. Disasters can happen anywhere and anytime. Anything from barn fires to hazardous materials spills to train derailments happen every day in our country, any of which can cause the need for an evacuation of you and your animals to a safer area or a need to shelter in place.

2. Take Precautions
   a. Make a disaster plan to protect your property, your facilities, and your animals. Create a list of emergency telephone numbers, including those of your employees, neighbors, veterinarian, state veterinarian, poison control, local animal shelter, animal care and control, county extension service, local agricultural schools, trailering resources, and local volunteers.
   b. Include a contact person outside the disaster area. Make sure all this information is written down and that everyone has a copy.
   c. Make sure every animal has durable and visible identification.
   d. Ensure that poultry have access to high areas in which to perch, if they are in a flood-prone area, as well as to food and clean water.
   e. Reinforce your house, barn, and outbuildings with hurricane straps and other measures. Perform regular safety checks on all utilities, buildings, and facilities on your farm.
   f. Use only native and deep-rooted plants and trees in landscaping (non-native plants are less durable and hardy in your climate and may become dislodged by high winds or broken by ice and snow).
   g. Remove all barbed wire, and consider rerouting permanent fencing so that animals may move to high ground in a flood and to low-lying areas during high winds.
   h. Install a hand pump and obtain enough large containers to water your animals for at least a week (municipal water supplies and wells are often contaminated during a disaster).
   i. Identify alternate water and power sources. A generator with a safely stored supply of fuel may be essential, especially if you have electrical equipment necessary to the well being of your animals.
   j. Secure or remove anything that could become blowing debris; make a habit of securing trailers, propane tanks, and other large objects. If you have boats, feed troughs, or other
large containers, fill them with water before any high wind event. This prevents them from blowing around and also gives you an additional supply of water.

k. If you use heat lamps or other electrical machinery, make sure the wiring is safe and that any heat source is clear of flammable debris.

l. Label hazardous materials and place them all in the same safe area. Provide local fire and rescue and emergency management authorities with information about the location of any hazardous materials on your property.

m. Remove old buried trash—a potential source of hazardous materials during flooding that may leech into crops, feed supplies, water sources, and pasture.

n. Review and update your disaster plan, supplies, and information regularly.

3. Sheltering in Place

a. If evacuation is not possible, a decision must be made whether to confine large animals to an available shelter on your farm or leave them out in pastures. Owners may believe that their animals are safer inside barns, but in many circumstances, confinement takes away the animals' ability to protect themselves. This decision should be based on the type of disaster and the soundness and location of the sheltering building.

b. Survey your property for the best location for animal sheltering. If your pasture area meets the following criteria, your large animals may be better off out in the pasture than being evacuated:

c. No exotic (non-native) trees, which uproot easily

d. No overhead power lines or poles

e. No debris or sources of blowing debris

f. No barbed wire fencing (woven wire fencing is best)

g. Not less than one acre in size (if less than an acre, your livestock may not be able to avoid blowing debris).

h. If your pasture area does not meet these criteria, you should evacuate. Whether you evacuate or shelter in place, make sure that you have adequate and safe fencing or pens to separate and group animals appropriately. Work with your state department of agriculture and county extension service. If your animals cannot be evacuated, these agencies may be able to provide on-farm oversight. Contact them well in advance to learn their capabilities and the most effective communication procedure.
4. **Barn Fires:** Preventing barn fires and being prepared in the event of a fire can mean the difference between life and death for your livestock. Knowledge of the danger of fires and how to deal with them is of the greatest importance and should be an ongoing concern to livestock owners.

a. **Fire Prevention Is Key**
   i. Prohibit smoking in or around the barn. A discarded cigarette can ignite dry bedding or hay in seconds.
   ii. Avoid parking tractors and vehicles in or near the barn. Engine heat and backfires can spark a flame. Also, store other machinery and flammable materials outside the barn.
   iii. Inspect electrical systems regularly and immediately correct any problems. Rodents can chew on electrical wiring and cause damage that can quickly become a fire hazard.
   iv. Keep appliances to a minimum in the barn. Use only when someone is in the barn.
   v. Install a sprinkler system.
   vi. Be sure hay is dry before storing it. Hay that is too moist may spontaneously combust. Store hay outside of the barn in a dry, covered area when possible.

b. **Be Prepared for a Fire**
   i. Mount fire extinguishers in all buildings, especially at all entrances. Make sure they are current and that your family and employees know how to use them.
   ii. Keep aisles, stall doors, and barn doors free of debris and equipment.
   iii. Have a planned evacuation route for every area of your farm, and familiarize all family members and employees with your evacuation plans.
   iv. Post emergency telephone numbers at each telephone and at each entrance. Emergency telephone numbers should include those of the veterinarian, emergency response personnel, and qualified livestock handlers. Also, keep your barn's street address clearly posted to relay to the 911 operator or your community's emergency services.
   v. Be sure your address and the entrance to your farm are clearly visible from the main road.
   vi. Install smoke alarms and heat detectors in all buildings. New heat sensors can detect rapidly changing temperatures in buildings. Smoke detectors and heat
sensors should be hooked up to sirens that will quickly alert you and your neighbors to a possible fire.

vii. Host an open house for emergency services personnel in your area to familiarize them with the layout of your property. Provide them with tips on handling your animals or present a mini-seminar with hands-on training.

viii. Familiarize your animals with emergency procedures and common things they would encounter during a disaster.

ix. Try to desensitize them to flashlights and flashing lights.

c. In the Event of a Barn Fire
   i. Immediately call 911 or your local emergency services.
   ii. Do not enter any building if it is already engulfed in flames.
   iii. If it is safe for you to enter the barn, evacuate animals starting with the most accessible ones.
   iv. Move animals quickly to a fenced area far enough from the fire and smoke. Never let animals loose in an area where they are able to return to a burning building.

5. Evacuation Planning
   a. The leading causes of death of large animals in hurricanes and similar events are collapsed barns, dehydration, electrocution, and accidents resulting from fencing failure. If you own farm animals, you should take precautions to protect them from these hazards, no matter what the disaster potential for your area.
   b. Evacuate animals as soon as possible. Be ready to leave once the evacuation is ordered. In a slowly evolving disaster, such as a hurricane, leave no later than 72 hours before anticipated landfall, especially if you will be hauling a high profile trailer such as a horse trailer. Remember: Even a fire truck fully loaded with water is considered "out of service" in winds exceeding 40 mph. If there are already high winds, it may not be possible to evacuate safely.
   c. Arrange for a place to shelter your animals. Plan ahead and work within your community to establish safe shelters for farm animals. Potential facilities include fairgrounds, other farms, racetracks, humane societies, convention centers, and any other safe and appropriate facilities you can find. Survey your community and potential host communities along your planned evacuation route.
d. Contact your local emergency management authority and become familiar with at least two possible evacuation routes well in advance.

e. Set up safe transportation. Trucks, trailers, and other vehicles suitable for transporting livestock (appropriate for transporting each specific type of animal) should be available, along with experienced handlers and drivers.

f. Take all your disaster supplies with you or make sure they will be available at your evacuation site. You should have or be able to readily obtain feed, water, veterinary supplies, handling equipment, tools, and generators if necessary.

g. If your animals are sheltered off your property, make sure they remain in the groupings they are used to. Also, be sure they are securely contained and sheltered from the elements if necessary, whether in cages, fenced-in areas, or buildings.
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN
APPENDIX 3: LIST OF POSSIBLE RESOURCES

This appendix contains lists of various resources that could be useful during both animals in disaster planning or a response. Local material, equipment, and service resources are listed on the attachment in spreadsheet form. That sheet indicates whether there is a signed agreement for use of the resource in place. Other resources, such as descriptions are state and federal resources are included below.

I. STATE AND NATIONAL RESOURCES
   A. State-Level Resources

West Virginia Division of Homeland Security and Emergency Management
   (http://www.wvdhsem.gov/index.html)
   Bldg. 1, Rm. EB-80
   1900 Kanawha Blvd., East
   Charleston, WV 25305
   Phone: (304) 558-5380
   Fax: (304) 344-4538
   Jimmy Gianato, Director

West Virginia Department of Agriculture (http://www.wvagriculture.org)
   1900 Kanawha Blvd.
   East Charleston, WV 25305
   (304) 558-2214

   Dr. Matthew Blackwood, Homeland Security Coordinator
   (304) 552-8395
   mblackwood@ag.state.wv.us

   Roy McCallister, Threat Preparedness Officer
   (304) 553-1170 Cell
   rmccallister@ag.state.wv.us
Dr. Jewell Plumley
State Veterinarian

Building 12
Gus R. Douglass Agricultural Center
Guthrie, WV
Phone: (304) 558-2214
(304) 558-2231(Fax)
E-mail: jstarcher@ag.state.wv.us

**West Virginia Division of Natural Resources**
1900 Kanawha Boulevard, East
Capitol Complex, Building 3, Room 663
Charleston, WV 25305-0660
Phone: (304) 558-3315
Fax: (304) 558-2768

Law Enforcement:
State Capitol
Building 3, Room 837
1900 Kanawha Boulevard, E.
Charleston, WV 25305
(304) 558-2784
Law@wvdnr.gov

**West Virginia State Public Health Veterinarian**
Department of Health/Human Resources
Division of Surveillance & Disease Control
350 Capitol St, Room 125
Charleston, WV 25301-3715
Phone: (304) 558-5358
Fax: (304) 558-6335
West Virginia Raptor Rehabilitation Center ([http://www.wvrrc.org/](http://www.wvrrc.org/))

P. O. Box 333  
Morgantown, WV 26507  
304-366-2867  
800-540-6390  
Email: raptor@wvrrc.org

The Center’s mission is to rehabilitate and release injured and orphaned birds of prey and to provide environmental education programs to the public for the benefit of all living things.

B. National-Level Resources

American Humane Association ([www.americanhumane.org](http://www.americanhumane.org))

63 Inverness Drive, East  
Englewood, CO 80112  
800-227-4645 (Business hours Monday-Friday 8 a.m.-5p.m. Mountain Time)  
Fax: 303-792-5333

As part of American Humane’s mission to protect animals, their work involves protecting animals in the event of disasters—both man-made and natural. Through Red Star Emergency Services, American Humane comes to the rescue with disaster preparedness training, veterinary care, and a network of trained National Responders who can rescue animals from all types of dangerous situations. American Humane joined with Animal Planet—the “all animals, all the time” cable network to create the modern Animal Planet Rescue. The program features an 80 foot rolling rescue rig, equipped to handle any kind of natural disaster. The Rescue Rig is also a touring educational, entertainment center that spreads the word to communities about how to prepare for and care for their animals during disasters. The Rescue Rig offers state-of-the-art rescue equipment to allow for safer and more efficient animal rescues. The custom-built semi-trailer features a mobile veterinary clinic to allow for on-site treatment; a four-wheel-drive emergency ambulance; three rescue crafts for water rescues; and a high-tech communications center with fax machines, cellular phones, and computers for up-to-the-minute contact with other emergency agencies in a disaster area. The truck can also house 12 rescue personnel and boasts a portable corral for temporary care of livestock and horses.

American Humane’s National Responder Program is a cadre of volunteers selected by American Humane based on their abilities and experience in technical rescue, animal handling, or disaster management. Each responder is assigned to a response team. Each
team comprises a team leader, a professional technical rescuer, and a professional with animal handling experience. (e.g., animal control officers, veterinarians, veterinary technicians). Support staff supplements the teams based on the needs of the team and the technical nature of the task. American Humane designs and maintains an “activation calendar” and each responder is on call for 14 consecutive days, four times a year, for a total of eight weeks. During the eight weeks they are on call, responders are required to be ready to travel to a disaster site within six hours of being called. 24/7/365 there will always be a response team on call should a disaster strike.

American Society for the Prevention of Cruelty to Animals (www.aspca.org)

424 E. 92nd St.
New York, NY 10128-6804
Call: (212) 876-7700, Monday-Friday, 9:00am – 5:00pm

After September 11, 2001 an Emergency Pet Preparedness initiative was started by the ASPCA. The following preparedness steps are recommended to pet owners: 1) Rescue Alert Stickers (available free on the website) This easy-to-use sticker will let people know that pets live in your home, in case you are not there. It contains information on the number and type of pets in your home, the name of your vet and your vet’s phone number. 2) Arrange a safe haven for your pets in the event of an evacuation. 3) Have on hand emergency supplies and a traveling kit 4) Choose designated Caregivers 5) Evacuation Preparation 6) Geographic and Climatic Considerations. The ASPCA provided services in the aftermath of the World Trade Center Disaster in NYC in the form of foster care for animals, receiving animals for adoption, bereavement counseling, pet behavioral counseling, pet therapy, and rescue of “mouser” cats from abandoned retail establishments.

ASPCA/National Animal Poison Control Center (www.napca.aspca.org)

888-426-4435

The ASPCA Animal Poison Control Center is the premier animal-oriented poison control center in North America. Open 24/7/365.

The ASPCA Animal Poison Control Center is dedicated to helping animals exposed to potentially hazardous substances by providing 24-hour veterinary diagnostic and treatment recommendations. The center is committed to protecting and improving the lives of animals
through toxicology educational programs and non-traditional research. $45 Consultation fee may be applied to credit card.

**American Veterinarian Medical Association (www.avma.org/disaster/**)

The American Veterinary Medical Association is a professional association of more than 67,000 member veterinarians. The mission of the AVMA is to advance the science and art of veterinary medicine, including its relationship to public health, biological science, and agriculture.

The Association is the recognized national voice for veterinarians in presenting their views to government, academia, agriculture, pet owners, and other concerned members of the public.

**Disaster Preparedness and Response Efforts**

The American Veterinary Medical Association (AVMA) disaster preparedness and response efforts resulted from an agreement between the AVMA and the Office of Emergency Preparedness of the U.S. Public Health Service. With the signing of a Memorandum of Understanding (MOU) in May 1993, veterinary services became incorporated into the Federal Response Plan for disaster relief as part of the National Disaster Medical System (NDMS).

NDMS was developed to provide supplemental medical care to victims of catastrophic disasters in the event state and local resources are overwhelmed and Federal assistance is required. Such federal recognition of the need for animal care provided the framework for veterinary health professionals to be organized into Veterinary Medical Assistance Teams (VMAT) which could respond to the needs of animals during a disaster in the same way that Disaster Medical Assistance Teams (DMAT) provide medical aid to human casualties of disasters.

The completion, in August 1994, of a Memorandum of Understanding between the AVMA and the United States Department of Agriculture/Animal and Plant Health Inspection Service (USDA/APHIS) made it possible for the VMAT to assist the USDA in the control, treatment, and eradication of animal disease outbreaks. Such a response would occur under the direction of the United States Department of Agriculture (USDA). The 1994 MOU was
approved for a five-year extension in June 1999.

On January 26, 1998, the AVMA and American Veterinary Medical Foundation (AVMF) signed a statement of understanding with The American National Red Cross (ARC). In the SOU, the American Red Cross recognizes the American Veterinary Medical Association and the American Veterinary Medical Foundation as the only national organizations representing the entire profession of licensed veterinarians solely responsible for the diagnosis, treatment, health and well-being of all animals, including and during periods designated as disaster relief. During disasters, Red Cross volunteers will refer all animal medical questions and needs to veterinarians affiliated with the national, state, county, or local veterinary medical associations.

**Veterinary Medical Assistance Teams (VMAT)**

VMAT is designed for response to large-scale disasters but has adequate flexibility to permit response to disasters of limited scope. Though the initial response to disasters occurs at the local level, resources within a disaster area may be inadequate to fully cope with the effects of a major disaster, or local resources may need time to recover before resuming complete responsibility. The VMAT provide assistance during those times when the local veterinary community is overwhelmed.

The VMAT are highly trained teams composed of veterinarians, veterinary technicians, and support personnel. They provide nationwide coverage during times of disaster and can be deployed to any state or United States territory. VMAT team members triage and stabilize patients at a disaster site and provide austere veterinary medical care. These teams are mobile units that can deploy within 24-48 hours when their assistance is requested by the state officials from the affected state. The members carry a 3-day supply of food, water, personal living necessities, and medical supplies and equipment, if needed. Each team is capable of establishing a veterinary field hospital and can provide any other veterinary services needed to support a complete disaster relief effort.

**Response Capabilities**

- VMAT responsibilities during disasters include: Assessment of medical needs of animals Medical treatment and stabilization of animals Animal disease surveillance Zoonotic disease surveillance and public health assessment Technical assistance to
assure food and water quality Hazard mitigation

- Biological and chemical terrorism surveillance Animal decontamination
- Medical treatment for Secret Service dogs and Search and Rescue dogs

The VMAT will supplement the relief efforts already underway by local veterinarians and emergency responders. The goal is a cooperative animal relief effort during times of disaster between VMAT, state and local officials, the state veterinarian, the local veterinary community, state and local veterinary medical associations, emergency management personnel, humane groups, the American Red Cross, and search and rescue groups. The desired result is for all of the entities involved in disaster response to work together cooperatively and efficiently for human and animal well-being.

Qualified applicants who are assigned to one of the VMAT are preprocessed for federal employment and issued identification cards. These persons can then be called to federal service for up to 14 days as "special needs" employees of the U.S. Public Health Service. If activated, the personnel are paid a salary, covered by federal worker’s compensation, protected under the Federal Tort Claims Act against personal liability within the scope of their temporary federal employment, and are exempt from licensure, certification, or registration requirements.

**American Veterinary Medical Foundation Disaster Relief Emergency Fund**
(www.avmf.org)

The American Veterinary Medical Foundation (AVMF) is a 501 (c)(3) foundation that raises and disburses funds for initiatives supporting veterinary care, veterinary education, and veterinary practice. Founded in 1963, contributions made to the AVMF are tax deductible. The AVMF Disaster Relief Emergency Fund provides support for emergency aid for the health, safety, and welfare of animals affected by disasters, emergency preparedness, and the Veterinary Medical Assistance Teams.
Animal Rescue Foundation (www.arf.ab.ca)

The Animal Rescue Foundation
P.O. Box 34160
Calgary, AB T3C 1 S2
Canada

To rescue homeless, lost or abandoned dogs in order to prevent and alleviate animal suffering and reduce pet overpopulation. To provide dogs with food, shelter, care and medical attention on a temporary basis.

Humane Society of the United States (www.hsus.org)

The Disaster Services Program of the Humane Society of the United States provides a comprehensive approach to disaster education and training, mitigation, preparedness, response, and recovery.

When a disaster strikes, the HSUS Disaster Animal Response Teams (DART) move quickly to assess the damage and evaluate the impact on animals, and then to provide the most appropriate support to the local community. They work with local emergency responders, local humane associations and shelters, and local disaster volunteers. The disaster response program is supported by a network of trained and equipped staff volunteers available for nationwide response.

The HSUS has formal agreements with the Federal Emergency Management Agency (FEMA) and the American Red Cross to take advantage of The HSUS's special expertise in animal protection and disaster mitigation and response to support the Nation in time of natural disasters, as well as to improve the public's understanding of the close relationship between people and their animals. The HSUS's long-time working relationships with these and many other organizations is recognition of The HSUS as a premier resource for community disaster education and emergency response.

The HSUS Disaster Services staff has information to help you plan for the needs of your pets, horses, and livestock before, during, and after any disaster, whether natural or man-made.
HSUS Disaster Dog Program
These rescuers possess an uncommon focus and agility: They can traverse over the unstable ground, they can ignore stimuli that would distract lesser souls, they know how to avoid dangerous situations, and they can even detect the faintest sounds and scents.
They are the canine teams that are part of the Federal Emergency Management Agency's Urban Search and Rescue Response Task Forces. They are the most highly trained search-and-rescue dogs in the country. They also number fewer than needed.

The HSUS announced the launch of its Disaster Dog Program, which provides direct financial support to the volunteer canine teams of the FEMA Urban Search and Rescue Response Task Forces. Only when the FEMA task forces are actually mobilized will these canine teams have their deployment expenses covered.

Vermont Veterinary Medical Association ([www.vtvets.org/htm/disaster.htm#links](http://www.vtvets.org/htm/disaster.htm#links))
2073 Spear Street
Charlotte, VT 05445-9744
(802)425-3495

The Vermont Veterinary Medical Association has a committee called Animals Disaster Emergency Planning Team (ADEPT). The mission of ADEPT is to develop a plan for the coordination of local and state resources in response to companion, farm and wild animal care needs before, during, and following a significant emergency. The members of ADEPT represent private and public sector agencies. Their webpage includes information on disaster planning for pets, livestock, horses, and the Animal Disaster Planning Advisory Committee Newsletter

II. LIST OF ATTACHMENTS
Attachment 1: Animal Resource Spreadsheet
# EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

## APPENDIX 3: LIST OF POSSIBLE RESOURCES

### ATTACHMENT 1: ANIMAL RESOURCE SPREADSHEET (Berkeley County)

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<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
<th>24-hr Emergency Care Facility</th>
<th>Livestock Capabilities</th>
<th>Universal Microchip Wand</th>
<th>Livestock Capabilities</th>
<th>Universal Microchip Wand</th>
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<td>Shenendoah Vet Hospital</td>
<td>1152 Shepherdstown Rd, Martinsburg, WV 25404</td>
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<td>Big Spring Animal Hospital</td>
<td>2279 Winchester Ave, Martinsburg, WV 25405</td>
<td>304-267-2909</td>
<td>K. Davenport</td>
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<td>519 Warm Springs Ave, Martinsburg, WV 25404</td>
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<td>Inwood Animal Center</td>
<td>7611 Winchester Ave, Inwood, WV, 25428</td>
<td>304-229-7387</td>
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<td>Veterinarian</td>
<td>Ark Animal Clinic</td>
<td>201 School House Dr, Hedgesville, WV, 25427</td>
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<td>5747 Hedgesville Rd, Hedgesville, WV, 25427</td>
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<td>Veterinarian</td>
<td>Panhandle Action for Animals</td>
<td>8637 Tuscarora Pike, Martinsburg WV, 25403</td>
<td>304-267-7549</td>
<td>N/A</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Heather's Helpers Pet Sitters</td>
<td>130 Capricorn Dr, Martinsburg, WV 25403</td>
<td>304-271-8946</td>
<td>N/A</td>
<td>No</td>
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<td>Campbell's Canine Camp</td>
<td>1874 Koontztown Rd, Falling Waters, WV 25419</td>
<td>304-274-9191</td>
<td>Susanna Campbell</td>
<td>No</td>
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<td>Kennels &amp; Groomers</td>
<td>Cedar Run Pet Resort LLC</td>
<td>2551 Middle Way Pike, Bunker Hill, WV 25413</td>
<td>304-229-4100</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Posh Pet Kennels Inc.</td>
<td>202 Old Mill Rd, Martinsburg, WV 25401</td>
<td>304-264-4647</td>
<td>N/A</td>
<td>No</td>
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<td>Kennels &amp; Groomers</td>
<td>Greensburg Bed &amp; Biscuit</td>
<td>121 Buttonwood Lane, Martinsburg, WV 25401</td>
<td>304-263-4485</td>
<td>N/A</td>
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<td>Kennels &amp; Groomers</td>
<td>Mountaineer Mutts Boarding</td>
<td>93 Pleasant Ct, Martinsburg, WV 25401</td>
<td>304-267-6201</td>
<td>N/A</td>
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<td>Kennels &amp; Groomers</td>
<td>D&amp;L Pet Grooming</td>
<td>849 Wilson St, Martinsburg, WV 25401</td>
<td>304-263-8537</td>
<td>N/A</td>
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<td>Kennels &amp; Groomers</td>
<td>Bubbles &amp; Bark</td>
<td>405 W Race St, Martinsburg, WV 25401</td>
<td>304-263-9167</td>
<td>N/A</td>
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<td>Kennels &amp; Groomers</td>
<td>Pooch Parlor</td>
<td>87 Van Clevesville Rd, Martinsburg, WV 25405</td>
<td>304-263-8537</td>
<td>N/A</td>
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<td>Kennels &amp; Groomers</td>
<td>North Berkeley Grooming</td>
<td>612 Avondale Rd, Martinsburg, WV 25404</td>
<td>304-260-5640</td>
<td>N/A</td>
<td>No</td>
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<td>Kennels &amp; Groomers</td>
<td>Purrfect Paws Pet Boutique</td>
<td>119 Sader Dr Ste 4, Inwood, WV 25428</td>
<td>304-229-0026</td>
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<td>Kennels &amp; Groomers</td>
<td>Gina's Pet Grooming</td>
<td>37 Arctic Ave, Hedgesville, WV, 25427</td>
<td>304-754-6555</td>
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<td>Food &amp; Supply Vendor</td>
<td>Pet Products Plus More</td>
<td>138 Tara Dr, Martinsburg, WV</td>
<td>304-274-1844</td>
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<td>Food &amp; Supply Vendor</td>
<td>Pet Smart</td>
<td>144 Retail Commons Pkwy, Martinsburg, WV, 25403</td>
<td>304-262-6458</td>
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<td>Food &amp; Supply Vendor</td>
<td>Walmart Supercenter</td>
<td>5680 Hammonds Mill Rd, Martinsburg, WV</td>
<td>304-274-5176</td>
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<td>Pet-Friendly Hotels</td>
<td>Holiday Inn</td>
<td>301 Foxcroft Ave, Martinsburg, WV</td>
<td>800-465-4326</td>
<td>Front Desk</td>
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<td>Pet-Friendly Hotels</td>
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<td>5595 Hammonds Mill Rd, Martinsburg, WV</td>
<td>304-274-2181</td>
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<td>Pet-Friendly Hotels</td>
<td>Rodeway Inn</td>
<td>94 McMillan Court, Martinsburg, WV 25401</td>
<td>877-424-6423</td>
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<td>Technical Assistance - Animal Law</td>
<td>Berkeley County Humane Society</td>
<td>554 Charles Town Rd, Martinsburg, WV 25405</td>
<td>304-267-8389</td>
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<td>Technical Assistance - Animal Law</td>
<td>Berkeley County Animal Control</td>
<td>700 S Queen St, Martinsburg, WV 25401</td>
<td>304-263-4729</td>
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<td>North Moutain Small Dog Rescue</td>
<td>Martinsburg, WV 25405</td>
<td>304-582-2691</td>
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## EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

**APPENDIX 3: LIST OF POSSIBLE RESOURCES**

**ATTACHMENT 1: ANIMAL RESOURCE SPREADSHEET (Grant County)**

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<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
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<tbody>
<tr>
<td>Veterinarian</td>
<td>Mill Creek Animal Hospital</td>
<td>County Route 220/4, Petersburg, WV 26847</td>
<td>304-257-4291</td>
<td>Bill Kittleberger, DVM</td>
<td>No</td>
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<tr>
<td></td>
<td>Universal Microchip Wand</td>
<td>1</td>
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<td></td>
<td>Livestock Capabilities</td>
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<tr>
<td>Veterinarian</td>
<td>Mountainview Veterinary Services</td>
<td>309 Virginia Ave, Petersburg, WV 26847</td>
<td>304-257-5719</td>
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<td>Livestock Capabilities</td>
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<td>Food &amp; Supply Vendor</td>
<td>Alt's Farm Service</td>
<td>214 Potomac Ave, Petersburg, WV 26847</td>
<td>304-257-1466</td>
<td>Store Manager</td>
<td>No</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Grant County Pound</td>
<td>Johnson Run Rd, Petersburg</td>
<td>304-257-4085</td>
<td>Pet Patch</td>
<td>Yes</td>
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<td></td>
<td>Able to house 30 small animals</td>
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<td></td>
<td>Transport Capability</td>
<td>1 county vehicle with 1 cage</td>
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<td>Mill Creek Animal Hospital</td>
<td>County Route 220/4, Petersburg, WV 26847</td>
<td>304-257-5347</td>
<td>Bill Kittleberger, DVM</td>
<td>No</td>
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<td></td>
<td>10 cages and 20 runs available; number of animals that could be sheltered depend on type and size</td>
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<td>Pet-Friendly Hotels</td>
<td>Park Motel</td>
<td>34 N Main St, Petersburg, WV 26847</td>
<td>304-257-4656</td>
<td>Front Desk</td>
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# EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

## APPENDIX 3: LIST OF POSSIBLE RESOURCES

### ATTACHMENT 1: ANIMAL RESOURCE SPREADSHEET (Hampshire County)

<table>
<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
<th>Universal Microchip Wand</th>
<th>Livestock Capabilities</th>
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<tbody>
<tr>
<td>Veterinarian</td>
<td>Augusta Animal Hospital</td>
<td>75 W Gravel Ln, Romney, WV 26757</td>
<td>304-822-3751</td>
<td>Dr. Hott</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Veterinarian</td>
<td>Hampshire Animal Hospital</td>
<td>150 S Marsham St, Romney, WV, 26757</td>
<td>304-822-5900</td>
<td>N/A</td>
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<td>Livestock Capabilities</td>
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<tr>
<td>Veterinarian</td>
<td>Cacapon Veterinary Medical Center</td>
<td>Capon Bridge, WV, 26711</td>
<td>304-856-1701</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
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<td>Universal Microchip Wand</td>
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<td>Kennels &amp; Groomers</td>
<td>Kasmira Farms</td>
<td>Capon Bridge, WV, 26711</td>
<td>304-856-3314</td>
<td>Amy Mills</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Critter Clips</td>
<td>RR 50, Augusta, WV, 26704</td>
<td>304-496-7997</td>
<td>N/A</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Hugs &amp; Scrubs Dog Grooming</td>
<td>59 Potomac Ave, Romney, WV, 26757</td>
<td>304-738-8606</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Paws Awhile</td>
<td>1 Bear Garden Plaza, Capon Bridge, WV 26711</td>
<td>304-856-3787</td>
<td>N/A</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Shadow Hill Dog Training</td>
<td>1 Potomac Overlook, Levels, WV 25431</td>
<td>304-492-5287</td>
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<td>Kennels &amp; Groomers</td>
<td>Stoney Creek Farm</td>
<td>Augusta, WV 26704</td>
<td>304-496-8591</td>
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<td>Kennels &amp; Groomers</td>
<td>Paw Paws Canine College</td>
<td>Levels, WV 25431</td>
<td>304-492-4075</td>
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<td>Kennels &amp; Groomers</td>
<td>Augusta Animal Hospital</td>
<td>75 W Gravel Ln, Romney, WV 26757</td>
<td>304-822-3751</td>
<td>Dr. Hott</td>
<td>No</td>
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Able to house up to 6 small animals and 3 larger animals
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<th>Contact Person</th>
<th>MOU (W/V)</th>
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<td>Kennels &amp; Groomers</td>
<td>Cacapon Veterinary Medical Center</td>
<td>Capon Bridge, WV, 26711</td>
<td>304-856-1701</td>
<td>N/A</td>
<td>No</td>
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<td></td>
<td>Raven Tower Pet Hotel</td>
<td>Romney, WV 26757</td>
<td>304-822-5016</td>
<td>Isaac Lewis (304-822-5688, home)</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>Petco</td>
<td>Romney, WV 26757</td>
<td>877-513-3105</td>
<td>Store Manager</td>
<td>No</td>
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<tr>
<td>Technical Assistance - Animal Law</td>
<td>Hampshire County Animal Control</td>
<td>162-B Owl Hollow Rd, Paw Paw, WV 25434</td>
<td>304-496-9379</td>
<td>N/A</td>
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## EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

### APPENDIX 3: LIST OF POSSIBLE RESOURCES

#### ATTACHMENT 1: ANIMAL RESOURCE SPREADSHEET (Hardy County)

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<th>Name</th>
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<th>Livestock Capabilities</th>
<th>Universal Microchip Wand</th>
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<tbody>
<tr>
<td>Veterinarian</td>
<td>Moorefield Animal Hospital</td>
<td>237 S Main St, Moorefield, Wv 26836</td>
<td>304-530-8387</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td>Veterinarian</td>
<td>Mountaineer</td>
<td>29 Caledonia Heights Rd, Moorefield, Wv 26836</td>
<td>304-538-6017</td>
<td>Homan Morris M Jr. DVM</td>
<td>No</td>
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<tr>
<td>Veterinarian</td>
<td>Lost River Animal</td>
<td>4158 State Road 259, Baker, WV</td>
<td>304-897-8288</td>
<td>Dr. Tina Keplinger</td>
<td>No</td>
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<td>Veterinarian</td>
<td>South Branch Animal</td>
<td>5201 US Rt 220 South, Moorefield, WV</td>
<td>304-530-7224</td>
<td>Lesley Parisi, DVM</td>
<td>No</td>
<td>Yes</td>
<td>1</td>
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<tr>
<td>Veterinarian</td>
<td>Dr. Detamore</td>
<td>Mathias, WV</td>
<td>304-897-7492</td>
<td>Dr. Detamore</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Veterinarian</td>
<td>Dr. Tina Teets</td>
<td>Mathias, WV</td>
<td>304-897-5415</td>
<td>Dr. Tina Teets</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>Walmart Supercenter</td>
<td>11 Harness Rd, Moorefield, WV</td>
<td>304-538-3490</td>
<td>Store Manager</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Technical Assistance - Animal Shelter</td>
<td>Hardy County Dog Shelter</td>
<td>206 Winchester, Moorefield, WV 26836</td>
<td>304-538-6142</td>
<td>N/A</td>
<td>No</td>
<td>No</td>
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<td>Resource Kind</td>
<td>Name</td>
<td>Address</td>
<td>Telephone</td>
<td>Contact Person</td>
<td>MOU (W/V)</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Bergdoll Kennel</td>
<td>US 220 N (near Baker Rocks)</td>
<td>304-538-3021 or 304-257-7622</td>
<td>Paula or Hank Bergdoll</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>15 kennels and 11 cages available</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Lost River Animal Hospital</td>
<td>4158 State Road 259, Baker, WV</td>
<td>304-897-8288</td>
<td>Dr. Tina Keplinger</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Able to house 2 large animals (horses, cows), 8-9 large dogs, 20-30 small animals</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Drs. Paresi</td>
<td>US 220 near Moorefield-Petersburg WVSP Detachment</td>
<td>N/A</td>
<td>Drs. Leslie or Tom Paresi</td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td>Ability to house large animals, facility currently under construction</td>
<td></td>
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<tr>
<td>Large Animal Shelter</td>
<td>Reymann Memorial Farms</td>
<td>1695 SR 259 North, Wardensville, WV</td>
<td>304-788-2332 or 304-874-3561</td>
<td>Vera Page</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>996-acre facility 2 miles north of Wardensville. Owned by WVU.</td>
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<tr>
<td></td>
<td></td>
<td>Best used for incidents in Hampshire and Hardy Counties (and elsewhere in Eastern Panhandle if transportation is available).</td>
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<tr>
<td></td>
<td></td>
<td><strong>Pros:</strong> Agreement for usage already in place with USDA FSA.</td>
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<tr>
<td>Large Animal Shelter</td>
<td>South Branch Stockyards</td>
<td>341 Clay Street, Moorefield, WV</td>
<td>304-538-6050</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td>Privately-owned auction for livestock with a number of enclosed structures.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Best used for incidents in western Hardy County, Grant County, or Hampshire County.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>Pros:</strong> Located 1 block from the Brethern Church (an ARC human shelter).</td>
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<tr>
<td></td>
<td></td>
<td><strong>Cons:</strong> Sheltering capacity would be greatly diminished during inclement weather.</td>
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</table>
# EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

## APPENDIX 3: LIST OF POSSIBLE RESOURCES

### ATTACHMENT 1: ANIMAL RESOURCE SPREADSHEET (Jefferson County)

<table>
<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
<th>Livestock Capabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinarian</td>
<td>Hillsider Veterinary Hospital</td>
<td>191 Augustine Ave, Charles Town, WV</td>
<td>304-728-2203</td>
<td>Dr. Devin S. Roberts, DVM</td>
<td>No</td>
<td>No</td>
</tr>
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</tr>
<tr>
<td></td>
<td>Universal Microchip Wand</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Livestock Capabilities</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Veterinarian</td>
<td>Apple Tree Animal Clinic</td>
<td>900 N Mildred St, Ranson, WV</td>
<td>304-725-8840</td>
<td>Dr. Norma K. Hough, DVM</td>
<td>No</td>
<td>No</td>
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<td></td>
<td>Universal Microchip Wand</td>
<td>2</td>
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</tr>
<tr>
<td></td>
<td>Livestock Capabilities</td>
<td>No</td>
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</tr>
<tr>
<td>Veterinarian</td>
<td>Dr. Keith B. Berkeley, DVM</td>
<td>315 East 5th Avenue, Ranson, WV</td>
<td>304-725-1471</td>
<td>Dr. Keith B. Berkeley, DVM</td>
<td>No</td>
<td>No</td>
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<td>Livestock Capabilities</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Veterinarian</td>
<td>Countryside Veterinary Clinic</td>
<td>1382 S George St, Charles Town, WV</td>
<td>304-725-7663</td>
<td>Dr. Dennis Dibbern, DVM</td>
<td>No</td>
<td>No</td>
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<td>Livestock Capabilities</td>
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<td>Veterinarian</td>
<td>Jefferson Animal Hospital</td>
<td>231 N Samuel St, Charles Town, WV</td>
<td>304-725-0428</td>
<td>Dr. Douglas E. Allara</td>
<td>No</td>
<td>No</td>
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<td>Universal Microchip Wand</td>
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<tr>
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<td>Livestock Capabilities</td>
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<tr>
<td>Veterinarian</td>
<td>Caroll &amp; Butler Veterinary</td>
<td>204 North Forrest St, Ranson, WV</td>
<td>304-725-1752 or 304-283-1487 (cell)</td>
<td>Dr. Stan Carroll, DVM or Dr. B.B. Butler, III, DVM</td>
<td>No</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Universal Microchip Wand</td>
<td>No</td>
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<tr>
<td></td>
<td>Livestock Capabilities</td>
<td>- HORSES ONLY</td>
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<td>Yes</td>
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<td>Resource Kind</td>
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<td>Contact Person</td>
<td>MOU (W/V)</td>
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<tr>
<td>Veterinarian</td>
<td>Ranson Animal Hospital</td>
<td>407 N Mildred St, Ranson, WV</td>
<td>304-725-5055 or 304-707-6822 (emergency line)</td>
<td>Dr. Norman Wilt</td>
<td>No</td>
<td></td>
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<td>Universal Microchip Wand</td>
<td>No</td>
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<tr>
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<td>Livestock Capabilities</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Veterinarian</td>
<td>Valley Equine Associates</td>
<td>515 East 5th Avenue, Ranson, WV 25438</td>
<td>304-725-1471</td>
<td>N/A</td>
<td>No</td>
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<tr>
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<td>Universal Microchip Wand</td>
<td>N/A</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Grooming Room &amp; Pet Suites</td>
<td>264 Naomi Lane, Kearneyville, WV</td>
<td>304-260-1234</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>Petco</td>
<td>217 Oak Lee Drive # 16, Ranson, WV</td>
<td>304-724-7973</td>
<td>Store Manager</td>
<td>No</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>F3 LLC</td>
<td>130 Washington St, Charles Town, WVw</td>
<td>304-728-7723</td>
<td>Store Manager</td>
<td>No</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>Gower's Feed Incorporated</td>
<td>1208 N Mildred St, Ranson, WV</td>
<td>304-728-7777</td>
<td>Store Manager</td>
<td>No</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>Paws</td>
<td>1328 Washington St, Harpers Ferry, WV</td>
<td>304-535-2810</td>
<td>Store Manager</td>
<td>No</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>Southern States Cooperative</td>
<td>Charles Town</td>
<td>304-725-7011</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td>Pet-Friendly Hotels</td>
<td>Hillbrook Inn</td>
<td>4490 Summit Point Rd, Charles Town, WV 25414</td>
<td>304-725-4223</td>
<td>Front Desk</td>
<td>No</td>
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<tr>
<td>Pet-Friendly Hotels</td>
<td>Comfort Inn</td>
<td>70 Maddox Square Dr, Shepherdstown, WV 25443</td>
<td>877-424-6423</td>
<td>Front Desk</td>
<td>No</td>
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<tr>
<td>Pet-Friendly Hotels</td>
<td>The Last Resort</td>
<td>PO Box 932, Harpers Ferry, WV 25425</td>
<td>304-535-2814</td>
<td>Front Desk</td>
<td>No</td>
<td></td>
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<tr>
<td>Technical Assistance - Animal Law</td>
<td>Jefferson County Animal Control</td>
<td>161 Poor Farm Rd, Kearneysville, WV 25430</td>
<td>304-728-3289</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td>Technical Assistance - Animal Law</td>
<td>Animal Welfare Society of Jefferson County</td>
<td>147 Poor Farm Rd, Kearneysville, WV 25430</td>
<td>304-724-6558</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td>Resource Kind</td>
<td>Name</td>
<td>Address</td>
<td>Telephone</td>
<td>Contact Person</td>
<td>MOU (W/V)</td>
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<tr>
<td>Technical Assistance - Animal Adoption</td>
<td>Briggs Animal Adoption Center</td>
<td>3731 Berryville Pike, Charles Town, WV 304-724-6558</td>
<td>304-724-6558</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td>Large Animal Shelter</td>
<td>Pigs Animal Sanctuary</td>
<td>1112 Persimmon Lane, Shepherdstown, WV 25443</td>
<td>304-262-0800</td>
<td>Melissa Susko</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

- **Pros:** Facility designed to house animals.
- **Pros:** Organization has compiled a significant roster of volunteers to help support its operation.
- **Estimated Capacity:** Up to 50 large animals
- **Transport resources needed**

60-acre site the regularly houses horses, pigs, goats, dogs, and cats. Total animal census averages 350 to 400.

Much of the facility is open space suitable for additional sheltering.

Best used for incidents in the southern/eastern Jefferson County areas as well as elsewhere in the Eastern Panhandle region.
# EASTERN PANHANDLE ANIMALS IN DISASTER PLAN
## APPENDIX 3: LIST OF POSSIBLE RESOURCES
### ATTACHMENT 1: ANIMAL RESOURCE SPREADSHEET (Mineral County)

<table>
<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinarian</td>
<td>Mountainview Veterinary Services</td>
<td>90 Southern Drive, Keyser, WV 26726</td>
<td>304-788-6602</td>
<td>Darrin Matlick</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Veterinary Services</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Veterinarian</td>
<td>Adams Fred R DVM</td>
<td>Resses Mill Rd, Keyser, WV 26726</td>
<td>304-788-7868</td>
<td>Fred Adams DVM</td>
<td>Yes</td>
</tr>
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</tr>
<tr>
<td>Veterinarian</td>
<td>Keller Richard DVM</td>
<td>N/A</td>
<td>304-738-9117</td>
<td>Richard Keller</td>
<td>Yes</td>
</tr>
<tr>
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<tr>
<td>Veterinarian</td>
<td>Lechliter, Richard DVM</td>
<td>N/A</td>
<td>304-738-0055</td>
<td>Richard Lechliter</td>
<td>Yes</td>
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</tr>
<tr>
<td>Food &amp; Supply Vendors</td>
<td>Walmart Supercenter</td>
<td>RR #4 Box 82, Keyser, WV</td>
<td>304-788-8160</td>
<td>Store Manager</td>
<td>No</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>Mineral County Trading Post</td>
<td>80 Lincoln St, Keyser, WV</td>
<td>304-289-3227</td>
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<td>No</td>
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<tr>
<td>Food &amp; Supply Vendors</td>
<td>Dusty Trail Tack &amp; More</td>
<td>506 W Industrial Blvd #A, Keyser, WV</td>
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<td>Store Manager</td>
<td>No</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Almost Heaven Pet Resort</td>
<td>Knobley Rd, Keyser, WV 26726</td>
<td>304-726-7373</td>
<td>N/A</td>
<td>No</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Bed &amp; Biscuit Pet Boarding</td>
<td>Rt 2, Keyser, WV 26726</td>
<td>304-726-8408</td>
<td>Marsha</td>
<td>Yes</td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Camelot</td>
<td>Route 46</td>
<td>304-726-8408</td>
<td>Tom VandeVander</td>
<td>Yes</td>
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</tbody>
</table>

- Universal Microchip Wand
- Livestock Capabilities

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On-site kennel for approximately 30 dogs
<table>
<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
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<tbody>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Country Mile Pet Resort</td>
<td>N/A</td>
<td>304-788-5854</td>
<td>Barbara</td>
<td>Yes</td>
</tr>
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<td></td>
<td>Pets and farm animals; approximately 3 portable pens available</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Happy Tails Pet Resort</td>
<td>Rt 2 Box 109A1, Keyser, WV 26726</td>
<td>304-726-7377</td>
<td>N/A</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Mineral County Animal Pound</td>
<td>N/A</td>
<td>304-788-5720</td>
<td>N/A</td>
<td>Yes</td>
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<tr>
<td>Kennels &amp; Groomers</td>
<td>Mountainview Veterinary Services</td>
<td>90 Southern Drive, Keyser, WV 26726</td>
<td>304-788-6602</td>
<td>Darrin Matlick</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Able to house 4 larger dogs and 10 smaller animals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Assistance - Animal Law</td>
<td>Mineral County Humane Society, Inc.</td>
<td>HC 84 Box 12, Keyser, WV 26726</td>
<td>304-788-3365</td>
<td>Joy Fertig</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>(24) 10’ x 10’ x 16’ portable pens available</td>
<td></td>
<td>304-788-1732</td>
<td>Eugene Hanlin, President</td>
<td></td>
</tr>
<tr>
<td>Technical Assistance - Animal Law</td>
<td>Mineral County Animal Control</td>
<td>Green Mountain Rd, Keyser, WV 26726</td>
<td>304-788-5720</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>Large Animal Shelter</td>
<td>Mineral County Fairgrounds</td>
<td>Route 28 North, Fort Ashby, WV</td>
<td>304-788-2332</td>
<td>Vera Page</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Site includes a number of enclosed facilities meant to house livestock</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Best used for incidents in the southern Mineral County areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Pros:</strong> Agreement for usage already in place with USDA FSA.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Animal Shelter</td>
<td>Potomac State College</td>
<td>Keyser, WV</td>
<td>304-788-2332</td>
<td>Vera Page</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Educational institution with a number of facilities, structures, etc. Component of WVU.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Best used for incidents in the southern Mineral County areas.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Pros:</strong> Agreement for usage already in place with USDA FSA.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Cons:</strong> Primary facilities are located in downtown Keyser area.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Cons:</strong> Many of the college's facilities would be inappropriate for animals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## EASTERN PANHANDLE ANIMALS IN DISASTER PLAN
### APPENDIX 3: LIST OF POSSIBLE RESOURCES
### ATTACHMENT 1: ANIMAL RESOURCE SPREADSHEET (Morgan County)

<table>
<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinarian</td>
<td>Animalia Veterinary Care</td>
<td>4684 Valley Rd, Berkeley Springs, WV</td>
<td>304-258-5819</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Universal Microchip Wand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Livestock Capabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterinarian</td>
<td>Berkeley Springs Animal Hospital</td>
<td>1692 Martinsburg Rd, Berkeley Springs, WV</td>
<td>304-258-4123</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Universal Microchip Wand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Livestock Capabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterinarian</td>
<td>Doyle J L</td>
<td>Berkeley Springs, WV 25411</td>
<td>304-258-5819</td>
<td>J. L. Doyle</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Universal Microchip Wand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Livestock Capabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food &amp; Supply Vendors</td>
<td>Berkeley Springs Pet Supply, LLC</td>
<td>1299 Valley Rd Suite 1, Berkeley Springs, WV 25411</td>
<td>304-867-3116</td>
<td>David Swaim</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Petco</td>
<td>Paw Paw, WV</td>
<td>877-513-3105</td>
<td>Store Manager</td>
<td>No</td>
</tr>
<tr>
<td>Food &amp; Supply Vendors</td>
<td>Berkeley Springs Pet Supplies</td>
<td>91 Sugar Hollow Rd, Berkeley Springs, WV</td>
<td>304-867-3116</td>
<td>Store Manager</td>
<td>No</td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Berkeley Springs Pet Boarding</td>
<td>2075 Valley Rd, Berkeley Springs, WV</td>
<td>304-258-0974</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Technical Assistance -</td>
<td>The Humane Society of Morgan</td>
<td>5366 Valley Road, Berkeley Springs, WV</td>
<td>304-258-5592</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>Animal Law</td>
<td>County</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pet-Friendly Hotels</td>
<td>Berkeley Springs Cottage Rentals</td>
<td>120 Independence Street, Berkeley Springs, WV 25411</td>
<td>866-682-2246</td>
<td>Front Desk</td>
<td>No</td>
</tr>
<tr>
<td>Pet-Friendly Hotels</td>
<td>Mountain Morning Vacation Log Home Rentals</td>
<td>867 Libby's Ridge Rd, Berkeley Springs, WV 25411</td>
<td>304-258-1718</td>
<td>Front Desk</td>
<td>No</td>
</tr>
</tbody>
</table>
## EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

### APPENDIX 3: LIST OF POSSIBLE RESOURCES

#### ATTACHMENT 1: ANIMAL RESOURCE SPREADSHEET (Regional)

<table>
<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Supply Vendors</td>
<td>CFC Farm and Home Center</td>
<td>Culpeper, VA</td>
<td>540-825-2200</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Food &amp; Supply Vendors</td>
<td>Coors Brewery</td>
<td>Elkton, VA</td>
<td>717-729-7151</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Food &amp; Supply Vendors</td>
<td>Farmers Cooperative Association</td>
<td>Frederick, MD</td>
<td>301-663-3113</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Food &amp; Supply Vendors</td>
<td>Martins Elevator</td>
<td>Hagerstown, MD</td>
<td>301-733-2553</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Food &amp; Supply Vendors</td>
<td>Paramount Feed and Supply</td>
<td>Hagerstown, MD</td>
<td>301-733-8150</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td>Large Animal Shelter</td>
<td>Allegany County Fairgrounds</td>
<td>Cumberland, MD 21502</td>
<td>301-729-1200</td>
<td>Glen Stahlman</td>
<td>No</td>
</tr>
</tbody>
</table>

- **24-hr Emergency Care**
  - **Animal Emergency Hospital and Referral Center**: 165 Fort Evans Rd, Leesburg, VA 20176, Telephone: 703-777-5755, Contact Person: N/A, MOU (W/V): No
  - **Blue Ridge Veterinary Associates, Inc.**: 120 East Cornwell Lane, Purcellville, VA 20132, Telephone: 540-338-7387, Contact Person: N/A, MOU (W/V): No
  - **Frederick Emergency Animal Hospital**: 434 Prospect Avenue, Frederick, MD 21701, Telephone: 301-662-6622, Contact Person: N/A, MOU (W/V): No
  - **Valley Emergency Veterinary Clinic, Ltd.**: 164 Garber Lane, Winchester, VA 22602, Telephone: 540-662-7811, Contact Person: N/A, MOU (W/V): No

- 80' x 225' open bay building, 6' high panels to assist with enclosing areas potentially available
- 24-hr care on weekends only
<table>
<thead>
<tr>
<th>Resource Kind</th>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Contact Person</th>
<th>MOU (W/V)</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-hr Emergency Care</td>
<td>Mountain View Animal Emergency</td>
<td>17747 Virginia Avenue, Hagerstown, MD 21740</td>
<td>301-733-7339 or <a href="mailto:khumphries@mvae.inf">khumphries@mvae.inf</a></td>
<td>K. Humphries</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open from 6 p.m. Fridays through 8 a.m. Mondays</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Allegany County Animal Shelter</td>
<td>716 Furnace Rd, Cumberland, MD</td>
<td>301-777-5930</td>
<td>Dick Devore</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Capacity of less than 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Clarke County Animal Shelter</td>
<td>225 Ramsburg Lane, Berryville, VA</td>
<td>540-955-5104</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Capacity of less than 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Esther L. Boyd Animal Shelter</td>
<td>161 Fort Collier Rd, Winchester, VA</td>
<td>504-667-9192</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Capacity of less than 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Garrett County Animal Shelter</td>
<td>152 Oakland Sang Run Rd, Oakland, MD</td>
<td>301-334-3553</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Capacity of less than 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Loudoun County Animal Shelter</td>
<td>Leesburg, VA</td>
<td>703-777-0406</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>13,000 sq.ft. facility w/ 45 kennel runs for dogs and housing capabilities for up to 90 cats</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Pendleton Animal Welfare Shelter</td>
<td>Franklin, WV</td>
<td>304-358-3644</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Capacity of less than 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Shenandoah County Animal Shelter</td>
<td>268 Landfill Rd, Edinburg, VA</td>
<td>540-984-8955</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Capacity of less than 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Tucker County Animal Shelter</td>
<td>Parsons, WV</td>
<td>304-614-9330</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Capacity of less than 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kennels &amp; Groomers</td>
<td>Humane Society of Washington County</td>
<td>13011 Maugansville Rd, Hagerstown, MD</td>
<td>301-733-2060</td>
<td>N/A</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Capacity of less than 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This appendix contains materials that can be used as Emergency Public Information (EPI) releases or pre-emergency public information campaigns. Other incident-related information to be released should include the locations of pet shelters, any assistance that is being publicly provided, etc.
 PRESS RELEASE – Eastern Panhandle Emergency Preparedness Partners Remind Residents about Caring for Their Pets in Cold Weather

In many areas, winter is a season of bitter cold and numbing wetness. Help your pets remain happy and healthy during the colder months by following these simple guidelines.

Don't leave dogs outdoors when the temperature drops. Most dogs, and all cats, are safer indoors, except when taken out for exercise. Regardless of the season, shorthaired, very young, or old dogs and all cats should never be left outside without supervision. Short-coated dogs may feel more comfortable wearing a sweater during walks.

No matter what the temperature, wind-chill can threaten a pet's life. A dog or cat is happiest and healthiest when kept indoors. If your dog is an outdoor dog, however, he/she must be protected by a dry, draft-free doghouse that is large enough to allow the dog to sit and lie down comfortably, but small enough to hold in his/her body heat. The floor should be raised a few inches off the ground and covered with cedar shavings or straw. The house should be turned to face away from the wind, and the doorway should be covered with waterproof burlap or heavy plastic.

Pets that spend a lot of time outdoors need more food in the winter because keeping warm depletes energy. Routinely check your pet's water dish to make certain the water is fresh and unfrozen. Use plastic food and water bowls rather than metal; when the temperature is low, your pet's tongue can stick and freeze to metal.

Warm engines in parked cars attract cats and small wildlife, which may crawl up under the hood. To avoid injuring any hidden animals, bang on your car's hood to scare them away before starting your engine.

The salt and other chemicals used to melt snow and ice can irritate the pads of your pet's feet. Wipe the feet with a damp towel before your pet licks them and irritates his/her mouth.

Antifreeze is a deadly poison, but it has a sweet taste that may attract animals and children.
Wipe up spills and store antifreeze (and all household chemicals) out of reach. Better yet, use antifreeze-coolant made with propylene glycol; if swallowed in small amounts, it will not hurt pets, wildlife, or your family.

Always have a winter disaster plan in place for you, your family and your pets.

Additional pet safety information can be accessed through your local emergency manager.
PRESS RELEASE – Eastern Panhandle Emergency Preparedness Partners Remind Residents about Caring for Their Pets in Hot Weather

As the summer heat approaches, here are some preparedness tips to consider when caring for your pets:

- Never leave pets in a car, even with the windows down. The inside of a car can reach temperatures in excess of 150 degrees in a matter of minutes. If possible, pets should be kept indoors during excessive heat.
- If keeping a pet outside, make sure that pets have adequate shelter from the sun and plenty of fresh water at all times.
- Plan outside activities with your pets during the cooler parts of the day: early morning and evening. Limit the outside activity of your pets during the heat of the day.
- During hot weather, sidewalks and pavement radiate excessive amounts of heat and can be too hot for the pads of your pet's paws. Consider that if the sidewalk is too hot for you to walk barefoot, it is too hot for your pet to walk on.
- Allow access to the coolest part of your home. If you don't have air conditioning, or you turn it off while at work, make sure your pet can get to a cool place, such as a basement.
- Take extra precautions in hot weather for dogs that are elderly, overweight or snub-nosed.
- Always have a disaster plan in place for you, your family and your pets.
- Additional pet safety information can be accessed through your local emergency manager.
PRESS RELEASE – Eastern Panhandle Emergency Preparedness Partners Urge Flood Preparation for Pets

Emergency preparedness partners from throughout the Eastern Panhandle would like to offer the following evacuation tips for pet owners in the event of a flood:

- Do not leave your pets behind.
- As rescue officials may not allow you to take your pets if you need to be rescued, do not wait until the last minute to evacuate.
- Securely fasten a current identification tag to your pet’s collar. It’s a good idea to include a phone number of a friend or family member so someone who finds your pet will be able to reach someone who knows you.
- Carry a photo of you and your pet for identification purposes.
- Transport pets in secure pet carriers and keep pets on leashes or harnesses.
- Because most emergency shelters do not admit pets, call hotels in a safe location and ask if you can bring your pets. Ask the manager if a no-pet policy can be lifted during the disaster.
- If you and your pets cannot stay together, call friends, family members, veterinarians or boarding kennels in a safe area to arrange foster care.
- Be sure to pack your pet’s emergency supply kit filled with at least a three-day supply of food, water and other supplies, such as medical records, owner’s documentation, cat litter and other necessary sanitary items and medication.
- Keep a list of emergency phone numbers (veterinarian, local animal control, animal shelters, Red Cross, etc.).
PRESS RELEASE – Make a Family Pet Disaster Plan

Disaster planning is a “what if” game – what if you were at work, away from home shopping, etc and your pets were at home with no one else there? What if a sudden disaster occurred in the middle of the night? Would you be able to fully accomplish everything you needed to and evacuate? Your plans should be based on this kind of advance thinking.

Most important: In an emergency, the best and safest place for your pets is with you. If it’s not safe for you to stay in your home, it’s not safe for your pets, either.

There are actions you can take before, during and after a disaster strikes!

Questions to ask before:

- Anticipate how your pets would be cared for while you’re away from your home.
- Will you need assistance evacuating with your pets? Will you need to provide assistance to neighbors or friends?
- Is there a neighbor or local friend who can look after and/or evacuate with your pets if you are unable to? Have you made these arrangements with them?
- How would your pets react during an emergency? Have you trained them to be handled easily?
- Assess what would need doing and who would be available to do it.
- Do you know what animal welfare agencies are in your community, and where they are located? Have you spoken to them about how they can help in a major emergency?
- Find out what hotels in your area may be “pet friendly”. Many may alter their policy during disasters. Do you have friends or family that will care for your pets while you are out of your home?
- How will you provide identification information or prove ownership? Do you have recent color photographs and descriptions? Is your pet microchipped and is the number registered to you?
- Does your out-of-state contact person from your family’s disaster plan also have information about your pets? Is that person’s phone number on the pet’s tags as well as their crates/other containers?
• Do you have a window sign near your front door that identifies what pets are in the house to emergency responders?
• Is your pet record form and authorizations to treat your pets securely attached to their crate or other carrier?
• Are your pets comfortable using their crate? Have you done their crate training? If a dog, are they used to wearing a muzzle?
• Have you decided on and built a supplies kit for your pets?
• Have you practiced your plan with family discussions and drills? You need to know how long it will take you to get everything ready for evacuation and what can go wrong!

If you are warned an emergency may occur:
• Check your supplies, and replenish any that need replacing (perishables, batteries).
• Make sure that all medications and pet record forms are up to date
• Locate pets and keep them secure, in case you will need to evacuate.
• Notify your contacts that an emergency is imminent.
• Check pets are wearing ID tags and collars.
• Discuss possible events and actions with your family.

When an emergency strikes:
• Crate/contain your pets and put in vehicle
• Put all supplies (including your battery-operated radio) in your vehicle
• Post your window sign, if it’s not already up.
• Evacuate together
• Notify your contacts
• Listen to your local a.m. radio news

Tips:
• Store supplies in containers that are easily carried or wheeled.

*SOURCE: http://evacuatemypet.com/disasterplan.htm
PRESS RELEASE – Residents Urged to Take Pets with Them as [DISASTER] Prompts Evacuations

[CITY, State] — Intro Paragraph explaining disaster situation, which areas are at risk and urging those people to take their pets with them in case of evacuation.

Quote from local official or shelter director urging residents to plan ahead for their pets in an emergency, providing specific local information, etc.

Standard emergency preparedness language:

All pet owners are urged to keep a pet emergency supply kit, which should include the following:

- Three-or-more-day supply of food in airtight, water proof container and drinking water.
- Bowls for food and water.
- Current photos and physical description of your pets, including details on markings.
- Medications, vaccination records (especially rabies records) and first aid pet supplies.
- Comfort items such as a toy and blanket.
- Small garbage bags.
- For dogs — include a leash, harness and a sturdy carrier large enough to use as a sleeping area.
- For cats include a litter box and litter as well as a sturdy carrier large enough for transport.

If officials call for an evacuation, pet owners should be aware that many evacuation shelters do not accept pets, and they must plan their destination in advance. Many hotels, motels, campsites and other facilities around the country now allow pets. Check out AAA or www.petswelcome.com to find a list of those in your area. Hotels and motels may be willing to lift "no pet" restriction in an emergency. Friends and family members living outside the area may be able to provide shelter too. (Please check with your local animal shelter or
emergency management office to determine if a pet-friendly emergency shelter will be set up in your location.)

More than 358 million pets reside in 63 percent of American households. A Zogby International poll found that 61 percent of pet owners will not evacuate if they cannot bring their pets with them.

For more tips on preparedness plans that include your pets, visit http://www.hsus.org/hsus_field/hsus_disaster_center/resources/disaster_preparedness_for_pets.html or www.ready.gov.
PRESS RELEASE – Steps for Protecting Animals in a Disaster

Pets and livestock depend on their owners for care, before, during, and after a disaster. Owners should anticipate their animal’s needs and prepare to fill them in advance, while stores, roads, phones, electricity, water, and other services function and while travel remains safe. To prepare for emergencies, assume that normal services will be interrupted and that you will have to care for your animals on your own.

* Be prepared for conditions to worsen.

Even if evacuation seems unlikely, be sure to have on-hand both what you and your pet will need to stay put for at least three days and a plan, including a well-stocked Pet ID Pack and Go Kit, ready to take with you immediately, if necessary. Among the supplies you should have ready-to-go are ownership and health records, food and medications for three days, and restraints – a collar and leash as well as an appropriate crate or cage for each pet. Emergency shelters are likely to refuse pets whose owners do not provide these essentials.
PRESS RELEASE – Tips for Large Animal Preparedness

As a large animal or livestock owner, there is more difficulty involved in providing for your animals during an emergency. Plan ahead and determine the best place for animal confinement in case of a disaster. Find alternate water sources in case power is lost and pumps are not working or have a hand pump installed. A minimum of three days feed and water on hand is recommended. If there is an evacuation, decide where to take your animals if necessary. Contact fairgrounds, stockyards, and private farms/stables about their policies and ability to take animals temporarily in an emergency. Have several sites in mind. Familiarize yourself with several evacuation routes to your destination.

For identification purposes, photograph, identify, and inventory your livestock. Permanent identification such as tattoos, brands, etched hooves or microchips are best. Temporary identification, such as tags on halters, neck bands, and duct tape with permanent writing will also work. Include your name and phone number. Keep identification information with you to verify ownership. You should have a list of current vaccinations. Keep medical histories and record special dosing instructions, allergies, and dietary requirements. Write down contact information for your veterinarian.

If you own transportation keep it well-maintained, full of gas, and ready to move at all times. Be sure your animals will load. If you don't have your own vehicles, make arrangements with local companies or neighbors before disaster strikes.

An example of a disaster preparedness kit may include:

- Portable radio and extra batteries;
- Plastic trash barrel with a lid;
- Water buckets;
- Stored feeds;
- Non-nylon leads, halters, and shanks;
- Leg wraps;
- Blankets or sheets;
- First aid items;
- Tarps;
- Portable generators;
• Flashlights;
• Shovel;
• Lime or bleach;
• Fly spray;
• Wire cutters;
• Sharp knife; and
• Hoof pick.

Having a plan in place before a disaster hits is the best preventative measure owners can provide for their animals.
PRESS RELEASE – Tips for Small Animal Preparedness

Being a responsible pet owner means being prepared for anything. Have a plan before disaster strikes. Keep regularly needed items on hand to avoid any last minute rushing to the store before an emergency. Also make sure your pet has a durable means of identification attached to a collar or harness.

A list of possible supplies to keep is:

- Medication and medical records (stored in a waterproof container) and a first aid kit.
- Sturdy leashes, harnesses, and/or carriers to transport pets safely and ensure that your animals can't escape;
- Current photos of your pets in case they get lost;
- Food, portable water, bowls, cat litter/pan, and can opener;
- Information on feeding schedule, medical conditions, behavior problems, and the name and numbers of your veterinarian in case you have to foster or board your pets; and
- Pet beds and toys, if easy transportable.

Local media and emergency services should provide the locations of the nearest pet shelter for your type and size of pet. To ensure a smoother process, have records and any information on hand when registering a pet.
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

APPENDIX 5: FORMS

This appendix contains a number of blank forms that can be used by local officials to identify and document potential resource availability. The following forms have been included as attachments.

- **Attachment 1**: Resource Data Collection Form
- **Attachment 2**: Potential Layout of Pet Shelters
- **Attachment 3**: Sample Tag
- **Attachment 4**: Veterinary Clinic Survey Form
- **Attachment 5**: Potential Animal Shelter Survey Form
- **Attachment 6**: Farmers' Special Needs Card
- **Attachment 7**: Memorandum of Understanding (MOU) Template
ATTACHMENT 1: RESOURCE DATA COLLECTION FORM

This attachment contains a form that can be used to document equipment, services, and supplies that can be made available by the various resources throughout the region.
RESOURCE DATA COLLECTION FORM
Considerations for Animals

Name
Street Address
City
Fax
Telephone
State, Zip
Alternate Telephone (24-hour)
Alternate Contact + Title
Email

### Animal Rescue Capabilities

Large Animals:

Small Animals:

Other:

*If you have additional information, please attach a separate sheet w/ that information.*

### Animal Shelter

Large Animals:

Small Animals:

Other:

### Animal Transport

Large Animals:
<table>
<thead>
<tr>
<th>Small Animals:</th>
<th>Other:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Vets</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Animal Specialty:</td>
</tr>
<tr>
<td>Small Animal Specialty:</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Kennels</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Animals:</td>
</tr>
<tr>
<td>Small Animals:</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

**Medical Supplies**
*Please describe in as much detail as possible.*

<table>
<thead>
<tr>
<th><strong>Other / Additional Items or Services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control Poles:</td>
</tr>
<tr>
<td>Bowls/Dishes:</td>
</tr>
<tr>
<td>Can Openers:</td>
</tr>
<tr>
<td>Cat Litter:</td>
</tr>
<tr>
<td>Collars (other):</td>
</tr>
<tr>
<td>Item</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Collars (slip)</td>
</tr>
<tr>
<td>Gloves</td>
</tr>
<tr>
<td>Harnesses</td>
</tr>
<tr>
<td>Leashes</td>
</tr>
<tr>
<td>Leather Handling Gloves</td>
</tr>
<tr>
<td>Litter Boxes</td>
</tr>
<tr>
<td>Masks</td>
</tr>
<tr>
<td>Muzzles</td>
</tr>
<tr>
<td>Paper Towels</td>
</tr>
<tr>
<td>Pet Carriers</td>
</tr>
<tr>
<td>Pet Food</td>
</tr>
<tr>
<td>Pooper Scoopers</td>
</tr>
<tr>
<td>Rope</td>
</tr>
<tr>
<td>Trash Bags</td>
</tr>
<tr>
<td>Trash Cans</td>
</tr>
</tbody>
</table>
This attachment provides a potential layout for a pet shelter. The following schematic is meant to be used as a guideline. The actual layout of an operational pet shelter should be determined based on the features of the area at which the facility is located and the types of pets that are being sheltered.
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

APPENDIX 5: FORMS

ATTACHMENT 3: SAMPLE TAG

This attachment contains an image of a sample tag that can be used to track animals in pet shelters and animal care facilities as well as maintain accountability of pet owners.

<table>
<thead>
<tr>
<th>Owner’s Name &amp; Address</th>
<th>Print</th>
<th>Rabies Tag Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT – Last</td>
<td>First</td>
<td>M.I.</td>
</tr>
<tr>
<td>No.</td>
<td>Street</td>
<td>City, State</td>
</tr>
<tr>
<td>Animal Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Species:</td>
<td>Sex:</td>
<td>Age:</td>
</tr>
<tr>
<td>Dog</td>
<td>Male</td>
<td>3 mo. to 12 mo.</td>
</tr>
<tr>
<td>Cat</td>
<td>Female</td>
<td>12 mo. or older</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Registrar: 
Vaccination History: 
Documentation presented _____________________
No documentation ___________________________

Date Admitted: 
Regular Veterinarian’s Name: 
Signature: 
Regular Veterinarian’s Contact: 

CERTIFICATE NUMBER 0001

Detach and place on animal’s collar.

CERTIFICATE NUMBER 0001

Animal Name:

| Species: | Sex: | Age: | Size: | Predominant Breed: | Colors: |
| Dog | Male | 3 mo. to 12 mo. | Under 20 lbs. | | |
| Cat | Female | 12 mo. or older | 20-50 lbs. | | |
| Other | | | Over 50 lbs. | | |
This attachment provides a standard form that can be used to survey the capabilities of veterinary clinics throughout the counties within the Eastern Panhandle on an annual basis.
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN
ANNUAL VETERINARY CLINIC SURVEY FORM

Name of Clinic: ________________________________
Address: ________________________________________
City, State, Zip: _________________________________
Clinic Telephone: ______________________________

Primary Contact Person: ____________________________
Contact Telephone: ______________________ 24-hr Contact Information: ________________
Email: __________________________________________

Secondary Contact Person: ____________________________
Contact Telephone: ______________________ 24-hr Contact Information: ________________
Email: __________________________________________

1. Approximately how many rabies tags did you issue in the previous calendar year?
2. Do you have any chip readers?
3. How many dogs could your facility shelter during an emergency:
   For one (1) to three (3) days? __________________________
   For three (3) to five (5) days? __________________________
   For longer than five (5) days? __________________________
4. How many cats could your facility shelter during an emergency:
   For one (1) to three (3) days? __________________________
   For three (3) to five (5) days? __________________________
   For longer than five (5) days? __________________________
5. Could you shelter any other type of animal during an emergency?
   For one (1) to three (3) days? __________________________
   For three (3) to five (5) days? __________________________
   For longer than five (5) days? __________________________
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

APPENDIX 5: FORMS

ATTACHMENT 5: POTENTIAL ANIMAL SHELTER SURVEY FORM

This attachment provides a standard form that can be used to collect information on the capabilities of sites considered for pet shelters and animal care facilities.
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN
POTENTIAL ANIMAL SHELTER SURVEY FORM

Facility Name: _____________________________________________________________
Mailing Address: __________________________________________________________________
Physical Address: _____________________________________________________________
City, State, Zip: __________________________________________________________________
Clinic or Veterinary Affiliation(s): _______________________________________________

Primary Contact Name: ______________________________________________________
Contact Telephone: __________________24-hr Contact Information: _________________
Email: ____________________________________________________________________
Secondary Contact Name: ___________________________________________________
Contact Telephone: __________________24-hr Contact Information: _________________
Email: ____________________________________________________________________

24-hr Access Available: □ Yes □ No
Agreement for Usage in Place: □ Yes □ No

Facility Characteristics
Approximate Size of Area Dedicated to Animal Sheltering: ________________________
Hazard Vulnerabilities (List): _________________________________________________
Describe Ingress/Egress to Shelter Area: _______________________________________
Infrastructure Available: □ Electricity □ Natural Gas □ Water □ Sewage
Communications Capabilities: _________________________________________________
Types of Floors in Sheltering Area: □ Tile □ Carpet □ Wood □ Concrete □ N/A
Sanitary Facilities Available: □ Toilets □ Standing Showers □ Bath Tubs □ N/A
Locations of Utility Hookups: _________________________________________________
Areas Available for Medical Treatment: □ Yes □ No
Areas Available for Animal Quarantine: □ Yes □ No
Areas Available to Isolate Problem Animals: □ Yes □ No
Parking Capabilities (approx. number of spaces): ________________________________
Nearest Human Shelter: __________________________________________________

Summary Items

Potential Pet/Animal Capacity: _____________________________________________
Attach a sketched layout of the facility/area.

Notes: ___________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
This attachment provides a card (i.e., form) that can be distributed to the agricultural community within participating counties.

I. BERKELEY COUNTY

FARMERS’ SPECIAL NEEDS CARD
If you would require special assistance from your farm in the event of an emergency evacuation, please complete this card and return it to the Berkeley County Office of Homeland Security and Emergency Management. This information will remain confidential. Remember, this card will ensure that county officials have a record of your farm if there is an emergency.

Name:_____________________________________  Phone: (304)______________
Address:_____________________________________________________________
City:___________________________________________ State: WV   Zip:________

The type of farm I have is (check as many as apply):
□ Dairy  □ Cattle  □ Hog  □ Poultry  □ Vegetable  □ Fruit
□ Horses  □ Greenhouse Plants  □ Hay/Grain  □ Other:__________________

(explain)

The fire department serving my farm is:
□ Back Creek Valley  □ Bedington  □ Baker Heights  □ Hedgesville  □ Martinsburg
□ South Berkeley  □ Other:____________________________
II. GRANT COUNTY

FARMERS’ SPECIAL NEEDS CARD
If you would require special assistance from your farm in the event of an emergency evacuation, please complete this card and return it to the Grant County Office of Emergency Services. This information will remain confidential. Remember, this card will ensure that county officials have a record of your farm if there is an emergency.

Name:_____________________________________  Phone: (304)______________
Address:_____________________________________________________________
City:___________________________________________ State: WV   Zip:________

The type of farm I have is (check as many as apply):
□ Dairy   □ Cattle   □ Hog   □ Poultry   □ Vegetable   □ Fruit
□ Horses   □ Greenhouse Plants   □ Hay/Grain   □ Other:________________
(explain)

The fire department serving my farm is:
□ Bayard   □ Maysville   □ Mount Storm   □ Petersburg
□ Other:_____________________

III. HAMPSHIRE COUNTY

FARMERS’ SPECIAL NEEDS CARD
If you would require special assistance from your farm in the event of an emergency evacuation, please complete this card and return it to the Hampshire County Office of Emergency Management. This information will remain confidential. Remember, this card will ensure that county officials have a record of your farm if there is an emergency.

Name:_____________________________________  Phone: (304)______________
Address:_____________________________________________________________
City:___________________________________________ State: WV   Zip:________

The type of farm I have is (check as many as apply):
□ Dairy   □ Cattle   □ Hog   □ Poultry   □ Vegetable   □ Fruit
□ Horses   □ Greenhouse Plants   □ Hay/Grain   □ Other:________________
(explain)

The fire department serving my farm is:
□ Augusta   □ Capon Bridge   □ Capon Springs   □ Levels   □ North River Valley
□ Romney   □ Slanesville   □ Springfield Valley   □ Other:_______________________
IV. HARDY COUNTY

FARMERS’ SPECIAL NEEDS CARD
If you would require special assistance from your farm in the event of an emergency evacuation, please complete this card and return it to the Hardy County Office of Homeland Security and Emergency Services. This information will remain confidential. Remember, this card will ensure that county officials have a record of your farm if there is an emergency.

Name: ___________________________ Phone: (304) _____________
Address: _______________________________________________________________
City: _____________________________ State: WV Zip: ______

The type of farm I have is (check as many as apply):
□ Dairy □ Cattle □ Hog □ Poultry □ Vegetable □ Fruit
□ Horses □ Greenhouse Plants □ Hay/Grain □ Other: _____________
(explain)

The fire department serving my farm is:
□ Capon Valley □ Mathias-Baker □ Moorefield
□ Other: ______________________

V. JEFFERSON COUNTY

FARMERS’ SPECIAL NEEDS CARD
If you would require special assistance from your farm in the event of an emergency evacuation, please complete this card and return it to the Jefferson County Office of Homeland Security and Emergency Services. This information will remain confidential. Remember, this card will ensure that county officials have a record of your farm if there is an emergency.

Name: ___________________________ Phone: _____________________________
Address: _______________________________________________________________
City: _____________________________ State: WV Zip: ______

The type of farm I have is (check as many as apply):
□ Dairy □ Cattle □ Hog □ Poultry □ Vegetable □ Fruit
□ Horses □ Greenhouse Plants □ Hay/Grain □ Other: _____________
(explain)

The fire department serving my farm is:
□ Bakerton □ Blue Ridge □ Citizens □ Friendship □ Independent
□ Middleway □ Shepherdstown □ Other: ______________________
VI. MINERAL COUNTY

FARMERS’ SPECIAL NEEDS CARD
If you would require special assistance from your farm in the event of an emergency evacuation, please complete this card and return it to the Mineral County Office of Emergency Management. This information will remain confidential. Remember, this card will ensure that county officials have a record of your farm if there is an emergency.

Name: ___________________________________ Phone: (304)_____________
Address: _______________________________________________________________
City: _____________________________ State: WV  Zip:________

The type of farm I have is (check as many as apply):
☐ Dairy  ☐ Cattle  ☐ Hog  ☐ Poultry  ☐ Vegetable  ☐ Fruit
☐ Horses  ☐ Greenhouse Plants  ☐ Hay/Grain  ☐ Other:__________________

(explain)

The fire department serving my farm is:
☐ Burlington  ☐ Elk District  ☐ Fort Ashby  ☐ Fountain  ☐ Keyser
☐ New Creek  ☐ Patterson Creek  ☐ Ridgeley  ☐ Short Gap  ☐ Tri Towns
☐ Wiley Ford  ☐ Other:_____________________

VII. MORGAN COUNTY

FARMERS’ SPECIAL NEEDS CARD
If you would require special assistance from your farm in the event of an emergency evacuation, please complete this card and return it to the Morgan County Office of Emergency Services. This information will remain confidential. Remember, this card will ensure that county officials have a record of your farm if there is an emergency.

Name: ___________________________________ Phone: (304)_____________
Address: _______________________________________________________________
City: _____________________________ State: WV  Zip:________

The type of farm I have is (check as many as apply):
☐ Dairy  ☐ Cattle  ☐ Hog  ☐ Poultry  ☐ Vegetable  ☐ Fruit
☐ Horses  ☐ Greenhouse Plants  ☐ Hay/Grain  ☐ Other:__________________

(explain)

The fire department serving my farm is:
☐ Berkeley Springs  ☐ Great Cacapon  ☐ Paw Paw  ☐ South Morgan
☐ Other:__________________________
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

APPENDIX 5: FORMS

ATTACHMENT 7: MEMORANDUM OF UNDERSTANDING TEMPLATE

This attachment contains a template Memorandum of Understanding (MOU) that can be used to confirm availability of animals in disaster resources.
MEMORANDUM OF UNDERSTANDING

BETWEEN

NAME

AND

INITIATOR NAME

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Name, hereinafter referred to as Name Abbreviation, and the Initiator Name, hereinafter referred to as Initiator Abbreviation.

A. PURPOSE: State the purpose.

B. STATE OF MUTUAL BENEFITS AND INTERESTS:
   1. List as appropriate.

C. INITIATOR ABBREVIATION SHALL:
   1. List as appropriate.

D. NAME ABBREVIATION SHALL:
   1. List as appropriate.

E. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:
   1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Initiator Abbreviation under this instrument may be subject to the Freedom of Information Act (5 U.S.C. 552). Confirm this statement.
   2. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts the Initiator Abbreviation or the Name Abbreviation from participating in similar activities with other public or private agencies, organizations, and individuals.
   3. COMMENCEMENT/EXPIRATION/TERMINATION. This MOU takes effect upon the signature of the Initiator Abbreviation and Name Abbreviation and shall remain in effect for Term from the date of execution. This MOU may be extended or amended upon written request of either the Initiator Abbreviation or Name Abbreviation and the subsequent written concurrence of the other. Either the Initiator Abbreviation or Name Abbreviation may terminate this MOU with a 60-day written notice to the other.
   4. RESPONSIBILITIES OF PARTIES. The Initiator Abbreviation and Name Abbreviation and their respective agencies and office will handle their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
   5. PRINCIPAL CONTACTS. This principal contacts for this instrument are:

<table>
<thead>
<tr>
<th>Initiator Abbreviation Project Contact</th>
<th>Name Abbreviation Project Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
</tbody>
</table>
6. NON-FUND OBLIGATING DOCUMENT. Nothing in this MOU shall obligate either the Initiator Abbreviation or Name Abbreviation to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of the Initiator Abbreviation and Name Abbreviation will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

7. ESTABLISHMENT OF RESPONSIBILITY. This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the Governmental Jurisdiction, its agencies, its officers, or any person.

8. AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document as representatives of the cooperator are authorized to act in the respective areas for matters related to this agreement.

THE PARTIES HERETO have executed this instrument.

Initiator Name

Name

DATE

DATE

Witness

DATE
EASTERN PANHANDLE ANIMALS IN DISASTER PLAN

APPENDIX 6: GAP ANALYSIS

This appendix contains a list of suggested action items as this plan is implemented and matures. These items are only suggestions; in other words, priorities may change and capabilities may be re-aligned as new agreements are signed, new resources enter the region, etc.

IMPLEMENTATION ITEMS

- Local animal control departments, emergency managers, and humane societies should coordinate with the agencies and organizations listed in Appendix 3 to work toward the creation and execution of Mutual Aid Agreements (MAAs) and Memoranda of Understanding (MOUs) to serve as commitments for accessing resources.
- Local emergency managers in Hardy and Jefferson Counties should coordinate with large animal assets in their counties to develop tabletop exercises and workshops aimed at better understanding one another’s expectations, capabilities, and limitations.
- The Berkeley County Humane Society should continue working toward the outfitting of an animal response trailer that could be used to supplement pet sheltering capabilities.
- Animal planning committee members should work toward the creation of a cadre of volunteers that can support animals in disaster operations anywhere in the region.

PLANNING ITEMS

- Animal planning committee members at the local level should continue working toward developing an estimate of the actual animal populations in their counties.
- Animal planning committee members at the local should work toward pre-identifying individuals within their jurisdictions that could serve as pet shelter or animal care facility Site Managers.
- Local emergency managers should coordinate with local animal resources regarding Incident Command System (ICS) training to ensure a baseline understanding of the ICS and how best to integrate into the structure.
• Local emergency managers and humane societies should continue negotiating access to facilities around their counties/service areas for use as pet shelters and/or animal care facilities.

• Local emergency managers should work with their jurisdictions’ legal counsel to determine how best to integrate potential private sector resources and assets as well as how best to characterize private sector needs in this document.

• Local emergency managers should continue to identify resources that could be utilized within this animals in disaster framework, particularly transport resources.

• Animal planning committee members at the local level should determine the feasibility of developing – with (and likely coordinated by) veterinarians – a mobile veterinary triage capability.
This appendix contains a list of terms and acronyms used throughout the animals in disaster plan. For general emergency terminology, refer to the glossary in each county’s Emergency Operations Plan.

**DEFINITION OF TERMS**

*Animal Care Facility*: A facility, either permanent or established ad hoc, used for the sheltering of larger animals such as horses or cattle.

*Disaster*: A severe emergency incident, usually comprised of several emergency incidents (or cascading effects of a single emergency) that debilitates a jurisdiction’s ability to function and/or protect life or property.

*Domestic Animal*: Dogs, cats, horses, cattle, hogs, sheep, and goats.

*Emergency*: Absent a presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.

*Emergency Operations Center*: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.

*Emergency Public Information*: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
Household Pets: Domesticated animals such as dogs, cats, birds, rabbits, rodents, or turtles kept in the home for pleasure not commercial purposes.

Incident Command System: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Large Animal: Livestock. The “large animal” nomenclature is not used for household pets.

Pet Shelter: Shelters specifically for the animals included in the FEMA definition for Household Pets.

Registration: The practice of recording the names and descriptions of animals sheltered at an animal care facility. Registration provides a formal tracking system for animals and assists in linking owners with their animals. The registration process should include a tagging system which provides an owner with an item to produce prior to leaving with an animal (examples include a numerical identification tag that is both given to the owner and placed on the animal’s collar or harness).

Resource: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained.

Service Animals: Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability including, but not limited to
guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Under ADA regulations, service animals have access to the same facilities as the humans they serve.

DEFINITION OF ACRONYMS

AAR/IP After-Action Report and Improvement Plan
ADEPT Animals Disaster Emergency Planning Team
APHIS Animal and Plant Health Inspection Service
ARC American Red Cross
ASPCA American Society for the Prevention of Cruelty to Animals
AVMA American Veterinary Medical Association
AVMF American Veterinary Medical Foundation
BCOHSEM Berkeley County Office of Homeland Security and Emergency Management
CED County Executive Director (USDA FSA)
CEOS Community Educational Outreach Services
COOP Continuity of Operations
CPG Comprehensive Preparedness Guide
DART Disaster Animal Response Team
DMAT Disaster Medical Assistance Team
DVM Doctor of Veterinary Medicine
EMA Emergency Management Agency
EOC Emergency Operations Center
EPI Emergency Public Information
ESF Emergency Support Function
FEMA Federal Emergency Management Agency
FFA Future Farmers of America
FSA Farm Service Agency
GCOES Grant County Office of Emergency Services
HCOEM Hampshire County Office of Emergency Management
HCOES Hardy County Office of Emergency Services
HSEEP Homeland Security Exercise and Evaluation Program
HSUS Humane Society of the United States
<table>
<thead>
<tr>
<th>Abbr.</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
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<tr>
<td>IS</td>
<td>Independent Study</td>
</tr>
<tr>
<td>JCHSEM</td>
<td>Jefferson County Homeland Security and Emergency Management</td>
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<tr>
<td>JFO</td>
<td>Joint Field Office</td>
</tr>
<tr>
<td>MAA</td>
<td>Mutual Aid Agreement</td>
</tr>
<tr>
<td>MACS</td>
<td>Multi-Agency Coordination System</td>
</tr>
<tr>
<td>MCOEM</td>
<td>Mineral County Office of Emergency Management</td>
</tr>
<tr>
<td>MCOES</td>
<td>Morgan County Office of Emergency Services</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>OEM</td>
<td>Office of Emergency Management</td>
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<td>PETS</td>
<td>Pet Evacuation Transportation Standards Act</td>
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<tr>
<td>POC</td>
<td>Point of Contact</td>
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<tr>
<td>RRCC</td>
<td>Regional Response Coordination Center</td>
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<tr>
<td>SAR</td>
<td>Search and Rescue</td>
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<td>SEOC</td>
<td>State Emergency Operations Center</td>
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<td>SITREP</td>
<td>Situation Report</td>
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<tr>
<td>SME</td>
<td>Subject Matter Expert</td>
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<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
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<td>USHHS</td>
<td>United States Department of Health and Human Services</td>
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<tr>
<td>VMAT</td>
<td>Veterinary Medical Assistance Team</td>
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<td>VOOAD</td>
<td>Voluntary Organizations Active in Disaster</td>
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<td>WVDA</td>
<td>West Virginia Department of Agriculture</td>
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