Kanawha Putnam Emergency Management Plan
BASIC PLAN
Revised September 2022; Reviewed Annually

I. Purpose

Local governments have a fundamental responsibility to protect life and property within their jurisdictions and to respond to the emergency needs of the public. It is recognized that emergency planning and management strategies are somewhat generic in nature among adjoining jurisdictions. The consigners hereto recognize and adopt this document as the Kanawha Putnam Emergency Management Plan ("the Plan"). The Plan provides general guidelines for planning, managing, and coordinating the overall response and recovery activities of local government before, during and after major emergencies and disasters that may affect our communities.

The Plan seeks to provide one common all-hazards emergency operations plan to be utilized by unincorporated areas, cities and communities within Kanawha and Putnam Counties.

Specifically, the Plan will address:

A. Mitigation of foreseeable hazards.

B. How our emergency response agencies and mechanisms will protect life and property during and following an emergency or disaster incident.

C. The tasking of agencies, organizations and individuals with specific functions and responsibilities relative to emergency operations.

D. Lines of authority, the command structure and organizational relationshipsof emergency responders, organizations, and management personnel.

E. Identification of available resources and provide guidelines for resource management.

F. Linkage to the National Response Framework (NRF).

G. Compliance with standards and requirements of the National Incident Management System (NIMS).

The Plan has been developed in accordance with the requirement for local emergency planning established in and by the State of West Virginia and meets the requirements of all state and federal guidelines for local all- hazard emergency management concepts, plans and programs, including the National Incident Management System. The plan includes local strategies and additional resources available at the state and federal level.

The Basic Plan will set forth general concepts, policies, tasks, and guidelines along the five disciplines of All-Hazards planning:

1) Awareness

2) Prevention

3) Preparedness

4) Response

5) Recovery

All participating and tasked departments and agencies should, within ninety (90) days of Plan publication, develop and maintain specific strategies to address their spectrum of responsibility to the Plan.

II. Legal Authority

A. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (P.L. 93-288 as amended by P.L. 100-707).

2. Superfund Amendments and Reauthorization Act (SARA) of 1986. SARA Title III is the Emergency Planning and Community Right-to-Know Act (EPCRA). The federal regulations governing SARA Title III are found in 40 CFR 300-355.

3. Homeland Security Presidential Directive (HSPD-5).

B. State

1. West Virginia State Emergency Act Chapter 15, Article 5 as amended.WV

State Code Chapter 29-3A-1 as amended

C. Local

1. City and county ordinances may govern local emergency management functions. Those may be found in the appendices.

D. Additional authority is in the Promulgation Document located at the front of the Plan.

III.   Planning Assumptions

This section identifies certain statements assumed to be fact for planning considerations.

A. The West Virginia Code, Chapter 15, Article 5, "Emergency Services" requires that the state and each county within the state establish an emergency services organization and that they develop and maintain a current Emergency Operations Plan (EOP) structured around existing constitutional government.

B. The scope of the Plan is restricted to those emergency situations that are beyond routine in nature. Any situation that overwhelms, or threatens to overwhelm, the common response resources of any one jurisdiction can cause activation of operations under the Plan.

C. It is recognized that successful management of a large incident is, in part, dependent upon the following factors:

1. The proper use of the Plan by responder, emergency management and support personnel.

2. Timely support from state and federal resources, when necessary.

3. The willingness of the public to take protective action such as sheltering-in-place.

4. The willingness of the public to evacuate to places where more immediate assistance may be available.

5. Preparedness measures by the public to the extent that individuals and families can survive independently for twenty-four to seventy-two hours following an incident.

6. The ability to communicate to the public correct information in a timely

manner possible, including, but not limited to, the media, EAS, and the telephone ring-down system (reverse 911).

D. In West Virginia, political subdivisions have the primary responsibility for emergency operations and will commit all available resources to save lives and minimize property damage. Should local emergency response capabilities and resources be overwhelmed, external assistance is available by either mutual aid agreements with nearby jurisdictions and/or from the state through the Division of Homeland Security and Emergency Management. Requests for external assistance must be processed through the Emergency Management Director for the appropriate jurisdiction.

E. Emergency planning is a work-in-progress, periodically reviewed and updated.

F. All emergency response agencies within the jurisdiction of the Plan are available to respond to emergency incidents.

G. Emergency response agencies have written mutual aid agreements with adjoining jurisdictions for the acquisition of additional response resources, as needed.

H. An emergency or disaster situation could exhaust immediately available resources, creating the need for state and/or federal assistance.

I. The Plan seeks to identify any anticipated hazard that could adversely impact the jurisdictions and to stipulate certain strategies to mitigate loss from, and respond to, emergencies arising out of those hazards.

J. Any reference to "the metropolitan area" means Kanawha and Putnam Counties, inclusively.

K. With respect to references to individual positions, the Plan may, from time to time herein, refer to the male gender. Such references should be considered gender neutral.

L. All references to individual positions in the Plan refer to the holder of that position or his designee.

M. An incident could occur that is not an anticipated hazard under the Plan.

IV.   The Metropolitan Situation

While the urbanization and topography of Kanawha and Putnam County differ somewhat, potential hazards are more similar than dissimilar.

Kanawha County is the seat of state government and contains the state's largest population. There is an abundance of industry, much of it dealing in manufacture of chemicals or other materials utilizing chemical processes. Three interstate highways wind through communities in the county, converging in the city of Charleston. The Kanawha River is a key avenue for commercial navigation and is used to transport coal and hazardous materials. Two railroads generally follow the river through the metropolitan area and are used for the transportation of hazardous material. Both rail lines pass through the urban area of Charleston. Yeager Airport sits on a hilltop adjacent to the northern Charleston city limits and is served by several commercial airlines. The typical departure runway for commercial flights passes over the downtown area.

The topography of Kanawha County varies from rolling hills in the extreme west, to steep hills and narrow valleys or hollows to the east and south, following the rise of the Appalachian Mountains. Historically, this topography has given rise to flash flooding.

Putnam County is considered one of the fastest growing areas of the state. Much of this growth is from new home construction. Many of its residents work in Charleston or Huntington and commute via I-64. Putnam County also contains some industrialization. Chief among them is the Toyota engine plant at Buffalo. Some chemical facilities are located on or near the eastern county line. In addition to I-64, US Route 35 is a route heavily utilized by commercial truck traffic.

The topography of Putnam County ranges from flat along the river valley to rolling hills. Areas of the county are also prone to flash flooding.

The city of Charleston is the seat of state and county government. The city population is roughly fifty thousand but can swell to nearly two hundred fifty thousand during the workday. Much of this population is centered in large office buildings downtown and the capitol campus in the east end.

Several municipalities and unincorporated areas are situated along the Kanawha and Elk Rivers.

Both county governments are administered by a county commission comprised of three (3) elected commissioners. The city governments are governed by a mayor/council form of government.

V. Concept of Operations

This section will identify the chain of command and basic conventions that shall be in force during Plan activation.

A. Direction and Control

1. Execution of the Plan will be under the direction of the Chief Elected Official (CEO). In the case of the city, the CEO is the mayor or his/her statutory designee. In the case of county government, the CEO will be the President of the county commission or his/her statutory designee. Specific duties of the CEO during emergency operations are detailed under Section IV-A.-1. Roles and Responsibilities.

2. Operational aspects under the Plan will be coordinated by the duly appointed Emergency Management Director or their designee

3. Tactical operations in the field are at the direction of the Incident Commander (IC) who has ultimate and absolute control over all on-scene operations. See functional annex for command authority.

B. Incident Command System

1. The Incident Command System (ICS) is a nationally recognized, prescribed and scalable structure for managing the response to any emergency situation. The IC operates from a forward command post.

2. The NIMS is the standard issued in 2004 for all local, state and national emergency management and operations. Effective in Fiscal Year 2007, It is assumed that all jurisdictions and agencies, regardless of professional discipline, will conduct all operations under ICS during activation of the Plan. Accordingly, it is anticipated that all response personnel, regardless of discipline, will have satisfied ICS training standards sufficient to their operational level.

C. Incident Command Post

1. The Incident Command Post is a facility or area from which the IC and command staff operates. Ideally, the Incident Command Post will be in a safe area away from the incident scene, yet close enough thatthe command staff can still safely observe tactical operations. However, safety and security are the key issues in deciding the location of the Incident Command Post.

2. The Incident Command Post should be secured and not accessible to anyone but the command staff or other authorized individuals. *The area of the Incident Command Post must be large enough to comfortably accommodate all necessary command personnel and, ideally, includes room to expand in size.*

D. Area Command

1. An incident that involves a massive geographical area, such as a citywide disaster with multiple responses, may create the need for the Incident Commander and his associated staff to locate the Incident Command Postin one location to oversee the response to the entire incident. This conceptis known as Area Command. Generally, the Area Command Post will be in the Emergency Operations Center.

2. The incident may be of such magnitude that there is not a single entity commanding or an appropriate location for an Incident Command Post. Insuch an incident coordination of a jurisdiction wide emergency will be coordinated by the EOC. Local entities will command their response or relief agencies as appropriate.

E. Unified Command System

1. Any incident that involves multiple jurisdictions, agencies and/or disciplines requires the establishment of the Unified Command System (UCS). The IC should consider the possibility of the need to establish UCSas he/she establishes the incident command post. Under UCS, the command personnel must be co-located in the same command post to facilitate communications and decision-making.

F. Emergency Operations Center

1. Coordination of response, emergency incident communications, public warning and information and resources is accomplished in the EmergencyOperations Center (EOC). The responsible Emergency Management Director is tasked with the opening, staffing and management of the EOC.

2. In advance, the Emergency Management Director may stipulate certain government and non-government agencies that are responsible to providea decision-making staff member to be in attendance in the EOC when it isactivated. It is the responsibility of these agencies to:

   a. Provide current, twenty-four hour callout information for their personnel who will work in the EOC

   b. Incur any costs associated with their agency's involvement in an EOC activation

   c. The Emergency Management Director orders activation of the EOC. Requests for activation may be made by elected officials and incident commander.

d. It shall be the responsibility of the EOC to provide support and coordination to the Incident Commander and Command personnel at the Incident Command Post, and to receive requests, locate, acquire, document and track any and all outside resources requested for mitigation of an emergency incident. An outside resource is defined as any resource requested by an IC that is not available within the assets of an agency or jurisdiction and not available by mutual aid agreements. Any such resource must be requested through the appropriate Emergency Management Director.

e. Pursuant to its mission, the EOC shall be staffed with certain Emergency Support Function Coordinators appointed by the Emergency Management Director, to coordinate certain support functions as deemed necessary.

1) ESF 1- Transportation: See FA A05

2) ESF 2 Communications: See FA A03

3) ESF 3 Public Works

4) ESF 4 Firefighting: See FA A09

5) ESF 5 Emergency Management: See this section V a.2.

6) ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services: See FA A07

7) ESF 7 Logistics Management and Resource Support: See FA A15

8) ESF 8 Public Health and Medical Services: See FA A08

9) ESF 9 Search and Rescue: FA A21

10) ESF 10 Oil and Hazardous Materials Response: See FA A16

11) ESF 11 Agriculture and Natural Resources

12) ESF 12 Energy

13) ESF 13 Public Safety and Security: See FA A14

14) ESF 14 Long-Term Community Recovery: See FA A24

15) ESF 15 External Affairs: See FA A01, FA A02, FA A03

f. In any jurisdiction, there is only one EOC. Since the EOC must contain certain assets, including important communications infrastructure, it is imperative that the EOC not be moved from its established location unless that location is deemed to be unsafe. Foreseeing the possibility of such an event, an alternate EOC should be planned and equipped with necessary operational, and communications assets as may be necessary.

g. In Kanawha County, the EOC is in the Ned Chilton Metro 911 Center, 200 Peyton Way, Charleston. This facility also acts as the EOC for the City of Charleston. The city also maintains an alternate EOC at Charleston City Hall. This can also be used as an alternate EOC for Kanawha County

h. In Putnam County, the EOC is co-located with the 911 Center Winfield. Alternate EOCs include the Putnam Mobile Command Unit and the Coal Mountain tower site.

i. In order to avoid confusion, only one location or entity within the jurisdiction may refer to itself as an EOC during an emergency.

G. Communications

1. The Emergency Operations Center shall be responsible for coordination ofemergency public information and emergency communications with the incident response personnel. This ensures efficient communications with the field, interoperability, and prevents the 911 center from being overwhelmed with telephone and radio traffic. *Therefore, all incident-related communications during an emergency are conducted directly between the ICP and the EOC.* More detailed information on the emergency communications function is contained in Functional Annex A03–Communications.

H. Joint Information System (JIS)

This section deals with the dissemination of Emergency Public Informationin incidents where multiple agencies and/or jurisdictions are involved. Additional information is covered in Functional Annex A02 – Emergency Public Information.

NIMS stipulates that communications with the public during an emergency incident shall be coordinated to ensure a "one voice" approach. All officials and personnel involved in an incident, regardless oftheir home jurisdiction or discipline must ensure that any public statementis coordinated, in advance, with the other members participating in JIS.

1. Role of the Media

   a. During even a routine emergency, it is a given that the media willbe a part of the response. In the event of a disaster situation, the media response may increase exponentially, especially if the incident is of national news significance.

   b. The news media is a valuable resource for providing emergency-related information and rumor control to the public. Therefore, Command staff should reasonably accommodate their job-related needs while managing their access to the incident site.

2. Public Information Officer ESF 15

   a. Should be experienced in media relations and be articulate.

   b. Receives the media and manages the Information Center.

   c. Coordinates flow of information to the public with the IC and EOC.

   d. Arranges interviews with command personnel.

   e. In the event of a multi-agency/jurisdiction response, coordinates information flow through appropriate command personnel and all involved agencies to ensure that the message is consistent.

   f. Establishes, when appropriate, a media staging area.

   g. Makes his/her role and contact information known to the media and the Communications Unit Leader. The PIO will then ensure that dispatchers and the EOC have this information to pass on to the media as they call in for information.

   h. Obtain the county's master media contact list (telephone, e-mail, fax) and use it to disseminate official news releases and other information. See Appendix.

      Note: Master Media Contacts list must include secondary contact information for newsroom managers in the event no one can be contacted at the media organization

I. Mutual Aid

   1. Responder agencies should enter into agreements to provide assistance to each other on an as-needed and as-available basis. Such agreements

must be in writing and signed by key officers of each party to the agreement. These Memorandums of Understanding (MOU) should be provided to the Emergency Management Director(s) serving the jurisdictions for inclusion in the Plan. MOUs currently in force are includedin Appendix.

2. State legislation providing authority for local jurisdictions to enter into Mutual Aid agreements is found in §15-10-4 of the West Virginia StateCode.

J. Incident Complexity

1. Major or complex incidents and events often create special problems related to incident organization. Anticipating potential problems can allow incident managers to generate more options for organizing complex incident management.

2. Major incidents are infrequent and represent less than 10 percent of the total incidents that occur each year. However, these incidents have the most significant management challenges. The term "major or complex incident" may have different meanings to different agencies depending upon the size of the jurisdiction, number of resources available, and other variables. However, in the context of incident management, major incidents generally:

   a. Involve more than one agency and/or political jurisdiction.
   b. Involve complex management and communication issues.
   c. Require experienced, highly qualified supervisory personnel.
   d. Require numerous tactical and support resources.
   e. Involve multiple victims with injuries, fatalities, or illnesses.
   f. Include widespread damage to property/environment.
   g. Result in psychological threat/trauma. Span multiple operational periods (days, weeks).
   h. Are costly to control and mitigate.
   i. Require extensive recovery efforts.
   j. Draw national media interest.
   k. Are designated an Incident of National Significance.

3. Obtaining the proper resources during an incident is so critical that the National Incident Management System (NIMS) requires that various kinds of resources be "typed" whenever possible.

4. Incidents may be typed in order to make decisions about resource requirements. Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex.

   Incident typing is also used to order Incident Management Teams(IMTs). An IMT is made up of the Command and General Staff members in an ICS organization.

IMT types correspond to incident type and include:
- Type 5: Local Village and Township Level
- Type 4: City, County, or Fire District Level
- Type 3: State or Metropolitan Area Level
- Type 2: National and State Level

Incident Complexity Types

Type 5	- The incident can be handled with one or two single resources with up to six personnel. - Command and General Staff positions (other than the Incident Commander) are not activated. - No written Incident Action Plan (IAP) is required. - The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. - Examples include a vehicle fire, an injured person, or a police traffic stop.
Type 4	- Command staff and general staff functions are activated only if needed. - Several resources are required to mitigate the incident. - The incident is usually limited to one operational period in the control phase. - The agency administrator may have briefings and ensure the complexity analysis and delegation of authority are updated. - No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources. - The role of the agency administrator includes operational plans including objectives and priorities.
Type 3	- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. - Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. - A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. - The incident may extend into multiple operational periods.

Type 2	• This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. • Most or all of the Command and General Staff positions are filled. • A written IAP is required for each operational period. • Many of the functional units are needed and staffed. • Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). • The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	• This type of incident is the most complex, requiring national resources to manage and operate safely and effectively. • All Command and General Staff positions are activated. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. • Branches need to be established. • The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated. • Use of resource advisors at the incident base is recommended. • There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

VI.   Roles and Responsibilities

This section will describe certain departments and agencies common to government operations that have a role in preparedness, response and/or recovery of disaster situations.

All departments, agencies and organizations with responsibilities identified in this section of the Plan are responsible for developing internal strategies, procedures and Standard Operating Guidelines for carrying out assigned primary and support functions. However, each jurisdiction may have other resources within departments that should be noted as a part of their Standard Operating Guidelines. Tasks noted are not in any order of priority. EACH department and organization have certain specific responsibilities in preparation for emergency operations. They are noted below:

- Identify a specific chain of command. List names and contact numbers (including afterhours contact information) and provide a copy to the Emergency Management Director (for inclusion in the master document)

- Identify personnel who will represent the agency in the EOC (including after-hours contact information).

- Identify valuable records that are essential for operations if emergency evacuation is necessary.

- Plan how to implement post disaster responsibilities

- Identify and secure emergency supplies and forms that may be needed.

- Establish redundant record systems for critical documents.

A. Local Government

1. Chief Elected Official

   In incorporated cities and towns, the mayor or her/his designee performs the duties of the CEO. In unincorporated county areas, this role is performed by the president of the county commission or her/hisdesignee.

   This official acts as the Chief Elected Official of emergency management functions. Specific areas of responsibility for the County Commission President or Mayor during an emergency are as follows:

   a. Ensure continuity of government and government operations.

   b. Approval and commitment of local resources and funds for disasteror emergency purposes.

   c. Issues formal declaration of an emergency or disaster.

   d. Issuance of official orders and emergency declarations, such as curfews, as needed and requested by the Emergency Management Director.

   e. Act as intergovernmental liaison and initiate formal requests for outside assistance from other jurisdictions.

   f. Approval of emergency financial authorizations as requested

   g. Issuance of formal request to the Governor's Office through the Division of Homeland Security and Emergency Management (DHS/EM) for the declaration of State emergency for the purpose of obtaining State and/or Federal assistance.

h. Authorize and approve post disaster recovery operations- including acquisition of temporary facilities.

i. Establish post disaster recovery timelines as necessary.

J. Primary media spokesperson to the news media.

2. Emergency Management Director

a. Emergency Management Directors are appointed by the respective County Commissions or Chief Elected Official.

b. When EOC is activated, the Emergency Management Director performs functions from the EOC.

c. Overall responsibility for coordination of emergency operations.

d. Appoints emergency management officers as necessary to staff the EOC.

e. Establishes work schedules of EOC personnel.

f. Ensures implementation of Incident Command System. Assumes the role of Incident Commander for incidents in which an incident site has not / cannot be decided.

g. Ensures any incident management is compliant with regulations of the NIMS.

h. Advise the CEO on a timely basis of any emergency or impending emergency incident that might impact upon the jurisdiction.

i. Makes determination as to activation/deactivation of EOC and staffing levels.

j. Manages and coordinates EOC operations when activated.

k. Prepares disaster declarations for the CEO, as appropriate.

l. Coordinates emergency communications from the EOC.

m. Ensures accurate documentation and logging from the EOC.

n. Ensures resource requests from the Incident Commander are appropriately handled in a timely manner.

o. Ensures resource tracking occurs during and following an incident.

p. Plans and coordinates post-disaster recovery operations.

q. Ensures Functional Annex A02 – Emergency Public Information is coordinated through a Joint Information System, as appropriate.

r. Ensures volunteer resources are coordinated and staged.

s. Coordinates reception sites, staffing and operations, as needed.

t. Makes recommendations to the CEO relative to disaster declarations, travel restrictions, etc.

u. Responsible for collection and dissemination of information in the EOC, including, but not limited to information provided to EOC staff and ensures that timely information is disseminated to the news media and the public.

v. Maintains liaison with appropriate state and federal agencies.

w. Maintains contact with other jurisdictions affected by the incident.

x. Ensures security is provided for the EOC.

y. Ensures all necessary supplies and equipment are available in the EOC.

z. Responsible for compliance with, and distribution and routine maintenance of, the Plan, including updates.

3. Incident Commander see functional annexes for command-and-controlauthority

a. Administer command and control functions over an incident.

b. Ensure that all operations perform and conform to ICS.

c. Responsible for the development, management, and execution ofthe Incident Action Plan (IAP) with coordination and assistance ofthe Planning Section Chief if activated

d. Identify and maintain key operational locations depending on the situation (i.e., Incident Command Post, staging areas, triage/treatment areas, temporary morgue).

e. Maintain communications with the EOC, when activated, and provide routine status reports.

f. Be immediately accessible to other arriving command personnel.

g. Establish Unified Command, as needed.

h. Coordinates Emergency Public Information (EPI) with the EOC and JIS.

4. Law Enforcement

a. Provide warning services to designated areas.

b. Normal law enforcement functions.

c. Control access to disaster areas.

d. Manage execution of Traffic Diversion Plan.

e. Conduct evacuations as needed.

f. Provides protection for key public officials and facilities as needed.

g. Responsible for the oversight of body collection and identification.

h. Provide personnel to support the functions of the West Virginia State Medical Examiner.

i. Establish detention areas if large numbers of arrests occur.

j. Plan personnel assignments to include long term disaster site security.

k. Conduct initial damage assessments ("eyeball") as possible.

l. Provide EOC security, when activated.

m. Establish Command for law enforcement functions supporting—and under coordination with—the Incident Commander.

n. Provide command level representatives to the EOC and Incident Command Post, when activated.

o. Provides Incident Commander for response to acts of terrorism (see

Functional Annex A 20) or for the investigation of criminal acts.

5. Fire Service

   a. Handles regular functions of the department in fire suppression and rescue.

   b. Conducts evacuations as needed.

   c. Provides Incident Commander to fire, rescue, or hazardous materials incidents. Use of Unified Command System is recommended.

   d. Disaster work in light duty and heavy-duty rescue including assistance with the triage of patients.

   e. Emergency warning in designated areas.

   f. Establish priorities for debris removal.

   g. Identification and management of hazardous materials.

   h. Ensure that decontamination operations are established, as necessary.

   i. Plan relocation of response units in one or more stations in disaster sites.

   j. Conduct initial damage assessments ("eyeball") as possible.

   k. Provide command level representatives to the EOC and Unified Incident Command Post, when activated.

   l. Work with community business and industrial leaders and companies to develop consistent emergency plans for their organizations.

   m. Assesses community/county fire needs and reviews the fire rescue plan.

   n. Oversees and coordinates the activities of the fire and activities of the fire and rescue departments to assess their needs, helps themobtain resources and ensures that necessary services are provided.

6. 911 CENTER

   a. Maintains full-time Public Safety Answering Point (PSAP) that fields 911 calls for service from the public.

   b. Maintains communications systems necessary to conduct dispatch operations for public safety agencies.

   c. Conducts notifications to emergency management personnel.

   d. Maintains staff of trained tele-communicators.

   e. Provides EOC facility.

   f. Maintains Functional Annex A01 – Public Warning assets.

   g. Initiates Functional Annex A01 – Public Warning procedures upon request from proper authority.

   h. Relays Functional Annex A01 – Public Warning information from National Weather Service.

   i. Supports EOC operations, as requested.

7. Emergency Medical Service

   a. Primary responsibility for basic and advanced lifesaving measures; including, but not limited to, triage, pre-hospital treatment and transportation.

   b. Assist, as needed, in the establishment and operation of field hospitals and treatment centers.

   c. Provide command level representatives to the EOC and Unified Incident Command Post, when activated.

   d. Participate, to the extent possible, in the Transportation functions of the Plan.

   e. Support the medical needs of disaster reception centers.

8. Public Works

   a. Primary responsibility to open blocked emergency routes to enable first responders to reach disaster areas.

b. Remove debris and stabilize public structures to gain access to victims in support of fire and rescue activities.

c. Provide personnel, equipment and supplies for flood control and mitigation procedures.

d. Provide vehicles and personnel to evacuate records and equipment and relocate them.

e. Provide emergency repair for all City owned vehicles at the shopsor in the field whenever possible.

f. Maintain records of the condition and maintenance standards for all city owned equipment.

g. Provide supervisory level representatives to the EOC when activated.

9. City and/or County Attorney

a. Provide legal counsel and assistance to pertinent government officials, before, during and after disaster emergency incidents with the jurisdiction.

b. Prepare legal documents (disaster declarations, curfews, evacuation areas, etc.) as needed.

c. Research the types and form of emergency ordinances and maintain a resource file.

d. Develop boilerplate contract for emergency debris removal.

e. Develop boilerplate "right of entry" agreements.

f. Develop boilerplate "hold harmless" agreements.

g. Provide counsel in the interest of the jurisdiction to EOC officials, as needed.

10. Clerk

Assure the security of all documents and papers

11. Purchasing

Maintain a list of all vendors doing business with the jurisdiction.

12. Engineering /Building Inspector/Planning Office

   a. Maintain current status on all construction, damage assessmentsand engineering activities.

   b. Provide technical assistance to all other departments.

   c. Maintain a file of all damage assessments.

   d. Determine the extent of damage to the jurisdiction.

   e. Work with the Emergency Management Director to develop anaccurate damage assessment.

B. State Government

The role of state government during local disasters is as outlined in the West Virginia Emergency Operations Plan.

C. Federal Government

The role of federal agencies in local disasters is as outlined in the National Response Framework.

D. Support Agencies

1. American Red Cross

   a. Provides response for sheltering the public, including bedding, food, and temporary housing.

   b. Provides damage assessment and relief and recovery efforts to affected individuals and families.

      (1) Coordinates activities of other relief organizations.

      (2) Provide on-scene support to emergency responders.

2. Kanawha Valley Regional Transportation Authority (KRT)

   a. Provides mass transit assistance during disasters and other emergency situations.

3. Kanawha County Board of Education

   a. Makes school facilities available for use as public reception centers.

   b. May provide mass transit during disasters and other emergency situations.

4. Kanawha Emergency Ambulance Authority

   a. Provides Critical Incident Stress Management (CISM) for first responder personnel and other disaster workers.

   b. May provide mass transit of "walking wounded" during disasters and other emergencies.

5. Hospitals

   a. Provide emergency medical and surgical care.

   b. Maintain planning for emergency operations.

   c. Maintain decontamination plan, materials and systems to provide initial decontamination to the public entering the hospital.

E. Volunteer Organization

1. West Virginia Canine Search and Rescue (WV K9-SAR)

   a. Provides trained dogs and personnel for search and rescue and cadaver recovery.

2. Kanawha Amateur Radio Emergency Service

   a. Provides personnel and equipment to provide emergency or support communications.

   b. Affiliated with RACES and ARES.

3. Community Emergency Response Team (CERT)

   a. Volunteer citizens trained to perform minor fire suppression, light search and rescue and medical triage and treatment in mass-casualty incidents.

VII.   Ongoing Plan Review and Maintenance

The Plan is a working document and requires periodic testing, review, and updates to ensure emergency planning is timely and realistic. The Emergency Management Directors ("Director") of Kanawha and Putnam Counties and the city of Charleston are responsible for the maintenance and review of the Plan document. The Kanawha Putnam Emergency Planning Committee (KPEPC) will house and oversee distribution of the document.

The KPEPC will hold annual public hearings in Kanawha and PutnamCounties to discuss changes and proposals for the Plan.

The Directors are responsible to see that the Plan is regularly tested through drills and exercises in conjunction with first responders and participants in emergency management.

Agencies and individuals with Plan responsibilities are expected to immediately notify their director in the event they are no longer able toperform their function(s).

VIII.   Document Control

The Plan document will be published on an internet server and on compact disc (CD). To ensure the integrity of all published copies, CD copies will be copy protected and a list of all CD recipients will be maintained by the KPEPC. CD copies will be provided by the KPEPC only upon the approval ofthe appropriate Emergency Management Director.

The bottom of each page of the Plan will include a publish date. KPEPC shall keep a log showing each publish date with a summary of updates causing a new published copy.

Director of Emergency Management will be responsible for providing updated CD copies to pertinent personnel in their jurisdictions.

IX.   Using the Annexes and Appendices

A. The Plan includes two annexes. The first is the Functional (or 'Alpha') Annex, providing general strategies for managing various emergency management functions. Participating agencies may use the information in the Functional Annex as guidelines for formulating their specific SOG attachments that will populate sections of the Appendix.

B. The second is the Hazards (or 'Bravo') Annex that identifies certain realistic

emergency scenarios well beyond the routine. Pertinent sectionsof the Functional Annex can then be applied in the response to any hazard.

C. Both annexes identify a primary agency likely to assume Incident Command for the task or the scenario. Also shown are secondary, or support agencies likely to be utilized.

D. The Assumptions section outlines facts, or that which can be assumed as fact for the purpose of planning.

E. The annexes also contain a plan for a certain task (Functional) or general concept of operations (Hazards). Information contained in these sections should help participating agencies and departments in designing their own SOG's.

F. Each Hazard Annex references Functional Plans that might be applied to a scenario.

G. Additional resource material and lists will be contained in the Appendix.